

## LPAC GLOSSARY OF TERMS

### **\*ADMIN FEE**

The Non-Refundable 'administration fee' of \$50.00 paid along with the \*Hold Fee when submitting the Rental Application to cover office hours. Renters who change their dates after submission will need to resubmit this fee. The Admin Fee is credited toward the total Rental charge when completed.

### **ADVERTISING/MARKETING**

Renters are responsible for all of their own advertising, including, but not limited to, all print, media and video advertising, posters, flyers, handouts, commercials, radio ads, social media websites and internet-based advertising. Renters will need approval from LPAC Marketing Office for correct contact information and listing on all of their advertising, before any advertising can be sent out to the public.

### **AUDIO PLAYBACK**

Playback can be anything from walk in music for the guests, to sound effect cues, to audio on DVDs, to backing tracks for vocalists. LPAC can playback cues on Compact Disc (CD/CD±R), laptop with audio outputs or iPod/digital player from the sound booth. LPAC crew will not re-record sound cues or tracks.

### **AUDITORIUM**

The space where the audience sits to see the performance. Also referred to as the 'HOUSE' the Main Stage has 742 seats, and The Nellie & Lou Bozigian Family Theatre (BFT), a "Black Box"-style theatre, will sit 80 to 140 people depending on its stage and seating arrangements.

### **AUTOGRAPHS**

Renters will notice backstage doors and walls that are autographed by the various Artists who have performed at LPAC. All these artists have been invited to sign at the request of LPAC Staff. Renters do not have that option. Renters who allow, whether intentionally or without their knowledge, their performers to sign anywhere on LPAC walls or doors will be charged \$75.00 per autograph to be removed.

### **BALANCE**

The 75% of the remaining rental fee a Renter must pay 20 business days prior to the start of their event. A balance not paid by this deadline could forfeit the rental date.

### **BOX OFFICE**

The front area of LPAC where patrons can buy tickets on-site for events. Box Office is available during business hours from 12 – 6 pm, Monday through Friday, and 12 – 4 pm on Saturdays at the windows. Renters are not permitted in Box Office.

### **BOZIGIAN FAMILY THEATRE (BFT)**

The performance space inside LPAC, named for long-time supporters of the Arts, Nellie and Luis V. Bozigian. Renters start with only the four bare black walls and floor, and have crew set up the required tables, chairs, staging, risers, sound system and lighting as needed for each event. Labor for this set up and tear down will be included as part of the total cost of renting this space.

### **BREAKDOWN**

An itemized estimate listing all building hours, required labor, insurance, music royalties and rental equipment costs.

### **BUILDING RENTAL**

The fee charged for the use of the building itself. Building fees vary depending if a Renter needs the BFT, Main Stage, whether they rent on weekdays (Mondays through Thursdays) or weekends (Fridays through Sundays) and if they have non profit or commercial status. (see Non-Profit and Commercial Status)

### **CATERING**

Food brought in to serve a group of people, such as for a sit down dinner or wedding reception paid for by the Renter. Caterers providing food are limited to serving food to BFT, Main Stage (stage area only), green room and trap room areas. Caterers must have safe food handling certificates, provide proper hot and cold food storage as needed, and provide proper prep and clean up areas as required by Los Angeles County health and safety codes. No food or beverages are allowed in the Main Stage seating area.

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### COMMERCIAL STATUS (For-Profit)

For any Renter who is renting 1). as a private individual, 2). as a for-profit business or 3). does not have an I.R.S. designation 501 (c) 3, is considered a commercial renter and thus charged building rental at commercial rates.

### COMPS

Short for 'Complimentary.' Refers to tickets purchased by the Renter and given to their patrons, such as V.I.P. and Sponsorship support, in-like trade for services or materials or for donations/good will.

### CONCESSIONS

Refers to the sales of food and drinks through both East concession and West concession bars, including, but not limited to sodas, water, candy, cookies, pastries, snack foods and assorted alcoholic beverages. Concessions are under sole control of LPAC and are regulated as such. Renters cannot supersede LPAC concession sales with their own under any circumstances.

