

LANCASTER PERFORMING ARTS CENTER (LPAC) RENTAL PROCEDURES, FEES, AND POLICIES

Applications for use of the Lancaster Performing Arts Center (LPAC) can be obtained at the box office M-F from 12:00pm-6:00pm, or can be downloaded <http://lpac.org/rental-department.cfm>. To inquire about the availability of dates and to acquire approval on title/artist/event, please contact the Rental Administrator: 661-723-5876 or apspecialist@lpac.org

To Hold a Date, a non-refundable *administrative processing fee* of \$50.00 is required plus a non-refundable *hold-deposit* of \$200.00 with each rental application. The *hold-deposit* of \$200.00 can be put toward the labor portion of the rental fee once the contract is completed. If the renter changes their hold date, they forfeit the entire *hold-deposit*. To get a new date they must pay a new *hold-deposit* which can be put to the new rental date, plus another \$50.00 *admin fee*. LPAC will not hold a date for a renter until a Rental Application is submitted and these fees are paid.

The administrative fee and application can be turned in to the box office, or mailed to:
City of Lancaster, ATTN: LPAC Rental Office, 44933 Fern Ave. Lancaster, CA 93534.

RENTAL PROCEDURES

- Confirm availability for requested date(s) with rental office. Rental requests must be a minimum of 2 months prior to the requested date. Please note that only company principals, presidents or authorized officials can reserve dates or sign contracts. The same person must reserve the date and sign the contract.
- \$50.00 non-refundable *administrative processing fee* plus \$200.00 non-refundable *hold-deposit* and *Rental Application* must be submitted to reserve date(s).
- Schedule and attend an advance meeting with Technical Director within five business days after submitting application, after which two copies of the rental estimate and contract agreement will be drafted and mailed to you.
- You must sign and return both copies of the contract agreement and pay a non-refundable *25% deposit* within 10 days of receipt. Payment of the deposit and the signed contract agreement will guarantee booking.
- Once contract is fully executed, ticket information will be entered into the box office computer system (Fully executed contract = 25% deposit is paid, contract is returned with your signature and the City Manager's signature). The on-sale date must be approved by the Theatre Supervisor. Consignment tickets require two business days advance notice. There is a \$60.00 change fee for each ticketing change that is made after prices, etc. have been entered into our ticketing system.
- One 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 business days prior to scheduled ticket on-sale date.
- Balance of rental fee is due 10 business days prior to the first date of the rental contract.

LPAC MAIN STAGE (MS)

- The seating capacity of the auditorium is 758.
- Theatre rental rates do not include required LPAC labor charges (see below).
- Minimum LPAC crew requirement is four crew people for four hours each.
- Main stage rental refers to the stage, auditorium, stage left dressing rooms and shop areas. Concurrent shows that run in the Black Box are allowed access to downstairs green room and trap room, and are given the chorus dressing rooms for their use.
- LPAC Usher requirement: “Full” = 16 LPAC ushers are required for Main Stage events. “Support” = 5 LPAC ushers for BBX events. (see fees below)
- Equipment included: House light plot and house sound system for PA and stage monitors. Extra microphones, lighting instruments, chairs, risers, tables, etc. are dependent upon availability and must be requested through the Technical Director.
- For complete info on Seating, Rigging, Audio System, Soft Goods, Additional Equipment, and Support Facilities, click here: <http://www.lpac.org/TechSpecs.pdf>
- From wall to wall with raised wings, the MS is approximately 3,200 square feet.

