

LANCASTER PERFORMING ARTS CENTER • RENTAL APPLICATION

Event Title: _____

Venue: Main Stage – 752 seating
 Bozigian Family Theatre – 110 seating



Load-in Date/Time(s): _____

Rehearsal Date/Time(s): _____

Performance Date(s): _____

Curtain Time(s) and day(s): _____

CONTACT INFORMATION

Organization Name: _____

Mailing Address: _____
Number, street, and apartment/Suite number

City, state, and ZIP code

Contract Signee: _____ Title: _____

EMAIL: _____

Office: _____ Fax: _____

Cell: _____ Home: _____

Technical Contact: _____ Title: _____

EMAIL: _____

Contact Phone: _____ Fax: _____

Is your Organization: Commercial Non-Profit

An IRS 501(c)(3) Designation Letter must be provided, or currently on file to grant non-profit status

Event Information

Performance(s) running length: _____ *Intermission Length: _____

EVENT NAME - Ticket listing (1 line with 30 spaces): _____

Ticket prices: _____ Orchestra _____ Balcony _____ Senior _____ Military _____ Youth

Ticket sale date (Tuesday, Wednesday or Thursday ONLY): _____

Consignment Ticket sales: Yes No (*please refer to per ticket handling fees stated in the LPAC Fees and Policies*)

Tickets cannot be sold until the following items are completed and on file with the Rental Desk:

Contract signed by Contract Signee, 25% Deposit received, W-9, approved original Insurance Certificate.

***Any show running over 90 minutes must have an intermission – Events that misjudge their running times will have an intermission inserted at the discretion of LPAC staff and have labor and/or building charges adjusted accordingly**

Primary Contact Initials: _____

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Merchandise Sales

Organizations are provided two (2) 6 foot tables, chairs and Edison power to assist in selling their merchandise in the lobby. Merch sales can include CDs/DVDs/shirts/photographs/book sales. Organizations must provide their own seller. The sales commissions are as follows:

- Commercial staff sells (85% to organization - 15% LPAC commission)
- Non-profit staff sells (90% to organization - 10% LPAC commission)

Commissions are tallied nightly between Organization representative and LPAC House Manager. LPAC does not provide a bank or change for sellers.

Decorations

Venue decorations include balloons – posters – photographs – information displays – literature tables – banners – flowers – CD players – drapery/fabrics and are permitted if they meet safety/fire codes for the venues.

Organization will use decorations in: Lobby Nellie and Luis Bozigan Family Theatre Main Stage

Catering

Organizations can provide catering for events that can include snacks, full meals or buffet service in either Bozigan Family Theatre or Main Stage venues. Caterers must follow all safe food handling requirements for transporting and serving. Caterers must possess required health certificates, required equipment and trained staff for any open food to be served at venues.

Catering Contact/Business: _____

Phone: _____ Cell: _____

Email: _____

Will your event be serving alcohol? Yes No (\$50.00 for event liquor license)

Advertising - Website listing

**LPAC IS NOT RESPONSIBLE FOR ANY ADVERTISING, MEDIA,
PRINT OR VIDEO MARKETING OF THE RENTAL EVENT.**

For ticketed events, a basic website listing with event description and picture/graphic is free of charge. You can provide a description of your event in 500 words or less for inclusion in word.doc or text formats.

Your event image (graphic) must be sized at 617 x 303 pixels in jpeg, tiff, gif format preferred to fit LPAC website.

- \$25.00 Online ticket purchasing on LPAC website – **allows patrons to purchase best available seats online**
Patrons purchasing online are charged \$4.00-\$9.00 handling fee per ticket
Patrons purchasing by phone or fax are charged \$3.00 handling fee per ticket

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Audio/Video recording

Will you allow patrons to use flash photography at your event? Yes No

Will you allow non-lighted recordings taken during your event? Yes No

If NO, LPAC staff will make every reasonable attempt to halt recordings/flash photography during your event.

Will you be providing someone to film/archive your event using:

Traditional/Digital still photography

Videotaping of your event

Audio recording of your event

Camera tripods, recording equipment, cabling pathways and recording media must be supplied by the organization and/or sub-contractor and must be cleared with LPAC TECHNICAL DIRECTOR for all fire/safety codes.

Audio/Visual Contact: _____

Phone: _____ Cell: _____

Email: _____

Event Insurance

Organizations are required to provide their own Liability Insurance. Refer to Insurance Requirements for specific instructions. (Individuals may apply for City of Lancaster Liability Coverage for some events if eligible.)

TECHNICAL INFORMATION

_____ Number of Performers

_____ Child performers (under 18 years old)

_____ Musicians

_____ Technical Staff/crew

_____ Chaperones **NOTE: 1 CHAPERONE PER 15 CHILDREN REQUIRED AT ALL TIMES**

May be asked to provide a PDF, MS Word doc or MS Excel file describing your event and your basic stage layout: This includes a script/show order, ground plan, rigging schedule, microphone and playback needs, lighting and all equipment the organization will be supplying from outside vendors, and information relevant to your production from the following pages of this application.

