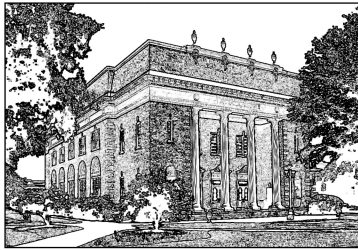


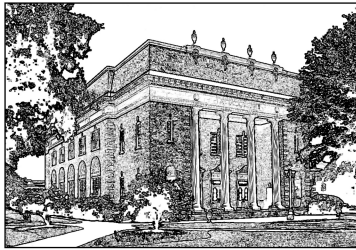
BENNETT AUDITORIUM
==== AT =====
THE UNIVERSITY OF
SOUTHERN MISSISSIPPI



BENNETT AUDITORIUM
AT
**THE UNIVERSITY OF
SOUTHERN MISSISSIPPI**

CONTENTS

FACILITY GUIDELINES	3
FREQUENTLY ASKED QUESTIONS	6
INFORMATION FOR YOUR GUESTS	10



BENNETT AUDITORIUM
AT
**THE UNIVERSITY OF
SOUTHERN MISSISSIPPI**

Thank you for choosing Bennett Auditorium for your event. We hope that this information will make your event easy to plan, worry-free and enjoyable. It will also help you to understand, through a quick summary, key components of events in Bennett Auditorium.

If you desire other or more in-depth information, please call the College of Arts and Sciences Auditorium Manager at 601.266.4550.

FACILITY GUIDELINES

The user is responsible for enforcement of all policies of Bennett Auditorium and for the actions of all persons associated with the User's use of the facility, including but not limited to performers, presenters, support crew, volunteers, and guests.

EMERGENCIES

All emergencies should be reported to campus security first (601.266.4986), then the Auditorium Manager (601.266.4550).

INSURANCE

External Users must provide proof of liability insurance for a minimum of \$1,000,000. The University of Southern Mississippi shall be named as an additional insured.

OCCUPANCY/SEATING CAPACITY

User will not admit or distribute tickets in excess of the occupancy capacity of the rented space as determined by Bennett Auditorium. The established seating capacity of the facility is 997. Twenty (20) of these are withheld for ADA compliance and for seat relocations at Bennett Auditorium discretion, leaving no more than 977 ready-to-sell seats.

SMOKING

There is absolutely no smoking allowed anywhere in the building at any time.

BUILDING ACCESS

Performers/Renters should enter the theatre through the backstage door only. The front doors are kept locked until time to admit the audience unless the user obtains prior approval from Auditorium Manager and arranges for additional personnel to continuously monitor doors. During setup and rehearsals, only those persons directly associated with the event as performers or staff are permitted in the theatre - no guests and no public access.

FOOD AND BEVERAGE

No food or beverage shall be brought into Bennett Auditorium by the User, User's guests, ticket holders, or User's employees. Only water in tightly sealed containers is permitted by Users or User's employees. Audience members are not allowed to bring any outside food or beverage into the facility. Any food and beverage service requests must be coordinated with Aramark and the Auditorium Manager. User will enforce that no food or beverage other than water is allowed in theatre or lobby.

DEPOSITS, PAYMENT, BILLING

A deposit of at least half of the total amount up to \$1,000 must be paid at the time of reservation. The balance of the rental fee must be paid in full no later than one (1) month prior to event load in. Failure to make this payment will result in the loss of event space and forfeiture of any deposit. Additional charges must be paid before the event moves out of the building. Any additional charge(s) not paid will be deducted from ticket revenue and/or billed to the user.

CANCELLATION

Event cancellation less than two weeks prior to move in date will result in forfeiture of any deposit.

VALUABLES

It is strongly recommended that no valuables of any kind be left unattended in the dressing rooms or backstage hallway. Valuables should be left at home, in your car or placed in the care of the user's designee. The University of Southern Mississippi and Bennett Auditorium assume no liability for lost or stolen items.

MAKE-UP

All make-up application is restricted to the dressing room areas. Make-up or other damage to any part of Bennett Auditorium will be charged to the User.

STAGE ACCESS

For safety reasons, under no circumstances are audience members allowed access past the proscenium post-performance. Patrons wishing to meet the performers should be directed to the lobby.

SETS AND PROPS

Bennett Auditorium, as a lecture/concert stage, does not allow scenery. Further, any work that generates excessive dust/sawdust is not permitted in the theatre.

