

Rental Rates & Procedures: Effective July 1, 2015

We at the Haugh Performing Arts Center are pleased to be able to help you prepare for your event. We look forward to working with you to accommodate your needs with regard to staff, technical requirements, and other necessities. Please be sure to read through this packet carefully prior to filling out your Facility Use Application*.

*Please note: the Facility Use Application is a multi-purpose form used campus wide to request use of campus facilities. The HPAC staff can assist you with questions and concerns pertaining specifically to the HPAC. Other questions (for additional classrooms, banquets, etc.) should be directed to Judy Rojas, Facilities Coordinator.

GENERAL RENTAL INFORMATION:

HPAC Staff: Based on our understanding of your event, we will provide both technical & front of house staff. Quoted fees include a House Manager, an Event Coordinator, a Stage Manager and UP TO four technicians; UP TO 11 ushers; and limited custodial support. If your needs differ from this, please discuss it with us in advance.

Please be aware that the Stage Manager and the House Manager are there to help you have a smooth-running event however, their first responsibility is safety. Should a situation arise during the event, which in their estimation places the safety of anyone or the facility in jeopardy, their decision is final. Any condition that, in the judgment of the Stage Manager or House Manager creates a risk for persons or equipment will be corrected or will not be used. This may include excessive sound levels, unsafe on-stage activities, poorly constructed scenery or rigging hardware, audiences that exceed the seating capacity of the facility, or other possible hazards. Your use of the facility is conditional on acceptance of this authority.

We will strive to make your event successful, however we cannot produce your event for you. We strongly encourage you to have a person trained in theatrical techniques, preferably a Production Manager, on your staff or working with you. Numerous questions will arise as you prepare for your event. An additional fee will be assessed if any HPAC staff are required to answer excessive questions in this regard. A representative of the Renter, preferably the Production Manager knowledgeable of the contract and all conditions of the agreement, shall be present and responsible whenever activity is taking place in the theatre.

Scheduling Considerations: HPAC employees may not work more than two hours without a 15-minute break and six consecutive hours without a one-hour meal break. During this time, everyone leaves and the building is locked. Split breaks and other arrangements are not acceptable. This should be taken into account when scheduling your event; costs associated with overtime and meal penalties will be passed on to you, the Renter, and settled before you leave the building.

Non-Exclusivity of Use: Frequently, when a rehearsal and performance are scheduled on different days, we are able to allow your props and set-up to remain in place; however, this is not a guarantee. With increasing frequency, multiple tenants are scheduled for a single day. Approval of your event does NOT guarantee exclusivity, although we will work hard to make sure you are aware of the schedule as it develops. Since week-end dates are in high demand, Citrus reserves the right to charge "performance rate" for all rehearsal blocks scheduled on Friday, Saturday, or Sunday, when multiple users request the facility.

Duration of Event: Unless otherwise arranged, set-up for your event BEGINS at the start time listed on your application, or when you actually enter the facility. This includes set-up of microphones, draperies, etc... In most cases, the crew scheduled to work your event is paid starting at the scheduled start time, so be aware that participants may be asked to wait outside until the scheduled beginning of your event. Your billable "Performance" use MUST begin at least one hour before your published start time, to allow time for the house to be prepared and audience to take their seats. Following your event, the crew will return the stage to its original condition. If this strike extends past your rental time, you will be billed at the "Set-up/Strike" rate. If your performance runs over its estimated time, you will be billed at the Performance rate until it has concluded and the house staff has finished their duties, plus a \$100 per hour surcharge fee at our discretion. Crew breaks must be accommodated regardless of start and end times.

BASIC RENTAL PACKAGE:

Rental charges include labor as listed below, use of stage, seating area, lobby, and 4 dressing rooms as well as standard lighting plot, drapes in standard locations, and use of the sound system's basic components. The HPAC also has available band risers, choral risers, piano, 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 the rental period unless other arrangements are made in advance.

Renter will be billed for labor necessary to strike production and restore facility to pre-event condition. Excessive housekeeping charges will be passed on to the Renter as well.

Rate Definitions:

Performance (or Full Use): A minimum 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 up to 11 person house crew present and audience in attendance. Billed time begins at least 1 hour prior to start time of performance. Additional time may be added.

Rehearsal (or Tech Use): A minimum 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 include set-up of required equipment, running of show, or both.

Set-Up/Strike: Time prior to rehearsal to set-up, focus lights, drapes, or scenery, OR returning the stage back to original, bare condition at conclusion of event.

Rates: The following rates are available for profit organizations. A 50% discount is available to groups with a 501(c)(3) exemption letter from the IRS. Please provide a copy of your 501(c)(3) form with your rental application.

	<u>Mon-Thu</u>	<u>Fri-Sun</u>
4 hour Rehearsal (or Tech Use):	\$ 1,275.00	\$ 1,350.00*
Hourly Rehearsal rate after 4 hours:	\$ 337.50**	\$ 375.00**
4 hour Performance (or Full Use):	\$ 3,000.00	\$ 3,750.00
Hourly Performance rate after 4 hours:	\$ 900.00**	\$ 1,125.00**
Hourly rate for Set-up or Strike of requested equipment:	\$ 225.00	\$ 300.00
(for time outside of scheduled rehearsals or performances)		
Hourly rate of activity with HPAC supervisor only:	\$ 150.00.	\$ 225.00

* Assumes performance occurs on same day. Weekend rehearsal rate with no performance on same day is subject to \$150/hour peak time surcharge, or performance rate at College discretion.

