

**Arcata Playhouse
Special Event Rental Application**

YOUR INFO

Renter: _____
Type: Individual Non-Profit Organization Business Other Group: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____ Website: _____
Person/People Coordinating Event: _____
Phone(s): _____ Email: _____

EVENT DETAILS

Event Name: _____
Date of Event: _____
Type of Event: Sit down show Private Party Workshop
Anticipated Sound/Music Levels:
LOW: None Background/Quiet
MEDIUM: Sound System for a sit down show Band that is acoustic or not too loud
LOUD: Loud Band with Big Drums
Start Time: _____ End Time (*music must be done by 12am*): _____
Set-Up time: _____ Will be done with take-down by (time) _____
Admission: _____ Open to Public? YES NO
If people need info about event, who should they call? _____
Expected Attendance: _____ Age Range: _____
Describe your event (including any special details we should know about) _____

Do you anticipate needing extra time for rehearsals or tech ? Please explain what you're looking for:

SPACE NEEDS

Do you need chairs for your event? (*we have 150 seats; (some fixed and some moveable* _____)
Do you need tables for your event? (*we have 3 3'x6' rectangles & 8-10 round cocktail tables* _____)
Will you need access to our single dressing room? YES NO

Notes: If Chairs are moved for open space they must be returned to original configuration.
You will need to have support people to take care of box office, basic lighting, sound requirements and house management.
We are happy to go over any detail with you about presenting an event.

LIGHTING NEEDS:

Regular lights in the theater will be fine.
 We need theatrical lighting for our event (\$50/night if lights will be relocated and standard settings changed).

Any notes about your lighting needs? _____

SOUND SYSTEM NEEDS:

- _____ We will not need a sound system for our event.
- _____ We would like to run music from the Light/Sound Booth using the regular studio stereo system.
- _____ We will bring in our own sound equipment.
- _____ We would like to rent additional Playhouse sound equipment for \$50/night.

Our additional sound system equipment includes: 4 Schur mics with stands (3 with booms), 2 di boxes, and XLR cable.

Our technician must be present for set-up and orientation to our system, and you must have an approved technician to run sound.

Any notes about your sound needs? _____

RENTAL RATES:

- Weekday Performance or public event - \$250*
- Friday/Saturday Performance or public event - \$350* on Friday/Saturday.
- Rehearsals, workshops, meeting - \$40/hr.
- Service kitchen/concessions area: \$50 per day as an addendum to use.

Insurance per performance: \$50 (*unless supplied by renter*)

Deposit fee: \$100. (*Returned in full providing the Playhouse has been left clean and undamaged*)

* If your event or performances requires more hours on a date, please let us know and we will provide an additional hourly rate to meet your technical or load-in needs.

Guidelines Agreed to:

- There is a \$100 Security Deposit, (*Returned in full providing the Playhouse has been left clean and undamaged*)
- Insurance coverage is a flat rate of \$50, unless supplied by the renter (with documentation of coverage)
- Any additional cleaning that needs to be done after your event will be charged at \$20/hour and taken out of deposit and/or invoiced.
- The renter is responsible for all strike/cleaning after the event. We recommend at least 2-4 people for this duty. A CHECKLIST for cleaning and restoration will be provided.
- The renter is responsible for noise levels, ending amplified music by 11pm on weeknights and 12am on weekends (Friday/Saturday), and respecting other tenants.
- There is NO access to the roof or outside staircase or the office.
- The renter must leave the theater and outside property as it was found: clean, free of decorations, debris and recycling from your event and/or participants, this includes checking the parking lot for bottles, cigarette butts, garbage, etc.
- The renter must not drag anything across the floor, and will protect it from metal objects or any damage.
- The renter will prevent loitering near back/front door, parking lot.
- The Playhouse does not process garbage from rentals; "Pack it in. Pack it out." Garbage bags may be provided upon request
- My date is not reserved until I have paid the Security Deposit and returned this completed application.

By signing this application, I agree that I am the person or organization responsible for ensuring all Arcata Playhouse rules are followed, rent is paid, space is cleaned and restored, and all permits and insurance requirements are met.

Signature of Contact Person / Event Coordinator

Date

Signature of Representative of Organization

Date

