

# LANCASTER PERFORMING ARTS CENTER • RENTAL APPLICATION

Event Title: \_\_\_\_\_

Venue:  Main Stage – 758 seating  
 Black Box Theatre – 110 seating

## First Choice:

Load-in Date(s): \_\_\_\_\_

Rehearsal Date(s): \_\_\_\_\_

Performance Date(s): \_\_\_\_\_

Curtain Time(s) and day(s): \_\_\_\_\_

## 2nd Choice:

Load-in Date(s): \_\_\_\_\_

Rehearsal Date(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

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Office: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Home: \_\_\_\_\_

Technical Contact: \_\_\_\_\_ Title: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Is your Organization:  For-Profit  Non-Profit

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

## Event Information

**Attach 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, all equipment the organization will be supplying and answering questions relevant to your production from the following:

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

Ticket prices: \_\_\_\_\_ Orchestra \_\_\_\_\_ Balcony \_\_\_\_\_ Senior \_\_\_\_\_ Military \_\_\_\_\_ Youth

Primary Contact Initials: \_\_\_\_\_

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

Consignment Ticket sales:  Yes  No

Event running length: \_\_\_\_\_ Intermission Length: \_\_\_\_\_

**Tickets cannot be sold until the following are on file: signed contract, 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**

### 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 can choose to have their own seller or have LPAC provide a seller. The sales commissions are as follows:

- LPAC employee sells (80% to organization - 20% LPAC commission)
- 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  Black Box  Main Stage

### Catering

Organizations can provide catering for events that can include snacks, full meals or buffet service in either Black Box or Main Stage venues. Caterers must follow all safe food handling requirements for transporting and serving. Caterers must either supply completed menu items or provide all required health certificates, fire permits, required equipment and trained staff with the approval of LPAC TECHNICAL DIRECTOR prior to any food arriving at venues.

Catering Contact/Business: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Will your event be serving alcohol?  Yes  No

\$50.00 for event liquor license

Primary Contact Initials: \_\_\_\_\_

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## Website listing

For ticketed events, a basic website listing is free of charge. Website extras are:

- \$25.00 Online ticket purchasing on LPAC website – allows patrons to pick their specific seats  
Patrons purchasing online are charged a variable surcharge based on order size  
Patrons purchasing by phone are charged \$4.00 per order

## 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

**Organization will be providing own Liability Insurance.** Refer to Insurance Requirements for specific instructions.

**Organization will purchase LPAC event insurance** and be charged on a daily basis based on the total occupancy of their performers, staff and patrons in the venue(s):

0 – 100: \$38.00

101 – 250: \$55.00

251 – 500: \$72.00

501 – 1,000: \$146.00

## 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**

Primary Contact Initials: \_\_\_\_\_

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## DRESSING ROOMS

Four Dressing rooms offstage left are reserved for Main Stage events  
Chorus dressing room downstairs is reserved for Black Box events  
Musicians Warm Up Room is dedicated to orchestra musicians for either venue  
Green Room is designated a common area for multiple groups using the venues simultaneously

Any dressing rooms needed beyond this arrangement is approved by requesting to LPAC TECHNICAL DIRECTOR  
LPAC reserves the right for final room arrangements based on season events

## 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: \$100.00 per event for gaff tape

Fog machine: \$35.00 per day

Grand piano tuning: \$75.00 per event

Upright piano tuning: \$75.00 per event

Follow spot: \$40.00 per day per spot unit (maximum two units)

4' X 8' riser count:  8 inch\_\_\_\_  16 inch\_\_\_\_  24 inch\_\_\_\_  32 inch\_\_\_\_  40 inch\_\_\_\_  48 inch\_\_\_\_

## 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 playback: \_\_\_\_\_

Sound feed for video projection: LPAC does not provide video projectors – only screens

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

Primary Contact Initials: \_\_\_\_\_

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## 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 all sides or rendered flame retardant
- Flying scenery – fully painted all sides or rendered flame retardant
- Rental sound
- Rental lighting
- Chain hoist rigging
- 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 received a copy of the following polices and guidelines:**

- LPAC Guidelines
- Fee Resolution
- LPAC Technical Specifications
- Insurance Requirements

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Please return via one of the following methods:**

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

Primary Contact Initials: \_\_\_\_\_