LPAC MAIN STAGE (MS) RENTAL RATES

MAIN STAGE REHEARSALS	BASE RATE	ADDITIONAL HOURS
Weekday (Mon-Thurs) Nonprofit:	\$360.00 (up to 8 hours)	\$45.00/hour
Weekday (Mon-Thurs) Commercial:	\$640.00 (up to 8 hours)	\$80.00/hour
Weekend (Fri-Sun) Nonprofit	\$456.00 (up to 8 hours)	\$57.00/hour
Weekend (Fri-Sun) Commercial:	\$760.00 (up to 8 hours)	\$95.00/hour
MAIN STAGE PERFORMANCES	BASE RATE	ADDITIONAL HOURS
Weekday (Mon-Thurs) Nonprofit:	\$540.00 (up to 6 hours)	\$90.00/hour
Weekday (Mon-Thurs) Commercial:	\$1,110.00 (up to 6 hours)	\$185.00/hour
Weekend (Fri-Sun) Nonprofit:	\$660.00 (up to 6 hours)	\$110.00/hour
Weekend (Fri-Sun) Commercial:	\$1,470.00 (up to 6 hours)	\$245.00/hour
NON-THEATRICAL	BASE RATE	ADDITIONAL HOURS
Nonprofit	\$240.00 (up to 4 hours)	\$60.00/hour
Commercial	\$400.00 (up to 4 hours)	\$100.00/hour

LPAC LABOR RATES/OTHER CHARGES

***Bolded items are required (MS = Main stage / BBX = Black Box Theatre)**

LABOR CHARGES/OTHER	Hourly: First 8 hours	Overtime
Stage Manager	\$23.00/hour	\$34.50/hour
Master Electrician	\$23.00/hour	\$34.50/hour
Audio Engineer	\$23.00/hour	\$34.50/hour
Master Carpenter/Flyman	\$23.00/hour	\$34.50/hour
Follow Spot Operator	\$17.00/hour	\$25.50/hour
Stage Crew	\$17.00/hour	\$25.50/hour
Theater Assistant	\$17.00/hour	\$25.50/hour
House Manager	\$17.00/hour	\$25.50/hour
Parking Lot Security	\$17.00/hour	\$25.50/hour
Maintenance Aid (Sat.-Sunday)	\$15.00/hour	\$22.50/hour
LPAC Ushers: Full (Main Stage)	\$55.00 total	Per performance
LPAC Ushers: Support (BBX)	\$25.00 total	Per performance
Administrative Fee	\$50.00 total	Per rental
Ticket Set Up Fee	\$60.00 total (per performance)	\$60.00 per ticketing change
Website: ticketing/photo/text/video	\$25.00 total (optional)	Per rental
MS Cleaning/Damage Deposit	\$350.00	(refundable)
BBX Cleaning/Damage Deposit	\$150.00	(refundable)
*ASCAP/BMI/SESAC (music license fee)	\$30.00	Per performance
Studio/Grand Piano Tuning (designated house tuner)	\$75.00	Per tuning
Orchestra Shell	\$120.00 + labor	Per event
Follow Spot	\$40.00	Per day
Fog Machine	\$35.00	Per day
Gel Sheet (custom colors)	\$12.00	Per sheet
Gaffer Tape	\$24.00	Per roll
Insurance: (based on attendance)	\$38.00-\$146.00	Per day
Liquor License	\$50.00	Per event
Box Office	1% of gross ticket sales to City of Lancaster	Per rental
Credit Card ("CC")	Actual CC co. % fees	Per transaction
Ticket sales exceeding \$25,000.00	1% of gross ticket sales to music licenses	Per day
Printing	\$0.65	Per ticket
Merchandise Sales	Commercial-20% of gross; Nonprofit-10% of gross sales to LPAC	

*ASCAP/BMI/SESAC are music licensing fees required if playing any recorded or live music before, during, or after any event on LPAC premises.

BLACK BOX (BBX)

- Seating capacity is 90 – 120 seats based on requested layout and occupancy.
- Rental rates do not include required LPAC labor charges (labor charges for the BBX are identical to MS rates.)
- Minimum LPAC crew requirement is two crew people for four hours each.
- For rehearsal rates usage is confined to the theatre rented and backstage area only. The lobby is closed during rehearsals. Restrooms are available backstage.
- Rental of the BBX refers to the BBX 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.
- Equipment included: House lighting plot and portable sound system for BBX house speakers. Any extra microphones, lighting instruments, chairs, risers, tables, etc. are dependent upon availability and must be requested through the Technical Director.
- For complete info on Seating, Rigging, Audio System, Lighting Control, Soft Goods, Dedicated Instruments, Additional Equipment, and Support Facilities, click here: <http://lpac.org/rental/techspecs.pdf>
- The BBX is available to groups for uses such as art shows, rehearsal, performances, receptions, workshops, classes, meetings, weddings, parties, dances, etc.
- Completely empty, the BBX is approximately 2,280 square feet.

