



# RENTAL APPLICATION

## 1 - EVENT SCHEDULE

EVENT TITLE:			
VENUE:	<input type="checkbox"/> Main Stage	<input type="checkbox"/> Bozigian Family Theatre (BFT)	<input type="checkbox"/> BOTH
	<input type="checkbox"/> Lobby	<input type="checkbox"/> Mezzanine	
LOAD IN DATE:			
REHEARSAL DATES:			
EVENT DATES:			
CURTAIN TIMES:			
EVENT/SHOW LENGTH:			
INTERMISSION LENGTH:			

## 2 - CONTACT INFORMATION

CLIENT NAME:			
COMPANY:			
MAILING ADDRESS:		(street)	
		(city, state, zip)	
EMAIL:			
TITLE:		OFFICE:	
CELL:			
ADDITIONAL CLIENTS:			
EMAIL:			
PHONE:		CELL:	
TECHNICAL STAFF:			
EMAIL:			
PHONE:		CELL:	

## 3 - EVENT REFERENCE MATERIALS

Help in understanding theatrical terms, definitions, and venue rules governing the following sections can be found in LPAC's Venue Safety Standards, Glossary of Terms, Fees and Policies, and FAQ.

**TICKETS cannot be sold until the following items are completed and filed with LPAC Rental Desk:**  
**signed Contract - 25% Deposit - I.R.S. W-9 - Certificate of Insurance with Endorsement page**

APPLICANT'S INITIALS \_\_\_\_\_

## 4 - PERFORMANCE / TICKET INFORMATION

ORGANIZATION STATUS:	COMMERCIAL	NON-PROFIT
ADMISSION TYPE:	PAID	FREE
TICKET LISTING FOR EVENT:	(1 line with 40 spaces)	
TICKET PRICES:	PIT	ORCHESTRA
	SENIOR	MILITARY
		BALCONY
		YOUTH
TARGET TICKET SALE DATE:		
EVENT REQUESTING CONSIGNMENT TICKETS:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
EVENT REQUESTING COMPLIMENTARY TICKETS:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
EVENT REQUESTING LAP SEATS:	<input type="checkbox"/> YES	<input type="checkbox"/> NO

PRICE:	
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\$25.00 USD ONLINE TICKET purchasing - LPAC website

Patrons using online ticketing are charged \$4.50-\$9.50 USD convenience/handling fee per ticket

Patrons purchasing by phone are charged \$3.00 USD handling fee per ticket

**ALL TICKETS ARE CHARGED \$1.00 USD FACILITY FEE PER TICKET SOLD OR CONSIGNMENT.**

Applicants requesting consignment tickets will be assessed an additional \$1.65 USD per ticket, at time of Settlement, for all consignment tickets taken out, whether used or not. Consignments are issued once Client has paid full Rental, and are not returnable once issued.

Applicants requesting complimentary tickets will be assessed \$0.65 USD per ticket, at time of Settlement, for all comp tickets taken out, whether used or not. Comps are issued once Client has paid full Rental, and are not returnable once issued.

Most events will require Applicant to provide a support document describing the event, a production script, Band or stage layout, microphone input list, list of decorations, rigging needs and list of outside vendors that require interaction with LPAC Staff and equipment.

## 5 - EVENT HEADCOUNT

THE FOLLOWING ARE THE TOTAL NUMBERS OF PEOPLE FOR THIS EVENT:

	ADULT PERFORMERS		CHILD PERFORMERS (17 and under)
	MUSICIANS		TECHNICAL STAFF/CREW
	ADULT CHAPERONES		VOLUNTEERS

ONE (1) ADULT CHAPERONE IS REQUIRED FOR EVERY FIFTEEN (15) CHILDREN AT ALL TIMES

## 6 - DRESSING ROOMS

**UPSTAIRS:** Four (4) private dressing rooms, holding twenty-four (24) people combined, are available for MAIN STAGE events.

**DOWNSTAIRS:** Two (2) large dressing rooms, holding forty (40) people combined, are available for BFT events.

**COMBINED:** All six (6) dressing rooms may be available if an Applicant rents both venues. Under certain conditions, downstairs may be available for some MAIN STAGE rentals.

