

KCWU-FM Promotional Events Agreement



This form is due, signed, 14 days before the event

Speaker Setup (2 hour min.)	Fender (Small Indoor)	Eon (Large Indoor/Small Outdoor)	Sound Factors (Large Outdoor/Dances/Weddings)
Included: Music playing device, microphone, and tablecloth.	\$150 + \$25/hr	\$150 + \$50/hr	\$200 + \$75/hr

Select departments are eligible for reduced flat rate \$88.10/2hrs + \$20 each additional hour.

PLEASE NOTE:

If you are a CWU entity, **you are required to complete any relevant exceptions request for the venue.**

Additional Equipment:

Subwoofers (Choose one)	No Boom	1 Boom	2 Boom
Flat Rate	N/A	\$50	\$75
Lights & Fog Machine (Choose one)	No Lights	Lights	Lights & Fog
Flat Rate	N/A	\$200	\$250

Other Considerations

- An electrical outlet must be available within 75 feet of the setup site, otherwise we may bring our generator, which adds a fee of \$50 for the first hour and \$25 per additional hour onto the event cost.
 - **Please note:** A generator will add motor noise to the event and will limit the time we are able to provide music services.
- Any event requiring reservation of motor pool services or of significant distance from campus will require and is subject to special authorization & associated fees.
- If we receive notice of cancellation within 24 hours of the scheduled event time, we will require a cancellation fee of 50% of the original event fee.
- KCWU reserves the right to decline any event requested.
- The client is responsible for paying for any repair or replacement for any damaged equipment by a non-KCWU event attendee.
- Custom playlists / specific song requests must be made at least two weeks prior to event date. KCWU cannot assure the procurement of any specific song.

Playlist Request:

- Top 40
- Urban
- Country

- Throwback
- Christmas
- Custom (50¢ / song)