

# Steinway Concert Hall Reservation Form

152-6999 11 Street Southeast, Calgary, AB (403) 252-7770 Fax (403) 252-9470

Name:

New/Returning

Address

I am a:

City

Postal Code

Phone Number

Email Address

## Date Required

Month

Start Time

Number of Guests

Day

Year

End Time

Set-up Required

## Equipment & Space

- |   |   |
|---|---|
| <input type="checkbox"/> 9' Steinway              | <input type="checkbox"/> Music Stands <input type="text"/>  |
| <input type="checkbox"/> 7' Steinway              | <input type="checkbox"/> Player Chairs <input type="text"/> |
| <input type="checkbox"/> Concert Tuning "day-of"  |   |
| <input type="checkbox"/> Digital Organ            | <input type="checkbox"/> Phone                              |
| <input type="checkbox"/> Keyboard                 | <input type="checkbox"/> Internet                           |
| <input type="checkbox"/> Digital Piano            | <input type="checkbox"/> Lectern                            |
| <input type="checkbox"/> Adjustable Chair         | <input type="checkbox"/> PA System                          |
| <input type="checkbox"/> Adjustable Bench (small) | <input type="checkbox"/> Lights/Spots                       |
| <input type="checkbox"/> Adjustable Bench (duet)  | <input type="checkbox"/> DVD/CD                             |
|   | <input type="checkbox"/> Projector                          |
| <input type="checkbox"/> Coat Rack                |   |
| <input type="checkbox"/> Welcome Sign             | <input type="checkbox"/> Warm-up Room                       |

Tables

- Table Linens  Program Table

## Services

- |   |  |
|---|--|
| <input type="checkbox"/> Print Tickets      | <input type="checkbox"/> Sound Technician    |
| <input type="checkbox"/> Front-of-House     | <input type="checkbox"/> Lighting Technician |
| <input type="checkbox"/> Ticket-Taker       | <input type="checkbox"/> Digital Recording   |
| <input type="checkbox"/> Usher              |  |
| <hr/>                                       |  |
| <input type="checkbox"/> Bar Service        | <input type="checkbox"/> Coffee Service      |
| <input type="checkbox"/> Light Refreshments | <input type="checkbox"/> Wine/Cheese         |

*You are welcome to co-ordinate catering yourself:*

Name of Caterer

Estimated Time of Food Arrival

Additional Requirements:

Please click "submit" above when finished.  
Submission of this form does not guarantee a space or time.

An Irene Besse Keyboards representative will contact you to confirm your details and to furnish a quote.