

EVC Theater Use Application /Technical Rider

Please complete a separate application for each event. Please answer all questions as completely as possible in order to complete your contract and for our technical staff to prepare for your event. If you have any questions, please contact the Business Service Coordinator at the phone number above.

CHECKS PAYABLE TO: EVERGREEN VALLEY COLLEGE

Name of Event: _____ Estimated Attendance: _____

Name of Presenting Group/Organization: _____

Organization's website: _____

Requested Times of Use: Load-in Time: _____ Load-out Time Complete: _____

<u>Day of Week</u>	<u>Date</u>	<u>Time</u>	<u>Rehearsal</u>	<u>Show</u>
_____	_____	_____ to _____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____ to _____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____ to _____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____ to _____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____ to _____	<input type="checkbox"/>	<input type="checkbox"/>

Applicant's Name: _____ Day Phone: _____

Mailing Address: _____ Eve/Cell Phone: _____

City, State, Zip: _____ Fax: _____

Email Address: _____

Alternate Person or Production Manager in Charge: _____

Day Phone: _____ Eve/Cell Phone: _____

Email Address: _____

Description of Event/Notes: Please include a detailed description of the event by answering the questions below load in and load out times, event starting and ending times, required lighting/sound, lighting and stage plots, box office requirements, ticket prices, rehearsal times, etc. Estimates will be provided based on the information provided below. Tech specs, rules & regulations and available lighting & sound can be found in the Marketing Materials, which includes the Theatre Use Policy.

Description of Event: _____

Purpose of Event: _____

Proposed Audience: _____

Will there be an admission fee? If yes, please complete the Ticket Information Sheet in addition to the Facility Use Application, which is attached.

Yes, ticket price(s): _____
Theatre Manager will determine the Facility Fee (\$1.50-\$2.00) and add it to the existing ticket price(s)

No, event is free (\$1.00 Facility Fee/person in attendance). Attendance will be limited to available maximum seating depending on stage configuration. House staff or volunteer staff provided will use tally counters to determine attendance.

Will you have a Meet & Greet/Autograph Signing? Yes No

If yes, when & where will it take place? Lobby Backstage
 After Show Before Show

Lighting requirements: Describe what types of lighting your show will require, for example, a general wash, a color wash, variety of specials, follow spots, and gobos. If you want a HT tech to design the lighting for your event, you must request this additional service and allow advance time for design & set-up.

Audio/sound requirements: Our sound system includes the following: a 48-channel mic input board, Cassette player, a CD player and a mini-disc player/recorder. Please describe your microphone requests. Describe what your sound equipment needs will be.

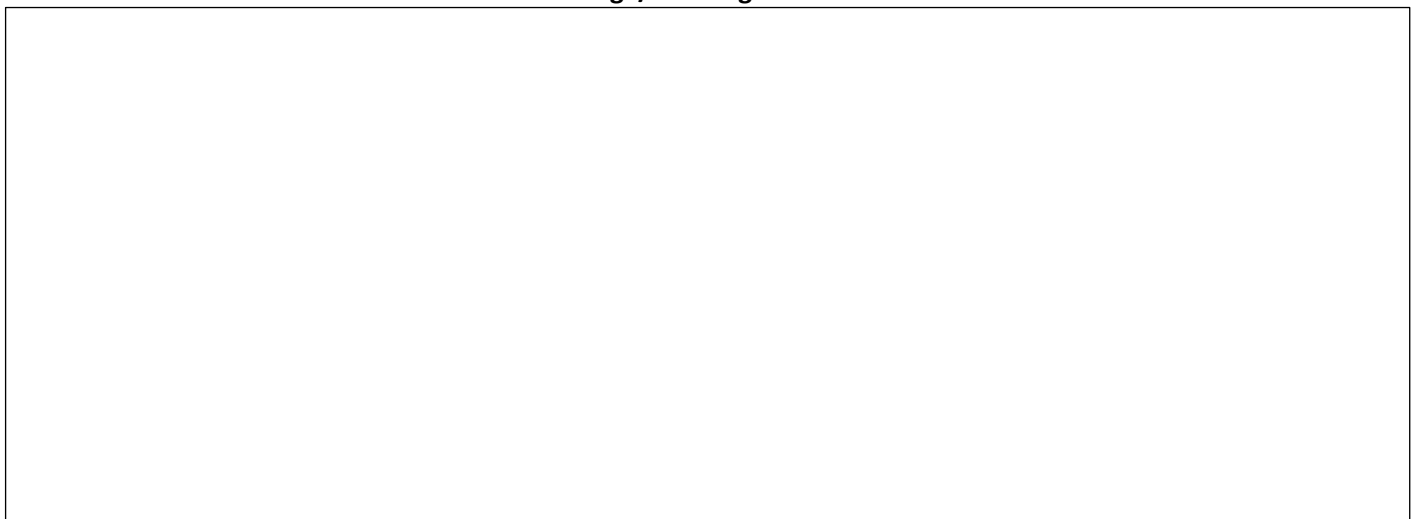
Our stage is equipped with a fly system for use in hanging and flying scenery, as well as signs and banners. Hanging anything above the stage is subject to the approval of the technician for safety and proper rigging procedures. Describe what you are planning to rig, hang, or fly above the stage.

