



Arcata Playhouse
Special Event Rental Application

Please submit the completed form to: rentals@arcataplayhouse.org
or mail to 1251 9th Street, Arcata, CA 95521

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 Performance Private Party Workshop Other: _____
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) _____
Ticket price: _____ Open to the public? YES NO
If people need info about the event, who should they call? _____
Expected number of people in the building: _____ Estimated 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:

Will you need access to our single dressing room? YES NO

Notes: If Chairs are moved aside to open up the space, they must be returned to their original configuration.
You will need to have support people to take care of box office, basic lighting, sound requirements, house management & clean-up.

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? _____

LIGHTING NEEDS Regular lights in the theater will be fine We need theatrical lighting for our event

Any notes about your lighting needs? _____

DAILY RENTAL RATES

\$300 on weekdays, Sundays / **\$400** on Friday/Saturday (includes use of kitchen and box office, and a listing on our website)
\$40/hr for rehearsals, workshops, meetings

LIVESTREAM RATES

\$500 on weekdays, Sundays / **\$600** on Friday/Saturday

Do you want the event streamed on the Arcata Playhouses Sites? ____ YES ____ NO

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

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

ADDITIONAL FEES

\$50 Insurance per day (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 a Playhouse staff member to run box office or concessions, or basic sound or lighting

\$25/hr for one Playhouse staff member to be present at any event where alcoholic beverages will be served (mandatory)
(Unless you will provide an RBS [Responsible Beverage Server] trained person to serve drinks)

\$50 ticket sales through the Arcata Playhouse website

GUIDELINES AGREED TO:

- COVID Protocol: As of August 24, 2022, masks are optional inside the Playhouse and all are welcome, regardless of vaccination status. If our protocol changes between now and your event, we will notify you. You are welcome to establish a more strict protocol for your own event.
- Renter is responsible for marketing their own event, including announcing ticket sales, distributing fliers/posters, announcing in social media, and/or listing in news outlets.
- 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.
- 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 Playhouse does not process garbage from rentals; "Pack it in. Pack it out." Garbage bags may be provided upon request.
- Any additional cleaning that needs to be done after your event will be charged at \$20/hour per staff member and taken out of the deposit and/or invoiced.
- Renter will be mindful of neighboring residents with regards to sound and outdoor activity. 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.
- Renter must not drag anything across the floor, and will protect it from metal objects or any damage.
- 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