** Assumes extra hours are billed and paid in advance. \$150/hour additional surcharge if arranged after rehearsal or performance begins and crews are required to work longer than anticipated. This does not replace any meal penalties.

You will be invoiced for the estimated charges for your event. Payment in full (or School District Purchase Order) must be received one month prior to the event, or it will be subject to cancellation at the College's discretion and the deposit forfeited. If additional charges are incurred during use, you will receive a separate billing immediately following the event.

Rental use in excess of 8 hours in one day will be subject to an overtime surcharge at College discretion. Add on calls, which arise after the schedule has been set, will be handled on an "as available" basis and not as a responsibility of the Haugh Performing Arts Center.

ADDITIONAL ITEMS:

The following items are available at an extra charge, subject to availability:

Orchestra/Band shell (set-up and strike)	\$ 750.00 (labor included)
Full stage, silver glitz curtain:	\$ 300.00
American flag backdrop	\$ 225.00
Painted backdrops from inventory	\$ 300.00 and up
Painted scrim from inventory	\$ 350.00 and up
Black Marley dance floor	\$ 1162.50 (labor included)
High output video projector and screen:	\$ 1125.00 (Includes operator)
Automated lighting fixtures per event†	\$ 3,000.00 for full system, or \$ 450.00 per fixture.
†Programmer /Operator for basic looks (required)	\$ 30.00 hour (subject to Overtime rates)
Smoke or Haze Machine (only water-based fluids allowed)	\$ 200.00 per day
Wireless mic (handheld or lavalier)	\$ 60.00 per use, up to 4 hours
Additional audio technician (required with 4 or more mics)	\$ 20.00 hour (subject to Overtime rates)
Premium monitor system (sound equipment)	Contact Technical Director
Set of 1,400 single-priced, <i>Reserved</i> * seat or <i>General Admission</i> tickets:	\$ 200.00
*Note: Renters desiring <i>Reserved</i> seat tickets are REQUIRED to purchase them from the HPAC. NO EXCEPTIONS. Renters with General Admission seating must guarantee they are not printing and selling more than 1,400 tickets or they will be required to purchase a set of HPAC tickets later. At no time will more than 1,400 audiences members be allowed in the theatre, regardless of ticketing.	
Artist Hospitality Center	\$ 150.00 per day
Additional Facilities (classrooms, meeting rooms, etc.)	Contact Judy Rojas
Inclusion on campus electronic marquees	Contact Judy Rojas

In addition to the application, deposit and required fees, renters may 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 (\$1,000,000.00), naming Citrus College as additional insured.

Costs and Cancellation:

Rental Deposit: Applications must be accompanied by a \$250 non-refundable deposit (school district purchase orders accepted), which will be credited to rental charges. Held dates for which a completed application is not received within thirty days may be released without notice. No date can be positively confirmed NOR ADVERTISED until your application has been received and approved by the Board of Trustees, which usually takes about 30 days following receipt of completed application.

Cleaning Deposit: A \$200 cleaning deposit is charged to all rentals. This fee will be refunded if the Renter leaves the building in the same condition as they arrived. Charges for excessive cleaning will be deducted from the deposit. Excessive cleaning required after your event includes, but is not limited to, food item residues left in carpets, on counters, floors or walls; glitter or confetti cleanup; paint or stain residue; or damage to floors, walls or equipment (extra charges will be incurred for restoration of damage), or furniture not returned to original positions.

Cancellations: If you are forced to cancel a scheduled event, please notify the Haugh Performing Arts Center in writing as early as possible. Failure to provide a cancellation notification **10 working days** before the event may, at our discretion, result in charges to you for costs. Cancellations occurring less than **24 hours before the event** or “no-shows” **will** incur charges for scheduled crews. This includes set-ups, load-ins, rehearsals, work calls, shows, etc. Reminder: your rental deposit is non-refundable.

ADDITIONAL INFORMATION:

Ticket Sales: Tickets sold for your event immediately prior to the performance may be sold either just outside the lobby doors or just inside the lobby. We can provide tables for this purpose, but the Renter is responsible for staffing the table and handling money. Please continue to staff the table for at least fifteen minutes AFTER the published start of the event. Our staff will take tickets according to your instructions, as well as assist patrons in finding seating. We can provide you with a set of either Reserved or Unreserved tickets for the Center, and strongly recommend that you utilize this option. However, Reserved Seating **requires** you to purchase a full set of tickets from us. The box office and the adjacent snack bar are not available for rental users.

Programs: The house staff will be happy to hand out your free programs, if any, while seating patrons. Please make sure that the programs are available to the House Manager or event supervisor at least one hour prior to the start time of the event. Be sure to leave instructions if you have special requests, and make sure to let us know if you want extra ones returned.