APPLICANT'S INITIALS \_\_\_\_\_

## 7 - ADVERTISING - WEBSITE LISTING

**LPAC IS NOT RESPONSIBLE FOR ANY ADVERTISING, MULTI-MEDIA/PRINT/WEBSITE MARKETING OF YOUR EVENT WITH THE FOLLOWING EXCEPTIONS:**

- FREE - BASIC LISTING LPAC WEBSITE. For ticketed events, Applicant supplies 200 word description, and jpeg/gif sized 617 x 303 pixels to fit LPAC website format.
- \$250.00 USD - LPAC WEBSITE MAINPAGE BANNER. Your image displayed for up to thirty (30) days before your event. (RESTRICTIONS APPLY)

## 8 - CERTIFICATE OF INSURANCE - ENDORSEMENT

Applicants are required to provide their own Certificate of Liability Insurance and Endorsement Page. Refer to LPAC Insurance Requirements for details. Applicants applying as individuals, may be eligible for City of Lancaster Liability Coverage at applicable rates.

## 9 - CATERING - HOSPITALITY

Applicants can provide tray service, buffet line, and full sit-down service in either BFT or MAIN STAGE venues. Catering staff must hold SAFE-SERV certificates for transporting and serving all open food. Caterers/Applicant must supply all necessary serving equipment, tableware and linens.

CATERER/BUSINESS:			
PHONE:		CELL:	
EMAIL:			

- \$50.00 USD LIQUOR LICENSE - Applicants who want to serve wine/champagne for their event

## 10 - MERCHANDISE SALES

FLOWER/TOY SALES:	<input type="checkbox"/> LPAC	<input type="checkbox"/> APPLICANT'S CHOICE
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LPAC provides two (2) six-foot (6') tables, two (2) chairs, one (1) twenty amp (20A) Edison power outlet for Lobby merchandise sales next to lobby elevator.

**LPAC reserves the exclusive right to sell flowers, floral bouquets and plush/stuffed toys for all events.**

House Commission is a split of gross sales, with the following percentages:

COMMERCIAL Applicant: 85% Client/15% LPAC - Client sells; 80% Client/20% LPAC - LPAC sells

NON-PROFIT Applicant: 90% Client/10% LPAC - Client sells; 85% Client/15% LPAC - LPAC sells

FLOWER/TOY SALES: 85% Client/15% LPAC - ALL NON-LPAC VENDORS

All gross sales, and House Commission, are tallied nightly, between Applicant Representative and LPAC House Manager.

LPAC cannot provide change bank, till, or tablecloths for Applicant's merch staff.

APPLICANT'S INITIALS \_\_\_\_\_

## 11 - DECORATIONS

Applicant's decorations can include balloon displays, posters, information displays, literature tables, banners, floral arrangements, CD players, statues, furniture, props and scenic elements.

**Fabrics/Drapery are only permitted if they meet COUNTY Fire and Safety Codes**

VENUES DECORATED:

Main Stage

Bozigian Family Theatre (BFT)

BOTH

Lobby

Mezzanine

LPAC has a limited supply of easels for picture/poster displays, and can provide limited hardware and hanging supplies to Applicants for an additional charge, to rig hanging decorations onstage.

## 12 - VENUE LABOR - SPACE RENTAL

BASIC RENTAL - MAIN STAGE; 1 DAY EVENT \$2,860.00 to \$3,610 USD, includes 8 hours of building time, 4 Crew, 1 House Manager, Ranger Security, lighting and sound packages.

BASIC RENTAL - BFT; 1 DAY EVENT \$1,115.00 to \$1,475 USD, includes 8 hours of building time, 2 Crew, 1 House Manager, Ranger Security, lighting and sound packages.

Included in these basic rentals, are two (2) to three (3) hours of setup time, and one and one-half (1-1/2) hours take-down time, for Crew to set stage micing, monitor wedges, stage power, platform risers, video, PA, and setting preshow advertising.

ALL EVENTS are different, and require both LPAC Rental Coordinator and Technical Director to customize Applicant's technical and front-of-house needs for the specific event.

IN ADDITION to basic rental, additional Crew labor and building time may be estimated for Artist load in/load out, sound check, pit seating, any scenic or hanging needs, dressing room setups, merch area or Artist requests.