### CONSIGNMENT TICKETS

Renters who want to sell their tickets through other channels besides LPAC box office can take out consignment tickets. Renters are allowed a maximum of 250 tickets at any time by contacting the Box Office. Once the first 250 tickets are sold, the Renter has the option for another 250 tickets. Renters may not create and sell their own tickets. Renters must use LPAC ticketing only. Renters will be charged \$0.65 per ticket on all consignments taken out, regardless of whether they have been sold or not

### CONTRACT

The signed Rental Agreement between Renter and City Manager containing the show information, rental fees, labor, building usage, insurance needs and ticketing/box office information. The signatory on the contract becomes the Primary contact and on-site coordinator at all times that the rental group is in the LPAC.

### CREDIT CARDS

LPAC box office will accept Visa, MasterCard, American Express, Discover cards as well as Debit cards for ticket purchases as well as \*Hold Fees, \*Deposits and \*Balance payments. Renters will incur a 4 percent charge on all credit card sales to cover credit card fees for ticket purchases.

### CREW

Also known as backstage staff. Crew refers to those working events; Stage Manager, Master Electrician, Audio Engineer, Master Fly Operator, Follow Spot operator, etc., along with various other departments needed for an event. LPAC crew are not designers, and cannot guarantee artistic quality for any production. They are required to have operating knowledge of their respective equipment. Any requirement for design beyond that requires the renter to provide outside designers.

### CURTAIN TIME

The start time for each performance, when the first "curtain goes up" at the start. Also referred to as 'downbeat' when used with a music concert.

### CYCLORAMA

Large flat white drop that hangs upstage and is used to give the illusion of blue sky or various times of day by use of dedicated colored lights.

### DAMAGE/VANDALISM

Renters should note the "as-is" condition of the building at the start of their rental contract. Any vandalism or damage to any part of the venue interior during the entire contract, unless caused by City staff, will be deducted from the final settlement. This includes signatures/autographs on doors, graffiti, and damage to sound/lighting equipment, window/wood paneling or general structural damage.

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### DECORATIONS

Common decorations for events are floral arrangements, balloons, banners, posters and table displays throughout the building. All decorations need to be approved to ensure that safety and fire codes are met. Nothing may be taped, fastened or attached to any window, door, painted wall or wood paneling throughout the entire theatre.

### DEPOSIT

The 25% of the rental fee payable when the Renter returns the signed contracts to LPAC.

### DRESSING ROOMS

LPAC is equipped with several dressing rooms available to the Renter, depending on the number of performers for a given event. (4) dressing rooms located at the Main Stage level and a large multi-dressing room in the Trap area, referred to as chorus dressing rooms as they can be divided to suit the Renter's needs.

### DOWNSTAGE

Direction from the performer's point of view, when looking at the audience. To move towards the audience and go to the front of the stage is to move 'downstage'.

### EQUIPMENT RENTAL

Added LPAC equipment used depending on the needs of the event. Piano rental, follow spots, dance floor and orchestra shell, etc., used by the Renter will be included in the breakdown.

### EQUIPMENT/TOOLS:

Renters are required to provide necessary power and hand tools to complete their set ups, including items such as paint brushes, drop clothes, screws, bolts, hanging hardware and storage bins. LPAC tools are at the discretion of LPAC staff and any rental staff must have appropriate safety training by LPAC staff to allow their usage.

### EVENT

Refers to the entire rental, covering the entire time Renter is in building. Events can range from one day events, to events lasting days or weeks depending on the type of event.

### FIRE LANES - ADA REQUIREMENTS

Building code requires that hallways and aisle ways running through the venues, including BFT, have a minimum 48 inches clearance for fire lane for emergency exits and wheelchair accessibility. At no time can renters leave or place anything under any rolling doors, under the fire curtain, or in any fire lanes.

### FLAME RETARDANT

Refers to chemical spray or treatment of all flammable or natural materials that a Renter brings into the LPAC with a professional grade flame retardant. Flame retardants, whether used by themselves or mixed into paints, are required to be applied on all combustible scenery, drops, flats, platforms and fabrics, raw wood, dry vegetation, plastics that has not been previously painted as standard LPAC practice. Flame retardant must be applied to all organic materials onstage that cannot or have not been previously painted. This includes fresh Christmas trees, hay bales and other vegetation.

### FLY RAIL SYSTEM

The counterweight system of battens (pipes) and arbors (counterweights) located stage left. The system is manually operated by the Chief Rail Operator, who also oversees all loading of weights for scenic or lighting equipment.