LPAC BLACK BOX (BBX) RATES

Black Box REHEARSALS	BASE RATE	ADDITIONAL
Nonprofit	\$100.00 (up to 8 hours)	\$12.50/hour
Commercial	\$175.00 (up to 8 hours)	\$21.90/hour
Black Box PERFORMANCES	BASE RATE	ADDITIONAL
Non-Profit	\$200.00 (up to 8 hours)	\$25.00/hour
Commercial	\$350.00 (up to 8 hours)	\$43.75/hour
Holding Fee (with Main Stage rental)	\$70.00/day	\$70.00/day

**Holding Fee* applies only when BBX is used as a holding/storage area for performers, props, and/or sets with MS rental. BBX may not be available to MS renters (see rental calendar).

OTHER RENTAL RATES

	RATE:	Additional Hours
Lobby	\$50/hour + \$50/hr additional cleaning fees	

GENERAL OPERATING POLICIES: Please refer to *Lancaster Performing Arts Center General Operating Policy* for an additional list of all policies. The following are an annotated list covering basic information for most renters.

- LPAC reserves the right to book other events in proximity to renter's event.
- Renting of the main stage does not guarantee the availability of the Black Box for rent.
- The intention to serve food must be included in the 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). Therefore, rental events must be approved by LPAC's Rental Administrator prior to the rental application.
- To qualify as a Nonprofit, applicant 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 no-smoking facility. All smoking, flame effects, 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 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.
- Proof of insurance must be submitted or the cost of insurance through the City will be added to the rental contract.
- Renter's promotional materials must be approved by the Marketing Coordinator and/or the Rental Administrator before they are distributed or displayed. LPAC's logo is not to be used. No promotional materials can be posted or distributed until our city manager has signed your contract. Additionally, you may not advertise your event or event date without the same. *Please email us a proof BEFORE sending to the printer to avoid re-print fees and waste should we require changes before approving.*
- Cancellation must be made by calling the rental office and sending written notification at least 30 days prior to the event to avoid increased cancellation charges. All deposits are non-refundable (deposits include the \$50.00 *admin processing fee*, \$200.00 *hold-fee*, and 25% *deposit*). Expenses incurred as a result of renter cancellation will be charged to the renter. LPAC's expenses 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 and ticketing and postage.
- 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 lease period, and providing there has been no damage and/or abuse above normal wear. If City property has been damaged or abused by renter or renters' 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: Wine and champagne only may be served at LPAC by rental users 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 Foundation reserves the right for all food and beverage concessions.
- Merchandise: LPAC may permit the sales of books, novelties, tapes, CD's programs, T-shirts, photographs, etc. by the applicant or their agent in accordance with established operating policy. All merchandise sales will be assessed as follows: Commercial-20% of gross sales to LPAC; Individual/Nonprofit-10% of gross sales to LPAC. A statement certifying the accuracy of gross sales must be signed and submitted by the applicant or their agent to LPAC house manager after every event at the close of the business day.
- Ticketing Service: Any event selling tickets will be required to use LPAC's ticketing system.
- Additional Charges: Additional charges for services rendered beyond those contained in the contract will be retained out of ticket proceeds. If the amount of proceeds is insufficient to cover additional charges, applicant will be billed with payment due within ten (10) business days.

Mailing Address:

**City of Lancaster
ATTN: LPAC Rental Office
44933 Fern Ave.
Lancaster, CA 93534**

**For more info, please contact the LPAC Rental Administrator:
661-723-5876 / apspecialist@lpac.org**