## 13 - VENUE CHARGED EQUIPMENT

Check all LPAC CHARGED equipment requested for event:

LPAC Crew labor is an additional charge for setup/operating of below equipment:

Orchestra Pit/Apron at:

HOUSE level for audience pit seating ADD \$100.00 USD

ORCHESTRA level for musicians ADD \$200.00 USD

Marley Dance Floor ADD \$140.00 USD

Fog Machine ADD \$40.00 USD per day

Grand Piano tuning ADD \$250.00 USD

Upright Piano tuning ADD \$150.00 USD

Follow Spot 1 ADD \$40.00 USD per day

Follow Spot 2 ADD \$40.00 USD per day

Projector and large format screen PACKAGE: \$600.00 USD

Ten-foot (10') by Fourteen-foot (14') rear projection screen: \$50.00 USD

**Applicants wanting video, who do not rent LPAC Projector/Screen package, must supply their own projector, cabling, power cords to meet their video/sound needs.**

APPLICANT'S INITIALS \_\_\_\_\_

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## 14 - VENUE INCLUSIVE EQUIPMENT

Check all LPAC INCLUSIVE equipment requested:

Orchestra Pit/Apron at:  STAGE level for added performance space - NO CHARGE

<input type="checkbox"/>	Black chair count:	<input type="text"/>	of 170
<input type="checkbox"/>	Black stool count:	<input type="text"/>	of 6
<input type="checkbox"/>	Music stand count:	<input type="text"/>	of 50
<input type="checkbox"/>	five-foot (5') round table	<input type="text"/>	of 12
<input type="checkbox"/>	six-foot (6') table	<input type="text"/>	of 8
<input type="checkbox"/>	twelve-foot (12') table	<input type="text"/>	of 1
<input type="checkbox"/>	(4'x8') PLATFORM - eight inches (8") high	<input type="text"/>	of 8
<input type="checkbox"/>	(4'x8') PLATFORM - sixteen inches (16") high	<input type="text"/>	of 8
<input type="checkbox"/>	(4'x8') PLATFORM - twenty-four inches (24") high	<input type="text"/>	of 8
<input type="checkbox"/>	(4'x8') PLATFORM - thirty-two inches (32") high	<input type="text"/>	of 4
<input type="checkbox"/>	(4'x8') PLATFORM - forty inches (40") high	<input type="text"/>	of 4
<input type="checkbox"/>	(4'x8') PLATFORM - forty-eight inches (48") high	<input type="text"/>	of 4

Not all LPAC equipment may be available, due to SEASON or other RENTAL events running concurrently to this Application's request.

**LPAC TECHNICAL DIRECTOR HAS FINAL APPROVAL ON ALL VENUE EQUIPMENT**

## 15 - SOUND

Refer to LPAC Technical Specifications for PA/Sound inventory for each venue. Applicants have use of dedicated micing, stands, cabling, monitors, and mixing consoles listed for each venue, which are included in building rental. Applicant must provide Band layout and micing input list for all musical groups.

Check all LPAC SOUND equipment requested:

<input type="checkbox"/>	WIRELESS handheld mic:	<input type="text"/>	of 4
<input type="checkbox"/>	WIRED handheld mic:	<input type="text"/>	of 6
<input type="checkbox"/>	CD playback		
<input type="checkbox"/>	iPod playback		
<input type="checkbox"/>	laptop playback		

**Applicants requesting wireless handheld mics must supply fresh 9 Volt batteries for all mics - Duracell/Energizer quality - for every separate rehearsal and performance.**

APPLICANT'S INITIALS \_\_\_\_\_

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## 16 - LIGHTING

Refer to LPAC Technical Specifications for lighting inventory hung in each venue. Applicants have use of all instruments and control consoles listed for each venue, which are included in building rental.

All pre-cut gel colors in stock, and LPAC gobo library are available to Applicants.

Applicants who want to move or refocus LPAC lighting inventory, add their own or sub-rental equipment, will be charged accordingly for required LPAC labor and building hours to setup, strike, and restore all venue equipment to same condition when Applicant entered venues.

## 17 - PRESHOW VIDEO

LPAC runs a preshow advertising loop on its front-of-house projector, and large format movie screen, for all events, including Rentals. LPAC will integrate this preshow video into Applicant's stage setup.

Applicants who rent LPAC projector/screen package have exclusive use of content, and are not required to show preshow advertising.

Applicants presenting a non-ticketed/non-performance event; i.e. Party, Wedding, Boardroom Presentation, Prom, etc. are not required to show preshow advertising.

## 18 - NON-VENUE ITEMS - SCENIC - SPECIAL EFFECTS

Please refer to LPAC Venue-Scenic Safety Standards and Glossary of Terms for all current Fire, Safety, Health, OSHA and ANSI Codes pertaining to LPAC venues, and Applicant's requirements to their safe usage, including all necessary PERMITS.

### **LPAC TECHNICAL DIRECTOR HAS FINAL APPROVAL ON ALL EQUIPMENT BROUGHT INTO VENUES FOR SAFETY AND HEALTH CONCERNS.**

Applicants requiring rigging hardware for any flying scenery or hanging decorations, may request LPAC to provide hardware, if available, and at rental rates listed in LPAC Fees and Polices.