PROHIBITED ITEMS AND ACTIVITIES

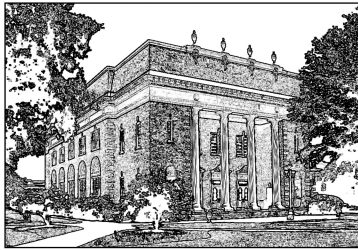
Prohibited items that are damaging to specific parts of the building are as follows: gum, confetti, glitter (which damages the carpeting and upholstery), feathers (which get into the ventilation system), balloons (which can become trapped in the auditorium or stage ceiling), fresh flower petals (can stain carpet and surfaces), unapproved tape (damages finishes), and pyrotechnics or any open flame (fire hazard).

In addition, we have a number of restricted activities. For example, no screwing, drilling, or other modifications may be performed on ANY part of Bennett Auditorium at any time. If you need to use tape to hang signs, mark locations on the stage floor, etc., please consult the Auditorium Manager prior to placing the tape on a theater surface. Some tapes will damage certain surfaces.

Painting of any type (especially spray paint) is prohibited within the building or on the adjacent sidewalks. All props, costumes, etc. should be ready for use upon arrival. If you have special needs in this regard, please see the Auditorium Manager.

DAMAGES

The user is responsible for any and all damage to the facility, from load-in to load-out. This includes damages incurred by event participants, patrons, and third-party vendors such as production services and equipment movers (including university moving services). Damage to the facility may result in forfeiture of your deposit, a \$250 minimum fine, and loss of future facility use. Any concerns regarding the condition of the facility may be addressed with the Auditorium Manager prior to load-in.



BENNETT AUDITORIUM
AT
**THE UNIVERSITY OF
SOUTHERN MISSISSIPPI**

ACCESSIBILITY

User must accommodate all wheelchair requirements in designated wheelchair locations without exceeding the maximum auditorium seating capacity. Portable chairs, camera tripods, wheelchair, strollers, etc. may not be placed in any aisle or doorway under any circumstances. Note that seating capacity may be reduced by technical and production requirements for events. Be sure to discuss your needs with Auditorium Manager well in advance.

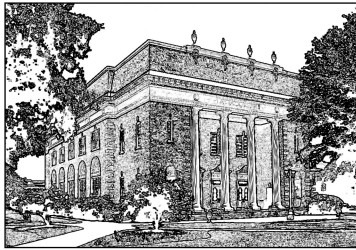
Fire lanes, exits, aisles, breaker panels, and storage doors must remain clear at all times.

EVENT TIMES

All events at Bennett Auditorium reflect on the theatre's reputation and affect future attendance. The University of Southern Mississippi respects its audiences by presenting programs of high quality that begin at the advertised time, and The University of Southern Mississippi asks the User to support that policy. Starting times should not be delayed due to late patron arrivals or late performer rehearsals.

TICKETED EVENTS

IN ALMOST ALL SITUATIONS, ALL EVENTS CHARGING ADMISSION MUST USE THE SOUTHERN MISS TICKETING SYSTEM. A \$1 per ticket preservation fee will be assessed on each ticket distributed – paid and complimentary ticket. The Southern Miss Ticket Office system allows patrons to purchase tickets online, by phone, and in person at the Pat Ferlise Center on Fourth Street. ABSOLUTELY NO tickets may be sold until User has signed and returned his/her service agreement, paid required fees, and submitted a copy of necessary talent contracts (where applicable). Please contact the Auditorium Manager as soon as possible to coordinate ticketing for your event.



BENNETT AUDITORIUM
AT
**THE UNIVERSITY OF
SOUTHERN MISSISSIPPI**

BENNETT AUDITORIUM FREQUENTLY ASKED QUESTIONS

What is included in my rental price?

Your rental price includes (1) continuous 8-hour block of time as well as BASIC lighting. The use of a very limited, existing lobby, backstage furniture, and chairs (60). Any other equipment must be coordinated through Event Manager.

Piano usage

Piano usage and tuning should be coordinated with the Auditorium Manager. The moving of the piano must be supervised by facility staff and cannot be removed from the stage.

What does "basic lighting" mean?

"Basic" lighting means that a Bennett Auditorium staff member will turn on the auditorium lights and stage lights for you at the beginning of your event and turn them off at the end of your event. Student groups are not allowed to completely darken the room per policies of Engagement and Student Involvement.

What if I need amplified sound or other technical needs?

All technical components are supplied by iTech (601.266.6772) and must be arranged and paid by the User in coordination with the Auditorium Manager.

What if I need someone to run adjust lighting, open and close the curtain, or do other backstage jobs?

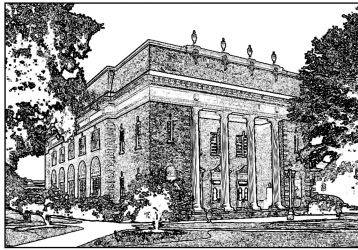
If you have presentation or theatrical needs, it is crucial that you pre-arrange this with the Auditorium Manager. As Bennett Auditorium is primarily a lecture/concert stage, theatrical capabilities are limited and must be approved prior to the event.