### FOG & HAZE EFFECTS

Fog and Haze generators are common in theatre usage, including "dry ice" style for low lying effects and haze for lighting and mist/fog effects. To be allowed in LPAC they must have Underwriters Laboratory (UL) approval and qualify under OSHA standards for allowable exposure limits under performance conditions.

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### FRONT OF HOUSE SOUND

The sound mixing position located at the back of the auditorium seating, rather than in the sound booth. Engineers and Tour companies who mix in this position, take up to thirty seats from inventory that no longer available for sale. (See SOUND BOARD SEATS)

### GLITTER/CONFETTI

Glitter and confetti is only allowed into the LPAC by prior permission from LPAC TD, either on costumes, props, set pieces, packaged effect dispensers, in make up or in body/hair sprays or powders. Renters leaving large amounts of glitter behind on chairs or floors will lose part or all of their cleaning deposit to cover additional cleaning hours by Maintenance.

### GOBO

Extremely thin metal disks that are placed inside theatrical lights to create patterns and pictures when projected onto the cyclorama, stage floor or walls. Gobos can be metal or glass, single color or multi-colored based on the complexity of the design.

### GREEN ROOM

The green room is located downstairs, and contains table, chairs, countertops, sink, small couches, microwave and coffeemaker and is the common break room that is a shared area for all groups using LPAC.

### GRIDIRON

Is the steel framing over the stage that supports all of the pulleys and cabling for the \*Fly Rail System. The gridiron allows access for maintenance to the system as well as providing rigging points for hanging truss used on some events.

### \*HOLD FEE

The Non-Refundable \$200.00 paid at the time the Renter submits their Rental Application along with the \*Admin Fee to hold the building for a requested date(s). Renters who change their event date(s) after submitting their Hold Fee may be required to re-submit a new Rental Application and/or a new non-refundable \$200.00 to secure the new date(s) depending on the reasons for change. The Hold Fee is credited toward the total Rental charge when completed.

### HOSPITALITY

Dedicated food served to artists in the backstage hallways, considered separate from catering. Some Renters who provide items like sodas, bottled water, snacks, deli trays, fruit and packaged desserts can do so in the hallways, green room and trap room areas. No food of this nature is permitted in dressing rooms, music warm up room or lobby.

### HANDICAPPED SEATS

Dedicated spaces that accommodate standard chairs comfortably on both sides of Row F. Handicapped seats are sold as pairs, in that, one companion seat is sold bundled with one wheel chair seat. Four pairs of seats total are available as dedicated wheel chair seats. Patrons who use walkers, canes, and other walking aides that are able to get to their seats can have their aides stored nearby. Patrons in oversized electric wheel chairs are placed in wheel chair seating at the discretion of the House Manager, due to the size of wheel chair that can block aisle way access for other patrons.

### HAND RAILS/GUARD RAILS

Secure handrails are needed for any stairs or sets that are higher than 24 inches from stage floor where anyone has the potential of falling through to the stage. Handrails can be wood or metal so long as they are safe, durable and able to provide rigid support to a person's weight

### HANGING TRUSS

Truss can be hung both over stage and over audience by a licensed/insured rigger and approval of LPAC TD. Truss is used when hanging large groups of lights quickly for a specific design. Truss points are secured from the gridiron when over stage, and from catwalks when at front of house positions (over audience).

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### HOUSE COMMISSION

The house percentage taken from the gross total of lobby merchandise sales. Any Rental group or artist who sells merchandise is required to pay house commission for selling. Different commission percentages are set depending on whether Renters hold a non-profit or commercial status.

### HOUSEKEEPING

It is the Renter's responsibility to leave the LPAC in the same clean condition in which they entered the venue. An upright vacuum and shop vacuum are available for cleaning dressing areas and stage as needed. Due to high volume usage of both venues and short turn-around times, it is important in cleaning at strike. Groups who leave LPAC in need of extra cleaning will forfeit their cleaning deposit.

### HOUSE SEATS

Seats held by LPAC under contract for use of LPAC staff and House Manager for all events. Ten house seats are held in reserve at all times for all shows, Season and Rental alike.

### INSURANCE

Is required for all City events. Organizations renting the LPAC will be required to provide insurance coverage for their event.

