



# Lancaster Performing Arts Center Rental Policy and Fee Schedule

**Physical Address:**  
Lancaster Performing Arts Center  
750 West Lancaster Blvd  
Lancaster, CA 93534-3816

**Mailing Address:**  
City of Lancaster  
ATTN: LPAC Rental Office  
44933 Fern Ave  
Lancaster, CA 93534-3816

LPAC Rental Desk (661) 723-6111  
PMartindale@CityofLancasterCA.org

www.LPAC.org  
Box Office (661) 723-5950

**APPLICATIONS** for use of the Lancaster Performing Arts Center (LPAC) can be obtained at the box office Monday – Friday from 12:00 pm – 6:00 pm, or can be downloaded from the LPAC website.

**FOR AVAILABILITY OF DATES AND APPROVAL OF TITLE/ARTIST/EVENT**, please contact the Rental Desk through the contacts above. The LPAC is available for rental events 7am – 12 midnight daily, except New Year’s Eve, New Year’s Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve and Christmas Day. All events, including crew departure from building, must end by midnight.

## TO HOLD A DATE

You must submit:

- \$275.00 NON-REFUNDABLE BUILDING/CROSSING HOLD FEE – (applied toward total rental charge)
- Completed LPAC rental application

The hold-processing fee and application can be delivered to LPAC physical address or mailed to mailing address above. The hold-processing fee shall be forfeited and new fees assessed if the hold date is changed.

## RENTAL PROCEDURES

- Confirm availability for requested date(s) with Rental Desk.
- Submit rental application along with FEES listed above a minimum of three (3) months prior to the requested date(s). Only company owners or authorized officials can reserve dates, submit applications and sign contracts.
- Meet with Rental Coordinator within a week of application submittal to discuss the specific requirements for your event. A detailed rental cost estimate will be prepared based on this information.
- Your rental estimate will be sent to you for approval.
- Once you have approved the rental estimate, you will receive your Rental Contract Agreement for signing, to be returned to the LPAC within 10 days of receipt, to include the following if indicated on the face of your contract:
  - 1.) Two (2) signed and initialed copies of the contract agreement
  - 2.) Payment of non-refundable 25% deposit of the rental amount
  - 3.) A signed W-9 form
  - 4.) Insurance Certificate
  - 5.) I.R.S 501c3 form if applying for Non-Profit Status

*Deposit payment, signed contract agreements, insurance certificate and W-9 will guarantee booking.*

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- Ticket information will be entered into the box office computer system with the on-sale date indicated on the Rental Application. (This date is subject to modification as needed)
- Consignment tickets require two (2) business days advance notice to prepare.
- There is a \$100.00 change fee for each ticketing change that is made after prices, etc. have been entered into our ticketing system.
- One (1) copy of the fully executed contract will be mailed to you.
- If website listing and ticketing is requested, renter must provide salient information/photos no less than five (5) business days prior to scheduled ticket on-sale date.
- Balance of 75% rental fee is due twenty (20) business days prior to the first date in the building indicated on the rental contract.

### GENERAL OPERATING POLICIES:

- LPAC reserves the right to book other events in proximity to your event.
- Renting of the main stage does not guarantee the availability of entire Facility.
- The intention to serve food must be included in the LPAC Rental Application. Food cannot be prepared on site.
- It is not desirable that rental and City events should directly compete (i.e. identical or similar events, titles, or artists) close to same dates. Therefore, rental events must be approved by LPAC's PERFORMING ARTS MANAGEMENT prior to the rental application.
- To qualify as a Nonprofit, you must provide a copy of its IRS Determination Letter under Internal Revenue Code 501 (c)(3) and related sections as now or hereafter amended.
- LPAC is a non-smoking facility. All stage smoking, flame effects, or pyrotechnics on stage must have an approved permit from the Los Angeles Fire Safety Officer and LPAC Technical Director. Please refer to the LPAC Technical Director for specifics on stage smoking, flame, and pyrotechnic effects.
- Illegal drugs are not permitted. Persons under the influence of intoxicating liquors and/or illegal drugs shall be denied the opportunity to participate in any manner and escorted from the building.
- Please refer to Glossary of Terms for additional backstage policies at "LPAC.org/rentals."

### PROOF OF INSURANCE

- You must provide insurance for the time of your event, starting from the time you enter through the time of end of contract. Insurance requirements are listed at "LPAC.org/rentals."

### RENTER'S PROMOTIONAL/ADVERTISING MATERIALS

- LPAC and City of Lancaster do not provide any marketing/advertising for rental events
- Must be approved by the LPAC before they are distributed or displayed
- LPAC and City logos cannot be used
- No promotional materials can be posted or distributed until we have a fully executed contract.