Our stage is equipped with the following 4 curtain options: The main curtain (also called the grand), a mid-stage black curtain and an up-stage black travelling curtain, as well as an opaque cyclorama (which is at the far back of the stage). Which of these do you plan on using?

For your event, each of the following jobs requires at least one Theatre technician: Sound operator, lighting operator, follow spot operator, and rigging operator/deckhand to fly scenery and pull curtains. Indicate here how many Theatre techs your event will require and the job that each will be doing.

Imagine this box is the stage. Draw a bird's eye view of the stage set up for your event. (For photocopying purposes, please stay inside the box). Please feel free to attach any additional pages.)

Backstage/dressing room area here



Audience here

Use this area if you want to explain anything about your drawing above:

List here the Theatre's portable equipment you will want to use on stage. Any of the following are available with adequate notice and applicable charges are noted:

- | | | |
|---|---|--|
| <input type="checkbox"/> Music stands | <input type="checkbox"/> Chairs | <input type="checkbox"/> Piano |
| <input type="checkbox"/> Tables
(Theatre does not supply
tablecloths or skirting) | <input type="checkbox"/> Podium | <input type="checkbox"/> Piano tuner |
| <input type="checkbox"/> Conductor's platform | <input type="checkbox"/> Projector/Screen | <input type="checkbox"/> Marley Floor
(\$110.00/contract + labor to install/remove) |
| | <input type="checkbox"/> Band risers | |

Indicate here the items you will be bringing into the Theatre for use on stage. Include scenery, props, costumes, backdrops, signage, decorations, and musical instruments. It is your responsibility to arrange times for delivery, load-in, set-up and load out for all of these with the Theatre technician. Please note that use of any props with an open flame will not be permitted under any circumstances per the order of the Fire Marshal.

Please check items below that will be used during your event:

- Additional sound equipment Photographer Videographer

The above items must be set up in the rear house right orchestra section designated for overflow production equipment. Aisles, walkways and exits must remain clear at all times.

Is photography/videography/recording allowed by patrons? Yes No

If it is not allowed, how do you want our volunteers and/or House Manager to handle patrons who violate your request? _____

Please list any additional equipment you will bring in. Include such technical items as computers, projection screen, monitors, microphones, etc. Keep in mind that this equipment must be delivered before your event and preapproved for use by the Theatre technician. Delivery times of rental equipment must be scheduled the Production Manager if it is scheduled outside of the rental time. Labor will be billed appropriately.

List the portable Theatre equipment for use backstage in the green room/dressing rooms that you will want set up for your event, such as, tables, chairs & clothing racks.

Explain your plans for food & beverages to be set up backstage. Include the name and phone number of the caterer or person responsible, with delivery times & set-up arrangements. These times & details are subject to approval by the Theatre.

List here the number of tables and chairs you will want to use for Lobby activities:

Rentals with rehearsals on a separate date: Do you plan to set up or decorate the lobby on the rehearsal date? Yes No

Any additional notes or comments:

LIABILITY RELEASE

Notice: This is a legal document which limits our liability. Please read carefully: By signing this document, you state that 1) you assume all risk of injury arising from your use of this facility, and 2) you release the Evergreen Valley College, San Jose Evergreen Community College District, and all of their officers, employees, agents and servants from all liability, even though they may be negligent.