### LIQUOR LICENSE

Charged on a per-event basis if a Renter wishes to provide alcohol to their guests. This license is only permitted for groups supplying alcohol as part of a private party. All other alcohol that is purchased by patrons is under license of City of Lancaster and part of LPAC concession sales.

### LABOR RATES

Hourly rates for staff. Costs are determined by the type of staff required for each event, and the hours needed to complete the event, including all set up and strike labor, performance time, Front of House staff and Security.

### LIGHTING

LPAC has an inventory of lighting instruments dedicated to main stage and black box plots. Labor to change, refocus, program and restore these plots is estimated per event. Rental or outside lighting that is brought in requires the same safety considerations:

- All lighting units must be secured with safety cables and rated C-clamps attaching them to any pipes
- All power cords/cablings must be in accordance with the National Electrical Code
- All personnel working on ladders and lifts must have tools attached with safety leashes
- Lighting Designer is required beyond the scope of the house plot if customized light plot or instrument hang is needed
- All outside lighting equipment requires estimated labor time at technical advance for hanging, focus and restore
- The necessary time needed to write lighting cues are to be determined at technical advance
- Renters can use any cut gel color in LPAC files
- Renters requiring new color from full sheets are charged at \$12.00 per sheet
- LPAC gobo inventory is available to renters on as-available basis
- Due to wear and tear not all gobos that are currently available may be available in the future

### LOAD IN/LOAD OUT

Times where crew and Renter will be setting up, or tearing down, the event. Load in and load out times vary between the main stage and black box venues. Less load in/out times are needed for main stage because seating, audience sound and general lighting are already in place. BFT events require extra labor and building time due to the nature of that venue having no pre-set seating and/or equipment in place prior to the Renter's arrival.

### LPAC

Lancaster Performing Arts Center in Lancaster, CA. Owned and operated by City of Lancaster under Parks, Recreation and Arts Department. Consists of 758 seat main stage proscenium stage and the BFT space with adjustable seating from 80 to 140 seats depending on the layout.

## LPAC GLOSSARY OF TERMS

### LOBBY POSTERS

Displays some Renters used in the past for lobby advertising. LPAC currently restricts the use of display materials in lobby, with the exception of rentals that use posters for the day of their event only.

### MAIN STAGE

The part of LPAC where performances take place for the 758 seat auditorium.

### MERCHANDISE

The sales of items by Renters, permitted only in the lobby. Merchandise can consist of CDs, DVDs, shirts, hats, programs, posters, sheet music and numerous novelty items. LPAC requires a house commission from total gross sales. The sales area consists of one or two 6 foot tables, chairs and power as required. (see House Commission)

### MICROPHONES (see Sound Reinforcement)

### MULTIPLE EVENTS

Can be expected when LPAC is booked with different events happening simultaneously in main stage and Black box spaces. Two separate rental events, or one rental and one season event, can be taking place at the same time. Technical staff works out how much dressing room space and accessibility each group needs to ensure both events run smoothly, or determine if two events can fit together.

### NELLIE & LOU BOZIGIAN FAMILY THEATRE (BFT)

(see BOZIGIAN FAMILY THEATRE)

### NON PROFIT STATUS

Granted to Renters with I.R.S. 501c(3) and 503c(3) designations. The primary contract Signer or one of the listed Signers must hold the non-profit designation to be eligible for this pricing.

### NON-TICKETED EVENT

May be considered when a Renter provides their own ticketing to issue to their patrons. Examples include Graduations and Prom/Dances that set a strict limit on the total number of available seats. All other events are assigned seating with the ticketing sold through LPAC Box Office.

### OPEN FLAME/PYROTECHNICS

Refers to live flame effects used on stage. These range from real candles, matches, cigarettes, cigars, fireplaces, fire pits, flame batons, torches, smoke effects, fireworks or specialty pyrotechnics. All of these effects require the approval of LPAC Technical Director and Los Angeles County Fire Safety Officer, a signed open flame permit, and the onsite supervision of the Fire Safety Officer every time the open flame/pyrotechnics are used. The cost of securing the Open Flame Permit is the responsibility of the Renter.

