



Special Event Rental Application

Welcome! We are happy you are here. Our theater space is used by many. This is an inclusive space where we work, create, organize, and get together. Please read through the shared space use guidelines, provide the requested information below, and submit the completed form to: rentals@arcataplayhouse.org

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: Live-Streamed Event 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 Number of people in the Theatre: _____ 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

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

Any notes about your lighting needs? _____

SOUND SYSTEM NEEDS

_____ 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? _____

CAMERAS: There are 4 cameras to switch between, two have movement, the others can be manned and moved around.

RENTAL RATES Daily rates below are for a maximum of 8 hours per day.

\$300 on weekdays, Sundays / **\$400** on Friday/Saturday (includes use of kitchen and box office, and a listing on our website)

\$500 Live streamed event - do you want the event streamed on the Arcata Playhouses Sites? ____ YES ____ NO

Is there a site you want the event streamed on? _____

\$40/hr Rehearsals, workshops, meetings

* If your technical or load-in preparations require hours outside the event date, we can provide an hourly rate to meet your needs.

ADDITIONAL FEES

\$50 Insurance per performance (unless supplied by renter with documentation of coverage)

\$100 Security deposit (returned in full providing the Playhouse has been left clean and undamaged)

OPTIONAL SERVICES

\$25/hr each for Playhouse staff member to run box office or concessions

\$25/hr minimum for basic Playhouse technician assistance with sound or lighting (fee dependent upon event needs)

\$50 ticket sales through the Arcata Playhouse website

GUIDELINES AGREED TO:

- **There is a COVID protocol in place. All staff and guests are required to wear masks indoors at all times during the event and have proof of vaccination. For everyone's safety, non-vaccinated guests are not currently permitted inside the building.**
- Any additional cleaning that needs to be done after your event will be charged at \$20/hour per staff member 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 be mindful of neighboring residents with regards to sound and outdoor activity.
- The Playhouse does not process garbage from rentals; "Pack it in. Pack it out." Garbage bags may be provided upon request.
- The date is not reserved until the renter has returned this completed application and paid the rental fee.
- Rental fees are due in full upon acceptance of the rental application. The rentals coordinator will confirm the total amount.

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