

- 1) Return completed Facility Use Application/Technical Rider to the College Facilities Coordinator **4 weeks prior to the event.**
- 2) *Pay the twenty five (\$25) non-refundable application fee to Evergreen Valley College*

1. The Evergreen Valley College Theater will be rented to individuals, business, and organization based on the following rate schedule.

Theater Rates for Non-peak Days (Monday-Wednesday)	Fees
Base rent for up to 8 hour period on one day	\$500.00/day
Additional time on the same event day	\$100.00/hour
Rehearsal time for up to an 8 hour period on one day	\$350.00/day
Additional rehearsal time on the same event day	\$100.00/day
Standard sound equipment (up to two microphones)	N/C
Full sound equipment (full use of sound system)	\$75.00/day
Minimum lighting equipment	\$75.00/day
Maximum lighting equipment	\$300.00/day
*Lighting does not include spotlights. See below for charges	

Theater Rates for Peak Days (Thursday-Sunday)	Fees
Base rent for up to 8 hour period on one day	\$750.00/day
Additional time on the same event day	\$125.00/hour
Rehearsal time for up to an 8 hour period on one day	\$475.00/day
Additional rehearsal time on the same event day	\$125.00/day
Standard sound equipment (up to two microphones)	N/C
Full sound equipment (full use of sound system)	\$125.00/day
Minimum lighting equipment	\$125.00/day
Maximum lighting equipment	\$400.00/day
*Lighting does not include spotlights. See below for charges	

NOTE: Clients shall reimburse Evergreen Valley College for the cost of all required event staff and technicians. Base rent fees are due 45 days in advance of the first use date. Equipment and staffing fees will be deducted from the final settlement or deposit. The Vice President of Administrative Services shall have the discretion to schedule staff as s/he deems necessary to provide for a quality production at the expense of the Client. A full cost estimate will be provided to Client within 15 days of Client's submission of the Facility Use Application/Technical Rider form, and in all cases at least a minimum of two weeks in advance of the event. The Facility Use Application/Technical Rider form must be completed and returned with the appropriate deposit(s).

NOTE: Rehearsal times may be scheduled at the time the booking is made, but shall be considered tentative until thirty (30) days prior to the first event date and then will only be scheduled when they do not interfere with other scheduled events.

2. Fees for Additional Services will be charged as follows:

Personnel/Equipment/Material Fees	Fees
a. Janitorial Fee for Rehearsals	\$75.00/day
b. Janitorial Fee for Performances	\$200/day
c. Labor (all billed at 4-hour minimum)*	
1) Production Manager/Technical Director	\$40.00/hour
2) Technical Staff	\$30.00/hour
3) Stagehand	\$25.00/hour
4) House Staff	\$25.00/hour
d. Marley Floor Rental	\$125.00 + Labor to install and remove
e. Marquee Sign Postings	\$33.00/message/week
f. Upright Piano Rental	\$100.00/day
1) Baby Grand Piano	\$200.00/day
2) Grand Piano	\$300.00/day
g. Spotlights	\$100.00/day
h. Video Projector & Screen	\$400.00/day

**Overtime applies after 8 hours and double overtime applies after 12 hours.*

3. Deposits:

a. Deposit Fee: **\$1,000.00/Date of use**. A refundable security/damage deposit fee of **\$1,000.00/date of use** will be required to hold each date on the Theatre calendar. Once the College Facilities Coordinator has completed the Settlement Report, the deposit may be refunded to the Client, or be applied to (deducted from) the outstanding balance if additional fees are due for facility use, staffing, equipment and services provided, or fees applicable for damaged or lost equipment, or necessary repairs to the facility. Settlements will be performed within two weeks following last scheduled rental date. Deposits are non-transferable.