### PAYMENTS

LPAC accepts cash, personal check, cashier's check, money orders, credit and debit cards for Rental payments of Hold Fee, Deposit or Balance when they are due. Box Office accepts cash, check and credit/debit cards for ticket purchases. Renters who are past due on Deposit or Balance payments will be required to pay in cash, cashier's check, money order or credit card.

### PERFORMANCE

The time considered when a show or event is taking place. It also refers to each individual show. Some rentals can have multiple performances for their event. Performance time for calculating building costs starts at one hour before the curtain time until the completion of load out/strike. Building rates for performance hours are highest to accommodate the amount of people inside LPAC, including patrons, LPAC and rental staff, performers and support personnel.

### PHOTOGRAPHY

Is permitted at the Renter's discretion. Renters may hire professional photographers to archive their events. Some Renters may permit patrons to photograph from their seats. Other Renters may choose to not permit any photography at all during their event for the safety of the performers and staff onstage.

## LPAC GLOSSARY OF TERMS

### REHEARSAL

Time in the venues when Rental groups rehearse their performance. Rehearsal takes place after load in, sound set up and lighting focus is completed. Rehearsal length can vary based on the complexity of the performance and the needs of the Rental groups.

### ORCHESTRA PIT

LPAC has a chain-hoist operated pit, allowing the apron area to be used at different heights. The pit can be set for seating for 36 people or set for a pit orchestra of 20 musicians. Labor time is factored into the rental breakdown for this set up and tear down.

### OUTSIDE RENTAL EQUIPMENT

It is the expectation of Renters who bring in their own tools, lighting equipment, sound equipment, special effects equipment, special effects, scenic pieces, flying scenery or special props that the Renters, their staff, performers, crew and all related people directly using this equipment have a working knowledge to its safe operation. LPAC makes no guarantees that LPAC staff has such knowledge and it is not the responsibility for LPAC staff to train any rental staff in these safe operations.

### RAKED STAGE/RAMP

A raked stage refers to a sloping stage that is higher at the upstage (back) edge than the downstage (front) edge. All raked stages or ramps cannot exceed 5° slope by Actor's Equity and IATSE (International Association of Theatrical Stage Employees) rules.

### RENTER

Refers to the Contract Signer, or the Rental group as a whole, who occupies any part of LPAC under contract. The Rental Contract Signer must be on site to answer all technical and contractual questions for the entire Rental period. No Renter crews are to operate the sound, lighting or fly rail equipment unless prior agreement is made with LPAC Technical Director.

### RIGGING

Refers to the hardware that attaches flying pieces to the fly rail pipes, or the act of hanging truss. LPAC requires that Renters provide and use steel rigging to hang or suspend all flying pieces and for attaching all scenic/set pieces to each other. All scenic pieces that are flown must have correct steel hardware attached prior to arriving at LPAC, as LPAC does not supply hardware to Renters.

### RISERS – PLATFORMS – STAGING

Renters are provided portable 4'x8' platforms to make temporary stages and risers for different events; band risers, catwalks/runways, seating risers, and walls. All platforms provide a firm, stable surface that is rigid when connected to each other. (Note: set up time will be configured into a load in requiring platforms for their event)

Renters can use LPAC risers for their needs, depending on their availability. Renters who want to provide their own platforms, whether rented or constructed, must follow the same scenic construction requirements for painting and durable steel hardware.

- Any two risers that have 12 to 18 inches height difference between each other need a step transition at half of the total height difference
- All platforms over 24 inches from the stage must have a guard rail, or secure scenic walls to prevent anyone from falling backwards
- Escape stairs with hand rails are needed for offstage exit points

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### ROOM CAPACITIES

Are determined by Fire regulations and limit how many people may occupy any room or venue. Capacities include all audience, cast, crew and staff for their respective areas –

Lobby: 950

Main Auditorium seating: 790

Bozigian Family Theatre: 140

Main stage: 235

Dressing Room 1: 4

Dressing Room 2: 4

Dressing Room 3: 8

Dressing Room 4: 8

Chorus Dressing Room: 40

Trap Room: 40

Musicians Warm Up Room: 20

### SCENIC DESIGN/CONSTRUCTION REQUIREMENTS

All working drawings for scenery, sets, light plot and stage layout are due to TD with the signed contract. The TD will review and make notes for changes as necessary for safety/ADA/fire codes. These drawings shall include:

- All scenic materials and decorations to be used
- All fastening/rigging hardware used
- Paint finish or Flame retardant used
- Any open flame effects
- All LPC equipment needed from LPAC tech specs, such as risers, chairs or microphones

### SHOW SCRIPT

Also known as a technical script, lists all of the changes in a show from start to end, including all lighting cues, sound cues, fly rail cues, scene shifts/scene changes and follow spot cues. Scripts are needed before rehearsals begin; the Stage Manager cannot call a show without an accurate script and full run through to see if all cues are in the right places with right timing.