I. ASSUMPTION OF RISK: As representative of the organization/party indicated above, I/we agree to expressly assume the risk of all liability for accidents, injury, loss and/or damage to my/our persons or property that may arise out of my/our presence at or participation in the above-named activity/facility.

II. RELEASE OF LIABILITY: In consideration for the opportunity to make use of this facility and the service provided by the Evergreen Valley College, I/we (on behalf of ourselves, our heirs, assigns and legal representatives), release the Evergreen Valley College, San Jose Evergreen Valley Community College District, and their officers, employees, agents and servants of liability for their negligence.

I have received and understand that I will be responsible for all information contained within the Theatre Use Policy and this Facility Use Application/Technical Rider.

I understand that the \$500.00 deposit is non-refundable if cancellation of the event occurs within 120 days of the rental. If cancellation occurs in writing anytime prior to the 120 days, the deposit minus a \$50.00 processing fee will be refunded. I also understand that the deposit is non-transferable. The deposit is fully refundable assuming the use did not extend beyond the scheduled time, no additional maintenance/carpet cleaning fees are applicable, there was no damage to the facility or equipment, and no additional supply costs (tape, lighting gels, etc.) or service charges (add'l sound, lights, staffing) are applicable.

Signature of Applicant

Date

Please Print Name of Applicant

PRODUCTION SCHEDULE

EVENT NAME: _____

EVENT DATE(S): _____

Please break down each rental day into specific times to include the following: arrival, load-in, set-up, rehearsal, break times, show call, doors open, event/performance start and ending time, clean-up, load-out, etc. Theatre Management reserves the right to modify the Production Schedule if appropriate time is not allowed for during rehearsal and/or performance days. Client will be notified in advance of any modifications and charges associated with these modifications. Please allow time to complete a required pre-walk-through with Production Manager during load in and post-walk through with the same Production Manager immediately following event. Each walk-through will take no longer than 20 minutes and if not completed, Client will forfeit entire deposit.

PLEASE NOTE: ALL SOUND CHECKS ON PERFORMANCE DAY MUST BE COMPLETED 90 MINUTES BEFORE SHOWTIME. Please photocopy this page if you need more space or attach separate pages.

DATE	STARTING TIME	DESCRIPTION	ENDING TIME

PRODUCTION SCHEDULE GUIDELINES (SAMPLE)

This is a step-by step plan of activities during your time in the Theatre. It should include a list of all dates and times that anyone in your group will be in the Theatre and what will be happening during the entire time. Please use the following examples as guides in filling out the schedule for your event:

Following is an example of a completed Production Schedule for one **rehearsal** day:

DATE	STARTING TIME	DESCRIPTION	ENDING TIME
7/29/05	12:00 noon	Techs, crew, and Director arrive and prepare for rehearsal	
	12:45	Cast arrives (call-time)	
	1:00	Act I blocking rehearsal	
	3:00	Act II blocking rehearsal	5:00- end rehearsal
	5:00	Cast, crew, and techs break for dinner	
	6:00	Techs and crew review notes with Director and finalize production set-up	
	6:15	Cast arrives for make-up (call time)	
	7:30	Full tech rehearsal of Act I & II	9:00- end rehearsal
	9:00	Tech and crew review notes with Director and complete production planning	
	9:30	Clean-up and pack-up	
	10:00	Sign out	10:00- out

Following is an example of a completed Production Schedule for one **performance** day:

Please note that it is customary for the front doors to open one hour before curtain and for the house doors to open one half-hour before curtain. We encourage you strongly to build these times into your schedule and to respect them.

DATE	STARTING TIME	DESCRIPTION	ENDING TIME
8/1/05	5:30p	Techs and crew arrive for set up and sound check	
	6:00	Cast, crew & Director arrive. Techs finalize sound check	
	6:30	Front doors open	
	7:00	House doors open	
	7:30	Curtain rises. Act I begins	8:00-8:10 end Act I
	8:10	Intermission	
	8:30	Curtain rises. Act II begins	
	9:30	Show ends. Clean up and Load out begins	
	10:30	Load out completed	10:30 out