

## Lancaster Performing Arts Center FREQUENTLY ASKED QUESTIONS about Rentals

**Q:** Wow! What an impressive facility! Is this place available for rent?

**A:** Yes it is. All dates are subject to availability due to our season events and other rentals currently booked.

**Q:** What type of rentals have people held here?

**A:** Everything from weddings, wedding receptions, graduations, private parties, business conferences, rock concerts, comedy shows, church services, musicals to video/television filming.

**Q:** Is there more than one space for rent?

**A:** Yes. LPAC has a Main Stage with 758 seats and a Black Box type theatre with flexible seating from 110 to 140 seats based on the needs of each rental. Both venues have been used from classic theatre seating to full banqueting configurations.

**Q:** Can I rent one or do I have to rent both?

**A:** Both venues are available individually. Renters must know that a separate event can take place simultaneously to their event in the other venue unless both are rented together.

**Q:** Does this happen often when both theatres have a show at the same time?

**A:** It does happen from time to time when we will run completely separate shows on our main stage and Black Box theatres when scheduling permits.

**Q:** Am I able to rent one theatre if there's a show scheduled in the other one?

**A:** Season events take priority so renting either venue must be determined by the shows already scheduled in their respective theatres, and the space needed to accommodate those tours.

**Q:** I'm interested in renting. What do I have to do?

**A:** Call our Rental Coordinator at (661) 723-6111 to determine if our venue can host your next event.

**Q:** What are costs for my event?

**A:** Depends on your event and whether you hold a non-profit or commercial status. Rental costs are per day and can range from \$1,000 to \$3,000 for Black Box events, and \$3,500 to \$7,000 for main stage events. Prices can be lower or higher depending on the calendar days you rent and the length of time you need in the venues.

**Q:** Why so much for rental costs?

**A:** LPAC is considered the best value for renting a performing arts center in all of Los Angeles County. Prices will vary depending on the type and length of event you wish to hold.

**Q:** What do I get for my rental payment?

**A:** Rental fees cover time in the building, in-house labor for both front of house and backstage crew, use of in-house lighting and sound packages, tables, chairs and risers as available. Other equipment use is added on as a piece-by-piece need.

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**Q:** But my show is so easy and won't take that many people to run. Why do I have to pay for all of your staff?

**A:** LPAC staff and their hours are determined by the Technical Director for the specific needs of your event, the number of people attending, type of event and for fire and safety codes.

**Q:** What are the differences between Main Stage and Black Box theatres?

**A:** The Main Stage is a 758 seat proscenium style theatre that has permanent seating, as well as full lighting and sound systems in place. The Black Box is a smaller flexible venue that has some lighting in place, and requires extra set up time and staff to place a sound system, chairs, tables, staging or decorations depending on the event.

**Q:** How long does a rental contract take to complete?

**A:** It takes a minimum of thirteen (13) weeks to complete the rental contract once you have submitted your Application together with paying your Hold Fee. Renters must plan accordingly so that you have enough time to advertise and sell tickets.

**Q:** Does LPAC do any advertising for my event?

**A:** No. LPAC does not, under general operating policy, advertise for any rental event. It is the Renter's responsibility to use all available media at their disposal to market and sell their event.

**Q:** Am I a Commercial or a Non-Profit rental?

**A:** If you or your representing business/organization holds a 501(c)(3) designation from the I.R.S. you are classified as a Non-Profit rental. All other Rental clients are classified as Commercial.

**Q:** What does it take to set up events?

**A:** Depending on the specific event, LPAC staff assists in sound, lighting, staging and general set up of all in-house equipment. The amount of hours is based on two major criteria.

- 1.) What equipment that LPAC may provide versus what you wish to bring in as a separate rental, and
- 2.) What hours it has taken LPAC staff to set up similar events in the past.

**Q:** What if I want to bring in my own decorations, sets, props or other sundry items?

**A:** LPAC can accommodate Renters who wish to bring in their own decorations, provided that the items in question meet local and state Fire, Safety, ADA and CAL-OSHA codes.

**Q:** How about serving food? What can we do and what is available from your side?

**A:** Caterers and Renters wishing to provide food for their guests may do so by following Los Angeles Department of Health requirements of safe food handling. Food must come in a ready-to-serve condition. No on-site cooking is allowed due to fire and safety restrictions.

**Q:** How does ticketing work for my event?

**A:** Renters can

- 1.) go through LPAC Box Office to sell all their tickets
- 2.) use a combination of Box Office, and LPAC website for a \$25.00 fee
- 3.) use Box Office, LPAC website and consignment tickets
- 4.) Sell consignment tickets themselves

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**Q:** [What are consignment tickets?](#)

**A:** Renters can ask for blocks of tickets, 250 maximum at one time, to sell themselves through their own methods and distribution. Renters will be charged \$1.65 per ticket taken in consignment for ticket stock/software fee, regardless whether the ticket was sold or not.

**Q:** [When can my tickets go on sale?](#)

**A:** All ticket sales, whether from Box Office, website or consignment, will go on sale after LPAC has received your two signed contracts, insurance certificate and 25% Deposit payment.

**Q:** [What can we expect when we walk into our event the day of?](#)

**A:** With proper planning, Renters will have LPAC staff on site from start to finish of their event. The more details that can be available during pre-planning will help to ensure the smooth operations for the duration of your event.

**Q:** [How are the payments broken down?](#)

**A:** A \$275 Hold Fee is required at time of submitting the rental application to secure your date(s). The 25% Deposit of the final rental amount is due sixty days out from your event. The 75% Balance is due thirty days out from your event.

**Q:** [How far in advance can I rent?](#)

**A:** The LPAC season is from September through the following May. Renters may start asking for dates after LPAC announces their upcoming season, usually end of May or early June, up through the following August.

**Q:** [What is the difference between the Deposit, Balance and the Hold Fee?](#)

**A:** After our Rental Coordinator has confirmed the availability of the dates(s) you've requested, the Hold Fee and Rental Application are due together to hold your dates. Without these two items, your date(s) will not be held.

The Deposit is the next payment required, which is 25 percent of the total rental fee, and turned in at LPAC Box Office with your two signed contracts, no later than sixty days from your event.

The Balance is the final payment, which is the remaining seventy five percent of the total rental fee, due no later than thirty days from your event.