At minimum, a dance script should list the show title, show time and date, dance order, dance length, CD track and name of song if different from the dance name, starting positions and total count of dancers.

For concerts, a play list is needed that lists the order of songs, if musicians have solos for specific songs, mood/style/song tempo, and who performs each song.

### SOUND BOARD SEATS

Seats that are covered up with rolling tables and set for Audio engineers who run sound from the auditorium. Companies that request sound control run from the auditorium will have twenty four to thirty seats subtracted from the 758 seats available, depending on the amount of sound equipment required.

### SOUND LEVELS

Also known as house sound levels, they are the highest volumes allowed in the auditorium or BFT for the audience. For Main Stage the highest level, measured in decibels (dB), is 95 dB. In BFT, the highest level is 85 dB. Sound levels are measured by LPAC staff with sound and SPL meters. Renters found to be driving sound higher than these levels will either have their main levels turned down or their entire sound compressed to bring it down to these levels. There is no compromise on these levels for these venues.



## LPAC GLOSSARY OF TERMS

### SOUND REINFORCEMENT (microphones) and RECORDING

Renters must note that not all microphones and sound equipment listed in LPAC inventory may be available for their event, due to needs of other concurrent events. Renters supplying wireless mics can refer to the LPAC tech specs for open frequencies. Renters who are using wireless microphones can either provide a person to keep track and monitor the mics being used at all times, or provide a microphone chart listing when every mic is either used or not used, for the entire event.

Live recording to CD-R be done by LPAC audio staff if Renters provide blank CD-Rs, understand that artistic quality is not guaranteed, and provide LPAC audio staff advance notice to patch the sound system for recording.

### STAIRS/STEP UNITS

Are required for any transition from one set to another or from set to stage floor when over 16 inches. Normal step units are 8 inches high and 10 inches deep. Types of stair construction are of durable wood framing, wood treads on steel framing or complete steel units that have handrails.

### STAFF DUTIES

**Stage Manager** – Required for every production, the SM's primary function is liaison between the respective Renter and LPAC staffs and oversees the event. The SM can assist in coordinating scene changes and back stage operations. The LPAC Stage Manager has final call on safety, fire and ADA codes in the absence of the LPAC Technical Director or Assistant Technical Director.

**Audio Technician** – Sets up all required LPAC sound equipment and operates playback and reinforcement from the equipment racks and audio desk for the production.

**Master Electrician** – Will set up the house lighting plot, and assist with the hang and focus of specials, gel selection, recording cues and operation of the lighting desk.

**Chief Rail Operator** – Will oversee the safe hanging of all scenic units, masking goods and operates the fly rail and ALL curtains for the production and is the DECK OP for back stage operations.

**House Manager** – Oversees customer service for every performance; coordinates Ushers, Concessions, Merchandise and Security. Coordinates with SM on lobby clear, curtain time, intermission and end times.

**Theatre Assistants** – Provide customer service for Box Office, Concessions and Merchandise sales as required.

**Security** – Provides parking patrol and patron/staff security during scheduled hours, usually evening hours as needed for every Rental.

**Ushers** – Provide customer service to patrons from time lobby is open to end of performance. Ushers can direct patrons to seats, perform coat/bag check duties, take tickets, sell concessions/ merchandise as required and help secure access between lobby and Black Box hallway.

### STAGE

The part of the venue where the performance takes place. For main stage, it's the apron area to the back wall of the stage within the framed opening. For the black box space, it can either be represented by a temporary stage built up off the floor, or specific floor space for the performers.

### STAGE LEFT

Direction from the performer's point of view, when looking at the audience, to move to their left.

### STAGE RIGHT

Direction from the performer's point of view, when looking at the audience, to move to their right.