Where can I park at Bennett Auditorium?

Multiple lots for parking surround Bennett Auditorium. Parking between 8 a.m. and 5p.m. Monday-Friday requires a dated parking pass from the information booth at the front of campus. On weekends, and after 4 p.m. during the week, a parking pass is not required and parking is based on availability. The University, College, or Bennett Auditorium takes no responsibility or liability for any parking citations issued to clients or attendees.

I want to offer concessions at my event.

All food and beverage needs are arranged through Aramark. No outside food or beverage is permitted on the premises at any time.



BENNETT AUDITORIUM
AT
**THE UNIVERSITY OF
SOUTHERN MISSISSIPPI**

What do I do about ushers?

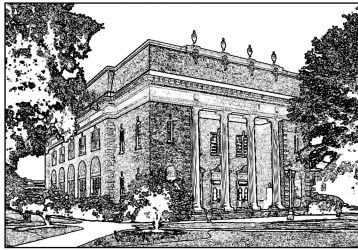
For all public events, the user is responsible for the securing of a minimum of 4 ushers per show who must arrive and meet with our head of house no later than 30 minutes prior to the opening of the auditorium – which is one hour prior to opening of the house.

When does the building open for a show?

The main doors of Bennett Auditorium will not open until one hour prior to the event. Unless otherwise pre-arranged with Event Manager, the house will not open until 30 minutes prior to the event. All performers and staff should use backstage entrances as non-ticketed patrons will not be allowed into the auditorium.

What do I need to clean up when I'm finished?

The user agrees to return facility to the same or better condition when complete. The hall is assessed prior to and following every event. Excessive garbage, stains or damage will be repaired or replaced and charged to the user. All garbage should be in receptacles. Extra programs anywhere in the hall should be removed or placed in garbage cans.



BENNETT AUDITORIUM
AT
**THE UNIVERSITY OF
SOUTHERN MISSISSIPPI**

INFORMATION FOR YOUR GUESTS

Tickets

All ticketed events are handled by the Southern Miss Ticket Office (601.266.5418 or 800.844.8425 or www.southernmisstickets.com).

Box Office

For ticketed events, the box office opens one hour prior to the start time of performance. Please be aware that many performances sell out in advance. We recommend purchasing tickets ahead of time from the Southern Miss Ticket Office (601.266.5418 or 800.844.8425 or www.southernmisstickets.com).

Children

All children over the age of two are required to have tickets and separate seats for ticketed events. Exceptions for children two years and younger will be made, provided they sit on an adult's lap.

As a courtesy to performers and audience members use discretion regarding your child's ability to sit quietly.

If you have any questions about a production's suitability for younger members of your family, please call the presenters or the Southern Miss Ticket Office (601.266.5418 or 800.844.8425 or www.southernmisstickets.com).

ADA Compliant Seating

Accessible seating is available in all auditoriums. Please see an usher or facility personnel for assistance.

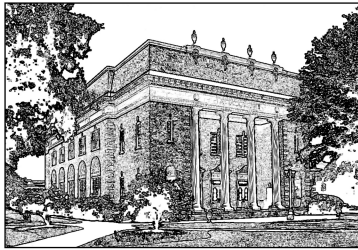
Directions

From the North (Jackson)

Take Highway 49 south to Hardy Street. Turn right. Take a right on to the Southern Miss campus (East Memorial) at the first light. The welcome station is where parking passes may be obtained (if necessary). Continue past the welcome station and continue past the Lucas Administration Building. Bennett Auditorium is the second building on the left.

From the South (New Orleans)

Take Interstate 59 to Hardy Street (Exit 65A). Turn right. Continue on Hardy Street to the front of campus, taking a left on to the Southern Miss campus. The welcome station is where parking passes may be obtained (if necessary). Continue past the welcome station and continue past the Lucas Administration Building. Bennett Auditorium is the second building on the left.



BENNETT AUDITORIUM
AT
**THE UNIVERSITY OF
SOUTHERN MISSISSIPPI**

From the East (Mobile)

Follow Highway 98 to Highway 49 North. Continue North to Hardy Street. Turn left. Take a right on to the Southern Miss campus (East Memorial) at the first light. The welcome station is where parking passes may be obtained (if necessary). Continue past the welcome station and continue past the Lucas Administration Building. Bennett Auditorium is the second building on the left.

From the West (Columbia and McComb)

Take 98 East to Hardy Street. Continue on Hardy Street to the front of campus, taking a left on to the Southern Miss campus. The welcome station is where parking passes may be obtained (if necessary). Continue past the welcome station and continue past the Lucas Administration Building. Bennett Auditorium is the second building on the left.