DRESSING ROOMS

Four Dressing rooms offstage left are reserved for Main Stage events

Two Chorus dressing room downstairs are reserved for BFT events

Main Stage and Chorus dressing rooms may both be used by ONE event on approval by LPAC TECHNICAL DIRECTOR

Any additional dressing rooms needed upon request and approval by LPAC TECHNICAL DIRECTOR

LPAC reserves the right for final room arrangements based on season events

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VENUE EQUIPMENT

Check all LPAC equipment you require using:

- Orchestra pit at: stage level (for extra performance space)
 house level (for extra seating)
 orchestra level (for musicians)
- Music Stand count _____
 Black chair count _____
 Marley Dance Floor: \$140.00 per event
 Fog machine: \$40.00 per day
 Grand piano tuning: \$250.00 per event
 Upright piano tuning: \$150.00 per event
 Follow spot(s): # _____ \$40.00 per day per spot (maximum two units) + \$30.00 per hour for operator
 Rear Projection Screen (Size: 10'x14'): \$50.00 + \$60.00 labor per event (renter provides rear projector)
 LPAC Large-scale Projector & 14'x24' Screen: \$600.00 per event

4' X 8' riser count: 8 inch____ 16 inch____ 24 inch____ 32 inch____ 40 inch____ 48 inch____
(Diagram/Layout – Please attach)

SOUND

Refer to LPAC Technical Specifications for the house sound equipment dedicated to each venue. No cross-travelling of equipment is permitted without prior approval of LPAC TECHNICAL DIRECTOR.

- wireless* handheld microphones needed: _____ (up to FOUR maximum)
 wired microphones needed: _____
 CD/iPod/laptop playback: _____
 Sound feed for Vendor video camera
 Band/Orchestra
Members/Instrumentation: _____
Inputs/microphones needed: _____
Placement on stage/pit: _____
Music stands: _____ Chairs: _____

(Diagram/Layout – Please attach)

***Organization is responsible for supplying 9 volt batteries for all LPAC wireless microphones.** Fresh batteries are required to be changed out for every rehearsal and performance.

LIGHTING

Refer to LPAC Technical Specifications for the house lighting equipment dedicated to each venue. No cross-travelling of equipment is permitted without prior approval of LPAC TECHNICAL DIRECTOR. All pre-cut gel colors on file and gobo library are available to organizations.

Refer to LPAC house lighting plots for instrument type and location. Unless noted in your paperwork, LPAC house focus and plot will be used. Organizations wishing to move/focus LPAC instruments or use additional outside instruments,

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effect lighting, specials or other powered equipment will be assessed adequate time on their contract to restore back to house plot.

SCENIC

LPAC does not provide rigging/flying hardware or general construction hardware to organizations. It is the responsibility of the organization to ensure proper and safe hardware and its usage be maintained for all necessary scenic pieces. Final safety decisions on all flying/ground scenery, risers/platforms or rigging are determined by LPAC TECHNICAL DIRECTOR. **PLEASE NOTE THE SPECIFIC EQUIPMENT IN YOUR SUPPORT DOCUMENTS.**

Will your production carry any of the following:

- Free standing scenery – FULLY painted on all sides or rendered flame retardant
- Flying scenery – fully painted all sides or rendered flame retardant and rigged to safety standards
- Rental sound – lapel microphones or equipment
- Rental lighting - strobes, black lights, atmospheric effects (fogs and/or haze)
- Chain hoist rigging – company must be certified and approved by Technical Director before use
- Strobe lighting (**REQUIRES BOTH LOBBY BOARD NOTICE AND PLAYBILL NOTICE FOR PATRONS**)

The following require approval from both venue TECHNICAL DIRECTOR and L.A. COUNTY FIRE SAFETY OFFICER. Costs of securing an open flame permit are the responsibility of the organization.

- Pyrotechnics
- Open flame (candle – lighter – match – torch – fire pit)
- Smoking (cigarette/cigar/pipe)

Outside Licensed Vendor (Pyro/Rigging, etc.) _____
Address: _____
Phone: _____ Cell: _____
Email: _____
Contact: _____

RESTORATION FEES

It is the responsibility of the organization to ensure adequate time to restore LPAC sound, lighting, staging, seating and general building during their load out, to the condition that they witnessed at time of load in. Failure to restore will have the organization charged **\$350.00** for venue staff to perform a restore call.

AGREEMENT

I have reviewed the following files on polices and guidelines located on the LPAC website:

- | | |
|-------------------------------|----------------------------|
| Fees and Policies | Seating Chart |
| LPAC Technical Specifications | Frequently Asked Questions |
| Glossary of Terms | |

SIGNATURE: _____ **DATE:** _____

Please return via one of the following methods:

FAX: 661.723.5945
Email: PMartindale@CityofLancasterCA.org
Mail: City of Lancaster, ATTN: LPAC RENTAL, 44933 Fern Ave, Lancaster, CA 93534-3816

Primary Contact Initials: _____