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### TECHNICAL ADVANCE

A meeting with the LPAC Technical Director (TD) or Assistant Technical Director (ATD) to determine production details such as needed crew, front of house staff and labor hours, lighting – sound – rigging requirements, application of safety and fire codes to scenic design and all materials brought into LPAC.

### TEMPORARY SEATING

Refers to seating set up for a specific event, such as different performances in Black Box, pit seating on Main Stage, or meetings/banquets in either venue. Seating can refer to either LPAC chairs or chairs provided by an outside vendor. Safety codes require that seating be set up in rows that conform to fire safety codes, in that rows cannot extend into fire lanes. When setting chairs the maximum allowed is determined by configuration:

- Main stage – onstage banquet: 120 people
- Black Box banquet: 120 people
- Black box lecture/presentation with no stage: 140 people

General configurations are:

- Black Box seating with stage: 110 people

### TICKET SALES

Tickets go on sale for all rental events after the signed contract and deposit are returned to LPAC per the Rental Contract date agreed upon; Tues, Wed or Thurs through the Box Office.

### TICKETING SET UP FEE

\$60.00 charge is for putting the Rental information into the software system. Each time a Renter makes a ticketing or price change, an additional \$60.00 will be added to settlement charges.

### TICKET STOCK

The actual paper ticket printed with Renter's show information. The Renter will be charged at settlement for \$0.65 per ticket printed, including consignment tickets whether that they were sold or not.

### TRAP ROOM

Located under the main stage, in the basement, and is used for storage and as a holding area as needed for large events.

### UPSTAGE

Direction from the performer's point of view, when looking at the audience, to move away from the audience and go towards the back wall of the stage is to travel 'upstage'.

### VENUE

Another name for either of the theatre spaces.

### VIDEO TAPING

Of a rental event is allowed at the Renter's discretion. Renters wishing to record their event will need to have their videographer/video company contact LPAC Technical Director to determine their camera locations as determined by fire and safety codes. Audio/Visual companies are welcome to film events with the following safety considerations:

- Video cables, power cords, sound cables cannot be run in isles, fire lanes, under seats or in any audience pathways.
- Camera tripods are only allowed in Row O, center seats per Fire and ADA Codes
- Battery powered hand-held cameras are permitted in seats so long as they don't block the viewing of patrons behind them.

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### W-9

The I.R.S. form for Renters selling tickets (a ticketed event), is required thirty days before their first day in LPAC. The business entity and person listed on the W-9 will be the responsible signer for the rental contract, as well as the person receiving the settlement.

### WEBSITE LISTING

Renters can have a basic listing of their event at no charge on the LPAC website. Renters will supply their event description in 200 words or less, in word doc or text format, and a graphic sized 303 X 607 pixels to LPAC Rental Desk for approval. The event description can also contain hyperlinks to the Renter or Artist websites for further information.

### WEBSITE TICKETING

For a \$25.00 fee Renters can have patrons purchase tickets for their event through the LPAC website. TWO price listings are available for website orders. Renters usually separate these as Orchestra seat price and Balcony seat price. Renters who want more than two ticket prices are ineligible to use Website sales. Renters cannot select a non-LPAC vendor for online sales. Final ticket sales will be included on the settlement.

### VENUE OPERATIONS AND RULES

- The LPAC is open for rental 7:00 am to Midnight daily, except for holidays
- Entry begins at the contracted start time
- All Renter personnel must enter and exit at the East glass doors at all times unless prearranged otherwise
- Rental staff/volunteers are required at the East doors:
  - to monitor everyone entering/exiting the LPAC through one point
  - to ensure all children are being dropped off/picked up by an authorized parent/guardian
- No exterior doors are to be propped open
- Smoking and alcoholic beverages are not allowed in the entire building
- Gum is not allowed anywhere in the LPAC
- No rental personnel may sign any door or wall where Season Artists have signed or Renters will be charged \$75.00 per signature for removal
- Clean up of all spaces happens at the end of every day
- Power/cordless tools must be used outside unless prior arrangements are made with TD
- Painting may be done outside with drop cloths/tarp with approval from TD
- Spills must be cleaned immediately with soap and water
- All trash, paint, extra lumber and construction items must be out of LPAC before first attended performance
- All LPAC tools are stored at end of every work day