



Sanders Theatre

Office for the Arts at Harvard

45 Quincy Street | Cambridge | Massachusetts 02138 | T 617 496 4595 | F 617 495 2420 | www.fas.harvard.edu/~memhall

RECORDING AUTHORIZATION

Audio

Video

Today's Date _____

Licensee: _____

Performer/Performing Organization _____ Date(s): _____

Recording Engineer: _____

SANDERS THEATRE REGULATIONS FOR RECORDING

Licensee must pay audio and video surcharges before final permission is granted for recording. Checks should be made payable to Harvard University and sent Attention: Director of Memorial Hall/Lowell Hall Complex, 45 Quincy Street, Cambridge, MA. 02138

Organizations wishing to record must submit the name of an approved engineer to the Director of Memorial Hall/Lowell Hall Complex two weeks prior to the recording date. Engineers are subject to the authority of Memorial Hall/Lowell Hall's Production Manager or Director while engaged in work in the Complex.

Set-up may begin no more than two hours earlier than the advertised event start time without incurring additional hourly charges. Strike time that extends beyond the contracted rental time will incur additional hourly charges.

Equipment will be set up in areas **only** designated by Memorial Hall/Lowell Hall Complex management. All mic lines, power cords, cables, etc. and equipment must be properly dressed for utmost safety and so as not to impede sight lines for any seat in the house. Any special rigging will be erected **only** with the written permission of the Director or the manager on duty and will be removed immediately after use on the same day as the approved recording.

Any commercial use or broadcast of either video or audio recordings made in Sanders Theatre must include the credit line "Recorded in Sanders Theatre at Harvard University."

Failure to observe and abide by these regulations will result in the denial of future permission to record in Memorial Hall/Lowell Hall Complex.

WARNING - This authorization does not constitute a release for broadcast. Further authorization must be obtained in writing from the Director of Memorial Hall/Lowell Hall Complex prior to commercial or cable broadcast of any kind.

I have read the **Memorial Hall/Lowell Hall Complex Regulations for Recording** and agree to abide by them.

Engineer

As Agreed to by:

Approved:

Licensee's Authorized Representative

Memorial Hall/Lowell Hall Complex