

## Haugh Performing Arts Schedule Rental Rates and Procedures: 2007-2008

The following rates are available for officially recognized non-profit organizations, most often those with a 501 (c) (3) exemption letter from the State of California.

### Definitions:

Performance: 4 hour block of time, from opening of building to locking of door with stage manager, house manager, up to 4 person stage crew and 7 person house crew present and audience in attendance. Billed time begins at least 1 hour prior to start time of performance.

Rehearsal: 4 hour block of time, from opening of building to locking of doors with stage manager and up to 4 person stage crew present. Activities may be set-up of required equipment, running of show, or both.

<u>Rates:</u>	<u>Mon-Thu</u>	<u>Fri-Sun</u>
4 hour rehearsal:	\$ 850.00	\$ 850.00*
hourly rehearsal rate after 4 hours:	\$ 225.00**	\$ 225.00**
4 hour performance:	\$1,800.00	\$2,100.00
hourly performance rate after 4 hours:	\$ 500.00	\$ 600.00**

\* assumes performance occurs on same day. Week-end rehearsal rate with no performance on same day is subject to \$100/hour surcharge.

\*\* assumes extra hours are billed and paid in advance. \$100/hour additional surcharge if arranged after rehearsal or performance begins and crews are required to work longer than anticipated.

Rental use in excess of 8 hrs in one day subject to surcharge at college discretion.

Note: Rental includes use of stage, seating area, lobby, and dressing rooms as well as standard lighting plot, drapes in standard locations, and use of sound system basic components. HPAC also has available band risers, choral risers, up to 40 folding chairs, and up to 40 music stands. Although there is no charge for use, they are set-up and taken down during rental period unless other arrangements are made in advance. If renter needs time prior to rehearsal to set-up, focus lights, drapes, or scenery, or if stage is not returned to original bare condition at conclusion of event, the following charges shall apply:

set-up or strike of requested equipment: \$150/hr.  
(for time outside of scheduled  
rehearsals or performances)  
production activity by renter in facility

with HPAC supervisor only: \$100/hr.

Approximately 2 weeks prior to your event, you will be contacted to discuss your needs; Technical Director Dan Vilter, Stage Manager Karen Taulbee, and Operations Supervisor Linda Graves will all be involved in this process. Should planning for your event require an unusually large amount of time, additional charges may be assessed.

Following items are available for extra charge, subject to availability:

Band shell (set-up and strike)	\$300.00
full stage glitz curtain:	\$150.00
wireless mic (hand held or lavalier)	\$ 40.00 per use, up to 4 hrs
band shell (set-up and strike)	\$300.00
American flag backdrop	\$100.00
High output video projector and rear proj. screen:	\$500.00
set of 1440 reserved seat or general admission tickets:	\$150.00

### **Application Procedure:**

Persons wishing to rent the facility should first contact Greg Hinrichsen, Director of Performing Arts (ghinrichsen@citruscollege.edu) at (626) 852-8047 to discuss date options. Once a date is determined, it will be held pending receipt of an "Application and Agreement for Use of School Facilities" form, which will be mailed to you by the Facilities Usage Coordinator. **Applications must be accompanied by a \$250 non-refundable deposit, (school district purchase orders accepted) which will be credited to rental charges. Reserved dates for which a completed facilities use application is not received within thirty days may be released without notice.** No date can be positively confirmed until your application has been received and approved by the Board of Trustees, which usually takes about 30 days following receipt of completed application.

Note: Reservations for 07-08 HPAC calendar will be accepted beginning March 1, 2007.

### **Additional information:**

If you wish to rent additional facilities, (such as classrooms, meeting rooms, etc.) please note it in the application. Requests for inclusion on the campus electronic marquee must also be received on the appropriate form (there is a charge for this service). Contact Judy Rojas in the Facilities Usage Office at (626) 914-8890 for additional information.

In addition to the application and required fee, renters will be required to present proof of non-profit status. Renters must also provide a certificate of liability

insurance in the amount of one million dollars naming Citrus College as additional insured.

The Haugh Performing Arts Center has a house concessionaire which has the sole right to sell food or beverage items during events. No food or drink may be brought in for audience consumption unless concessionaire approves. Please note that no food or drink is allowed inside the Performing Arts Center at any time.

Payment for all planned rental activity is required one month in advance of first usage date unless other arrangements are approved by Facilities Usage Office. School districts may provide a purchase order in lieu of this requirement.

**For more information:**

Greg Hinrichsen	(scheduling, rates, information.)	(626) 852-8047
Judy Rojas	(applications, payments, facilities)	(626) 914-8890
Dan Vilter	(tech. questions, production needs)	(626) 852-8049
Karen Taulbee	(tech questions, crew requirements)	(626) 852-8050
Linda Graves	(front-of-house activities, tickets)	(626) 852-8045
Ticket Office	(Mon-Sat, 11am - 4pm)	(626) 963-9411

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