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### CANCELLATIONS

- Must be made by calling LPAC Box office and sending written notification at least thirty (30) days prior to the event to avoid increased cancellation charges.
- The \$275.00 HOLD/PROCESSING FEE and 25% deposit are NOT REFUNDABLE
- Renter will be charged expenses incurred for cancellations less than thirty (30) days from the event that include but are not limited to: administrative labor charge for ticket refunds and audience notification, ticket set up fees, ticket printing, credit card charges, website listing, ticketing and postage and possible rental loss.

### REFUNDABLE DEPOSITS

- A refundable cleaning/damage deposit will be levied for all rentals.
- The refundable cleaning/damage deposit will be returned if the facility and its equipment is left in the same condition as it was received at the beginning of the rental period, and providing there has been no damage and/or abuse above normal wear.
- If City property has been damaged or abused by you or your patrons, you are responsible for reasonable costs to replace, repair or clean such property in addition to the withholding of refundable deposits.

### WINE OR CHAMPAGNE BEVERAGES

You may only serve wine and champagne at LPAC if being provided as part of a catered event, dinner or private party, and if approved by the City Manager or his designee, with the payment of \$50.00 Liquor License fee. No alcohol may be sold by a rental organization. The LPAC reserves the exclusive rights for all sales on food and beverage concessions.

### MERCHANDISE

LPAC may permit the sales of books, novelties, tapes, CD's programs, T-shirts, photographs, etc. by you or your agent in accordance with established operating policy within the LPAC Lobby only. You may NOT sell floral arrangements or flowers, or stuffed animals as part of your merchandise. You must provide your own sellers/sales staff and provide them with their own change bank.

All merchandise sales will be assessed by the following commission:

Commercial - 85% gross sales to you - 15% of gross sales to LPAC  
Nonprofit – 90% gross sales to you - 10% of gross sales to LPAC

- A sales tally sheet listing total gross sales must be signed and submitted by you or your agent to LPAC house manager each night at the close of your event.

### TICKETING SERVICE

- Any event selling tickets will be required to use LPAC's ticketing system.
- A Handling Fee will be added to every phone and internet order.
  - Patrons will be charged \$3.00 per ticket for all phone or fax, or internet orders

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## OTHER FEES

- You will be responsible for paying ASCAP/BMI/SESAC music licensing fees if you require any recorded or live music played before, during, or after any event on LPAC premises.
- **A Holding Fee** (per day) for The Nellie & Lou Bozigian Family Theatre (BFT) is applied when the venue is used as a holding/storage area for performers, props, and/or sets when used together with a main stage rental. Certain BFT dates may not be available to main stage renters.

## ADDITIONAL CHARGES

Additional charges for services encountered beyond scope of contract will be retained out of ticket proceeds. If the amount of proceeds is insufficient to cover additional charges, you will be billed; payment is due within ten (10) business days of close of event.

## MAIN STAGE (MS) SPECIFICS

The main stage is used for large concert events, comedy/variety shows, dance recitals, dramas and musicals, graduations, large parties, corporate and business presentations, lectures and group meetings.

- Audience seating capacity: 758
- Stage capacity: 248
- Stage floor size: 80 feet wide x 38 feet deep, 2,560 square feet
- Four dressing rooms - Total capacity: 22
- Building rental rates and labor rates are separate costs and dependent on the specific requirements for your event.
- Minimum backstage crew call is four people for four hours each.
- Main stage rental space includes main stage, auditorium, stage left dressing rooms and shop areas.
- Concurrent shows that run in BFT venue are allowed access to downstairs green room and trap room, and are given the chorus dressing rooms for their use.

## LPAC USHER REQUIREMENTS

**"FULL"** = 16 LPAC ushers are required for Main Stage events.

**"SUPPORT"** = 5 LPAC ushers for BFT events or Main Stage events for half the theater seating or less and with NO BALCONY.

## MAIN STAGE EQUIPMENT

Included: House light plot, house PA sound system. Microphones, stage monitors, lighting instruments, chairs, risers, tables, etc. are dependent upon availability and must be requested through the Rental Coordinator and/or the Technical Director.

For complete info on Seating, Rigging, Audio System, Soft Goods, Additional Equipment, and Support Facilities, refer to LPAC Technical Specifications at ["LPAC.org/rentals."](http://LPAC.org/rentals)

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## NELLIE AND LOU BOZIGIAN FAMILY THEATRE (BFT) SPECIFICS

The BFT is available to groups for uses such as art shows, rehearsal space, small performances, receptions, workshops, classes, meetings, weddings, parties, dances, etc.

