



Binghamton Sound Stage and  
Lighting

(607) 777-4144

bssl@binghamtonsa.org

bssl.binghamtonsa.org

Student Assoc. of SUNY Binghamton, Inc.  
UUW 203 - BSSL  
4400 Vestal Parkway, East  
Binghamton, NY 13902-6000

# Reservation Form

Event	Location	Event Date
Moefest 2021	WHRW Studios	4/17/2021

Arrival Time	Setup By	Show Start	Show End	Load Out
4/16/2021 7 PM	4/17/2021 9 AM	4/17/2021 10 AM	4/18/2021 1 AM	4/18/2021 1 AM

Bill To	Estimate Date	Res. #
WHRW	4/30/2021	E2502

Item	Description	Qty	Rate	Total
Uplighting Lighting	Flat Rate	1	50.00	50.00
Alt-Uplighting Lighting	Flat Rate	1	50.00	50.00
Small Lighting	Hourly Rate	30	13.00	390.00
+ Movers	Flat Rate	1	50.00	50.00
C Sound		1	0.00	0.00
Adjustments:				\$-50.00
Subtotal:				\$540.00
Fee	Description	% of total	Rate	Total
U-Haul			80.00	\$80.00
Late, Day of		100.00		\$540
Fee Total:				\$620.00
<b>Total:</b>				<b>\$1110.00</b>

- The Event Coordinator will have the location reserved, and be present at the event location, by the Shop Time, and will be present for the duration of the event. Note: The shop time is for our employees to report to work. It is NOT indicative of their arrival to the event space.
- Any music or audio samples that BSSL will play will be on a clearly labeled digital audio player. Music media will be given to the sound engineer far enough in advance of the show so that they can be tested and replaced if necessary. The promoter will either (1) provide the engineers with a playlist or program which clearly lists sound and lighting cues in English, or (2) provide a representative to stay with the engineers throughout the show to cue them.
- Engineers are not required to work more than 15 minutes past the End Time. If the engineers agree to work beyond contracted hours, the promoter will be billed a \$20 late fee, as well as the extra labor per hour at the current hourly rate.
- BSSL will not consider refunds on the basis of missed cues, conditions not suitable for videotaping, etc., unless the promoter has had a production meeting with BSSL prior to the event, at which a list of cues was presented.
- BSSL will not be held responsible for any losses due to equipment failure. The promoter shall be held responsible for the cost of repairing or replacing any equipment damaged or stolen by event participants or audience members
- Changing a system between one and two Mondays prior to the event may be done so without incurring a fee. Changing a system between one Monday and 48 hours prior will incur an additional 15% fee of the cancelled system (for example, if you have medium lights booked and you change to small lights, you will be charged for small lights and 15% of medium lights). Systems may not be changed within 48 hours of the event.
- Changing the time/location of your event between one Monday and 48 hours prior will incur an additional 15% fee. Changing the event time/location between one 48 and 24 hours prior to the event will incur a 25% fee. Time/location cannot be changed within 24 hours of the event.
- Cancelling an event may be done up to one Monday prior to the event without incurring a fee. Cancelling an event between one Monday and 48 hours prior to the event will incur a 25% fee. Cancelling an event between 24 and 48 hours prior to the event will incur a 50% fee. Any cancellations done the day of the event, or if the promoter neglects to inform BSSL of the event being cancelled, the group will be charge an additional 100% fee.

- Accessories can be added up to 48 hours prior to an event. Adding accessories between 24 and 48 hours prior to the event will incur an additional 50% fee of the accessory price. Adding accessories the day of the event will incur an additional 100% fee of the accessory price.

BSSL \_\_\_\_\_  
Joe Babbitt

WHRW \_\_\_\_\_  
Becca Appel  
+19176516798  
becca@whrw.fm

My signature signifies that I have read the contract in full and agree to the terms and conditions. I agree to pay the total amount in full upon receipt of invoice.