Check all APPLICANT items to be brought into LPAC:

<input type="checkbox"/>	Free standing scenery	<input type="checkbox"/>	Front of House console	<input type="checkbox"/>	Strobe lighting
<input type="checkbox"/>	Flying scenery	<input type="checkbox"/>	Monitor world console	<input type="checkbox"/>	UV/Blacklights
<input type="checkbox"/>	Chain hoist/truss rigging	<input type="checkbox"/>	PA/stacks and racks	<input type="checkbox"/>	LED lighting
<input type="checkbox"/>	Standing truss	<input type="checkbox"/>	Stage mic'ing	<input type="checkbox"/>	Conventional lighting
<input type="checkbox"/>	Open flame	<input type="checkbox"/>	Props	<input type="checkbox"/>	
<input type="checkbox"/>	Pyrotechics	<input type="checkbox"/>	Fog/smoke	<input type="checkbox"/>	Water effects
<input type="checkbox"/>	Smoking	<input type="checkbox"/>	Haze	<input type="checkbox"/>	Live animals

## 19 - AUDIO / VIDEO RECORDING

### APPLICANT PHOTOGRAPHY AND VIDEOGRAPHY POLICY

The following pertains to what Applicant will, or will not, allow their Patrons to do during their event:

FLASH PHOTOGRAPHY	<input type="checkbox"/> YES	<input type="checkbox"/> NO
NON-FLASH PHOTOGRAPHY	<input type="checkbox"/> YES	<input type="checkbox"/> NO
LIGHTED VIDEO CAMERA	<input type="checkbox"/> YES	<input type="checkbox"/> NO
NON-LIGHTED VIDEO CAMERA	<input type="checkbox"/> YES	<input type="checkbox"/> NO

If NO on any of the above, LPAC STAFF will make every reasonable attempt to halt the above marked sections during Applicant's event.

Will Applicant record/archive their event with:

PHOTOGRAPHER	<input type="checkbox"/> YES	<input type="checkbox"/> NO
VIDEOGRAPHER	<input type="checkbox"/> YES	<input type="checkbox"/> NO
AUDIO RECORDING	<input type="checkbox"/> YES	<input type="checkbox"/> NO

ALL camera tripods, video equipment, cabling, and power cords are not allowed to be set up in, or run across, any seating isles or auditorium stairs due to trip hazards, Fire and Safety Code requirements.

## 20 - ADDITIONAL SUB-CONTRACTORS

VIDEOGRAPHER:			
PHONE:		CELL:	
EMAIL:			

PHOTOGRAPHER:			
PHONE:		CELL:	
EMAIL:			

SOUND PROVIDER:			
PHONE:		CELL:	

LIGHTING PROVIDER:			
PHONE:		CELL:	

FLORIST:			
PHONE:		CELL:	

APPLICANT'S INITIALS \_\_\_\_\_

## 21 - FINAL SETTLEMENT FEES

The Applicant is responsible:

To understand all Crew labor, venue costs, equipment rental, and scheduled hours necessary to complete their event.

To understand all Settlement fees, ticket stock fees, credit card charges, and cleaning fee associated with their event before signing the final Contract.

To leave the venues in the same condition as when they arrived.

For damage charges for graffiti/door signatures, Meal Penalty, labor and building overages, and damages noted during final walk-through.

For paying for any or all of the above fees and charges, if found pertaining to their event. Fees and charges will be deducted from Applicant's account before final Settlement check is released.

To understand that should Applicant incur Fees and Charges beyond their Account balance, they will be invoiced for the remaining balance. Applicants who do not bring their balance to zero with City will not be allowed future rentals.

## 22 - AGREEMENT

**I, the undersigned, have completed this Application to the best of my knowledge for my event, and have reviewed copies of the following LPAC policies and guidelines:**

Technical Specifications

Insurance Requirements

Glossary of Terms

Frequently Asked Questions

Venue Safety Standards

Seating Chart

Fees and Policies Schedule

APPLICANT:		DATE:	
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Applications can be submitted via:	
FAX:	(661) 723-5945
EMAIL:	Pmartindale@CityofLancasterCA.org
MAIL:	City of Lancaster, ATTN: LPAC RENTAL, 44933 Fern Avenue, Lancaster, CA 93534
BOX OFFICE:	Monday - Friday, 12 PM to 6 PM, Saturday, 12 PM to 4 PM

APPLICANT'S INITIALS \_\_\_\_\_