- Variable seating capacity: 110 – 140 seats based on layout and occupancy
- Stage floor space: 58 feet long x 40 feet wide; 2,280 square feet
- Two down stairs dressing rooms – total capacity: 40
- Minimum LPAC crew requirement is two backstage crew for four hours each
- Rehearsal rates usage is confined to the BFT and backstage rented areas only. The lobby is closed during rehearsals. Restrooms are available backstage.
- Rental of the BFT refers to the BFT stage/seating space, stage right hallway, and possible use of downstairs chorus dressing rooms, green room and trap room. Concurrent shows on the MS are also allowed access to downstairs green room and trap room, and are given the upstairs dressing rooms for their use.

## VENUE EQUIPMENT

Includes: BFT lighting plot, portable sound system with PA speakers. Any extra microphones, lighting instruments, chairs, risers, tables, etc. are dependent upon availability and must be requested through the Rental Coordinator and/or the Technical Director.

For complete info on Seating, Rigging, Audio System, Soft Goods, Additional Equipment, and Support Facilities, refer to LPAC Technical Specifications at “LPAC.org/rentals.”

## RENTAL RATES

- For either venue, building rates are set for events from the time of building occupancy (LOAD IN, or SET UP), through exit of the building following strike (LOAD OUT) and restore by stage crew for your event.

**BUILDING CHARGES** are divided into two major categories, either Non-Profit or Commercial rates. Building charges vary based on whether the rental falls on a **weekday** (Monday through Thursday) or a **weekend** (Friday through Sunday)

TYPE	RATE	DESCRIPTION
Main stage - weekday NON PROFIT	\$95.00	per hour
Main stage – weekend NON PROFIT	\$100.00	per hour
Main stage - weekday COMMERCIAL	\$190.00	per hour
Main stage - weekend COMMERCIAL	\$200.00	per hour
BFT - NON PROFIT	\$20.00	per hour
BFT – Commercial	\$35.00	per hour
Lobby hourly rental + \$50.00 housekeeping fee	\$100.00	per hour
BFT Holding FEE	\$70.00	<b>per day</b>

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**LABOR RATES** are based on the specific needs for your event. LPAC Technical Director will determine the best needs on a per-event basis. All performances will have LPAC House Manager, Ushers and Parking Security.

TITLE	RATE	DESCRIPTION
Assistant Technical Director	\$30.00	per hour
Operating Backstage Crew	\$30.00	per hour
House Manager	\$25.00	per hour
Parking Lot Security	\$25.00	per hour
LPAC ushers – FULL	\$75.00	<b>per day for event</b>
LPAC ushers – SUPPORT (see page 4)	\$50.00	<b>per day for event</b>
Maintenance Aide (multiply shows)	\$15.00	per hour

**OTHER CHARGES** Depending on the equipment and rental needs, separate charges are listed as follows:

OTHER CHARGES	COST	DESCRIPTION
Hold/Processing fee	\$275.00	NON REFUNDABLE (applied)
Ticketing set up fee	\$100.00 per performance	\$100.00 per ticketing change
Website ticketing - online sales	\$25.00	per event
Handling fee – phone order	\$3.00	per ticket
Handling fee – internet order	\$4.00-\$9.00	per ticket
Facility Fee (building improvement)	\$1.00	per ticket
Main stage cleaning deposit	\$500.00	REFUNDABLE
BFT cleaning deposit	\$200.00	REFUNDABLE
ASCAP/SESAC/BMI (bumper music fee)	\$30.00	per performance
Grand piano rental with tuning	\$250.00	per event with one tuning
Upright piano rental tuning	\$150.00	per event with one tuning
Follow spot	\$40.00	per day
Fog machine	\$40.00	per day
Projection Screens	\$50.00	7'x10' and 14'x10' rear projection
Gaffers tape	\$35.00	per roll, 2" wide x 60 yards
Marley dance floor	\$140.00	per event
LPAC Projector/Large Screen	\$600.00	per event
INSURANCE RATES/INDIVIDUALS	RATE	DESCRIPTION
0 - 100 people	\$44.00	per day
101 - 250 people	\$66.00	per day
251 - 500 people	\$86.00	per day
501 - 1000 people	\$172.00	per day
Liquor License	\$50.00	per event
Box Office	1.5% of gross ticket sales to City	per rental
Credit card fees	transaction fees	3% of gross credit card sales
Ticket sales exceeding \$25,000.00	1% of gross sales to music license	per day
Ticket printing	\$1.65 per ticket card stock	per ticket
Restore charge	\$350.00	Per event if required