



FREQUENTLY ASKED QUESTIONS (FAQ) about Rentals

Q: Is LPAC available for rent?

A: Yes it is. All dates are subject to availability due to our season events and other rentals currently booked.

Q: What type of rentals have people held here?

A: Everything from weddings, wedding receptions, graduations, private parties, business conferences, rock concerts, comedy shows, church services, musicals and video/television filming.

Q: Is there more than one space for rent?

A: Yes. LPAC has a Main Stage with 758 seats and a Black Box theatre with flexible seating from 80 to 140 seats based on the needs of each rental. Both venues have been used from classic theatre seating to full banqueting configurations.

Q: Can I rent one or do I have to rent both?

A: Both venues are available individually. Renters must know that a separate event can take place simultaneously to their event in the other venue unless both are rented together.

Q: Does this happen often when both theatres have a show at the same time?

A: It does happen from time to time when we will run completely separate shows on our main stage and Black Box theatres when scheduling permits.

Q: Am I able to rent one theatre if there's a show scheduled in the other one?

A: Season events take priority so renting either venue must be determined by the shows already scheduled in their respective theatres, and the space needed to accommodate those shows.

Q: I'm interested in renting. What do I have to do?

A: Call our Rental Coordinator at (661) 723-6111, or email PMartindale@CityofLancasterCA.org, to determine if LPAC can host your next event. Calls and emails are usually returned after two (2) business days due to LPAC work volume.

Q: What are costs for my event?

A: Depends on your event and whether you hold a non-profit or commercial status. Rental costs are per day and can range from \$800 to \$3,000 for Black Box events, and \$3,500 to \$7,000 for main stage events. Prices vary depending on the calendar days you rent, and the number of hours per day you need in LPAC.

Q: Why so much for rental costs?

A: LPAC is considered the best value for renting a performing arts center in all of Los Angeles County. Prices will vary depending on the type and length of event you wish to hold.



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Q: What do I get for my rental payment?

A: Rental rates cover time in the building, in-house labor for both front of house and backstage crew, use of in-house lighting and sound packages, tables, chairs and risers as available. Other equipment use is added on as a piece-by-piece need.

Q: But my show is so easy and won't take that many people to run. Why do I have to pay for all of your staff?

A: LPAC staff and their hours are determined by the Technical Director for the specific needs of your event, the number of people attending, type of event and for fire and safety codes.

Q: If I leave LPAC early before my contract time is done, do I get a refund?

A: No, LPAC staff determine the number of hours to both setup your event, and to restore the venues after you leave. Even for Clients who leave early, on time, or over contract, LPAC Labor is required to restore venues to the condition they were when the Client entered LPAC, to be ready for the next event. This includes hours for just LPAC crew who are working after Client leaves the venues.

Q: What are the differences between Main Stage and Black Box theatres?

A: The Main Stage is a 758 seat proscenium style theatre that has permanent seating, as well as full lighting and sound systems in place. The Black Box is a smaller, flexible venue that has some lighting in place, and requires extra set up time and staff to place a sound system, chairs, tables, staging or decorations depending on the event.

Q: How long does a rental contract take to complete?

A: It takes a minimum of fifteen (15) weeks for Ticketed, and Non-Ticketed events alike, to complete the rental contract once you have submitted your Application with your Hold-Admin Fee. Renters must plan accordingly so that you have enough time to advertise and sell tickets.

Q: Does LPAC do any advertising for my event?

A: WITH THE EXCEPTION of a Renter paying for LPAC website banner space, or online ticket sales, LPAC does not advertise for any rental event. It is the Renter's responsibility to use all available media at their disposal to market and sell their event.

Q: Am I a Commercial or a Non-Profit rental?

A: If you or your representing business/organization holds a 501(c)(3) designation from the I.R.S., you are classified as a Non-Profit rental. All other Rental clients are classified as Commercial.

Q: What if something of ours goes missing in LPAC during our event?

A: LPAC, along with City employees, staff, crew and volunteers, cannot be responsible for any lost or stolen items during a Client's event. It is the Client's best interest to remove valuable items each night for safekeeping.

Q: What does it take to set up events?

A: Based on the specifics for your event, LPAC staff assists in sound, lighting, staging and general set up of all in-house equipment. The amount of hours is based on two major criteria:



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- 1.) What equipment LPAC may provide versus what you wish to bring in as a separate rental, and
- 2.) What hours it has taken LPAC staff to set up similar events in the past.

Q: What if I want to bring in my own decorations, sets, props or other sundry items?

A: LPAC can accommodate Renters who wish to bring in their own decorations, provided that the items in question meet local and state Fire, Safety, ADA and CAL-OSHA codes.

Q: How about serving food? What can we do and what is available from your side?

A: Caterers and Renters wishing to provide food for their guests may do so by following Los Angeles Department of Health requirements of safe food handling. Food must come in a ready-to-serve condition. No on-site cooking is allowed due to fire and safety restrictions.

Q: How does ticketing work for my event?

A: Renters can

- 1.) go through LPAC Box Office to sell all their tickets
- 2.) use a combination of Box Office, and LPAC website for a \$25.00 fee
- 3.) use Box Office, LPAC website and consignment tickets
- 4.) Sell consignment tickets themselves

Q: What are consignment tickets?

A: Renters can ask for blocks of tickets, up to 100 maximum at one time, to sell themselves through their own methods and distribution. No batches may be returned once issued. Renters will be charged \$1.65 USD per ticket, consigned at settlement, for ticket stock/ShoWare fee, and \$1.00 USD Facility Fee, regardless whether the ticket was sold or not. Consignment Tickets may not be requested until the full Rental balance is paid.

Q: What are complimentary tickets, and how are they different from consignment tickets?

A: Complimentary tickets have no price value, are marked "COMP \$0.00" on face of ticket. No batches may be returned once issued. Comp tickets are charged \$0.65 USD per ticket, at settlement, for ticket stock fee. Renters give them out as advertising trade, media give-aways and sponsorship trade, to name a few.

Q: When can my tickets go on sale?

A: All ticket sales, whether from Box Office, website or consignment, will go on sale after LPAC has received your two signed contracts, insurance certificate and 25% Deposit payment.

Q: What can we expect when we walk into LPAC the day of our event?

A: With proper planning, Renters will have LPAC staff on site from start to finish of their event. The more details that can be available during pre-planning will help to ensure the smooth operations for the duration of your event.



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Q: [How are the payments broken down?](#)

A: A \$275 non-refundable Application Fee is required at time of submitting the rental application to secure your date(s).

The 25% Rental Deposit of the final rental amount is due two months out from your event.

The 75% Rental Balance is due one month out from your event.

Q: [How far in advance can I rent?](#)

A: The LPAC season is from September through the following May. Renters may start asking for dates after LPAC completes booking their upcoming season, usually by June, up through the following May.

Q: [What is the difference between the Deposit, Balance and the Application Fee?](#)

A: After our Rental Coordinator has confirmed the availability of the dates(s) you've requested, the Application Fee and Rental Application are due together to hold your dates. Without these two items, your date(s) will not be held.

The Rental Deposit is the next payment required, which is 25 percent of the total rental fee, and is turned in at LPAC Box Office with your two signed contracts, no later than two months from your event.

A Copy of your fully executed Contract will be sent to you.

The Rental Balance is the final payment, which is the remaining 75 percent of the rental fee, due no later than one month from your event, and payable to LPAC Box Office.