



Studio Reservation Form

All CPA-TV studio content providers (“Producers”) must supply one copy of this Studio Reservation Form and one copy of the Studio Floor Plan, with a non-refundable \$25 deposit. This deposit ensures commitment from Producers and will prevent unnecessary facility reservations. Once the studio reservation has been approved, Producers will receive one Production Summary Form, one Access Facility Agreement Form and one Talent Release Form, which must be completed prior to leaving the facilities following a studio production.

The remaining balance, based on a mutually agreed upon rate between Producers and CPA-TV, is also due upon completion of any studio production. **Make all checks payable to Charlottesville Public Access Television.**

Producer’s Name _____

Address _____

Organization (if any) _____

Phone (h) _____ (w) _____

Email Address _____

Access ID # (last 4 digits of your Social Security number) _____

Program Title _____

Facility Needed:

- Studio & Control Room
- Studio Only

Production Set:

- To Be Delivered by Producer
- Stored in Shed (requires \$10 monthly storage fee)

Date Needed _____

Time Needed _____ to _____

Alternative Dates and Times _____

**PLEASE COPY THIS FORM AS NEEDED.
ONE COPY MUST ACCOMPANY EACH RESERVATION.**