Concessions: The Haugh Performing Arts Center has a house concessionaire that has the exclusive right to serve food and beverages at all performances in the Center. If you do not want that service to be available, please notify us well in advance and we will attempt to accommodate your request. In some instances renters are permitted to provide complimentary refreshments to patrons outside the theatre, although **NO FOOD ITEMS MAY BE SOLD**. Please note that alcoholic beverages are not permitted on campus, and that no food or drink may be brought inside the theatre.

Souvenir merchandise: (programs, t-shirts, etc.) may be sold outside the theatre and in the lobby if desired; renters should utilize their own staff members for this purpose. If you intend to do this, HPAC must be notified in advance of the date of event. We do not require a percentage of the sales. PLEASE NOTE: NO balloons are allowed inside the building, and flowers must be contained in a watertight container at all times, including after the sale.

Recording Devices: The Renter shall have discretion regarding whether recording, videotaping and photography shall be allowed during the event; however, please note that fire regulations prohibit the use of tripods in ANY seating row or aisle. Tripod locations are available behind the back row. House staff will make every effort to enforce Renter policy, but accepts no responsibility for unauthorized use of recording devices. House staff will suggest but not enforce Renter's policy if Renter is recording event in any form.

Patron Seating: Only HPAC House Crew will be allowed to open theatre doors to let audience in. Opening of House will be coordinated through the House Manager. The handicapped seating area is reserved to accommodate audience members with special needs. It is not to be used for storage, displays, or equipment at any time. A tripod may be set up in this area with permission from the House Manager, with the understanding that it will be removed if a patron in a wheelchair needs the space at any time. There are no exceptions to this regulation.

Parking: Please be aware that parking on campus is by permit only. Parking permits are enforced Monday through Thursday all day, and until 4 pm on Fridays. (Permits are not required from 4 pm Friday evening through Sunday night.) Campus visitors at other times (for meetings, dropping off applications, etc.) should purchase a permit before parking on campus from the yellow kiosks or at the Campus Safety Department located at Campus Drive and Citrus Avenue. Park in any unmarked stall. Tickets will very likely be issued for any vehicle illegally parked in red zones, handicapped spaces, outside of stalls or "nose out", regardless of a purchased permit. Vehicles with a state recognized handicapped placard, properly displayed in their vehicle, do not require a parking permit.

Vehicles loading or unloading equipment should use the loading road accessible from the parking lot west of the center. Make arrangements in advance with HPAC staff. **NO VEHICLES MAY BE LEFT UNATTENDED IN THIS ROAD AT ANY TIME.** Private vehicles are NOT permitted to drive on the west patio area. With advance notice, a few parking passes may be issued for your event.

Event communication: All of the technical personnel involved in running the performance backstage are linked via a headset system; in many cases the Stage Manager will make this system available for Renter's personnel as well. The front of house staff communicates via walkie-talkies between backstage, ushers, and management. Sorry, these devices are not available to renters.

Backstage support areas: Please note that food and drinks are not allowed on-stage, in the classrooms or in the audience area during set-up, rehearsals, and show. Enclosed water bottles are the only exception. If you need to post signs or directions, please check with the Stage Manager before doing so. Some kinds of tape cause damage to paint AND YOU WILL BE BILLED FOR IT. If you are using spaces adjacent to the stage (dressing rooms, classrooms, etc.), it is Renter's responsibility to clean the rooms and return furniture to original positions. We make every effort to have rooms vacuumed prior to your use, but in some cases tight scheduling makes it impossible. Do not leave valuables in support areas without an attendant present.

Backstage policies: Only persons employed by HPAC shall operate house equipment. This includes, but is not limited to, lighting, sound, rigging, follow spots, clear-com, fly system, and curtains. In certain instances, renters may supplement but not replace crewmembers, with experienced technicians. Only HPAC employees are allowed on catwalks and in technical areas. Only those persons approved by Stage Manager may have access to the sound, lighting or projection booths. HPAC does not provide electrical or gaffers tape or other miscellaneous consumables for productions.

Conduct: Renters are responsible for the conduct of their performers for the duration of the event. Any person who is behaving or working in a hazardous manner or under the influence of alcohol or drugs will be required to leave the theatre.

APPLICATION PROCEDURE:

Reservations for the HPAC calendar will be accepted beginning March 1, for the following September-July period. August is not available for rentals. Persons wishing to rent the facility should first contact Linda Graves, Haugh Interim Director, (lgraves@citruscollege.edu) 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, (available online at www.haughpac.com or by mail from Judy Rojas, Facilities Usage Coordinator – jrojas@citruscollege.edu) and the required deposit (see above).

Your signature on the Application indicates that you also understand and accept the terms of these Rental Rates and Procedures.

Approximately 2 weeks prior to your event, you will be contacted to discuss your needs. Technical Director Dan Vilter, Stage Manager Karen Taulbee, and Interim Marketing and Ticketing Director Gene "J.J." Barrera will all be involved in this process. Should planning for your event require an unusually large amount of time, additional charges will be assessed.

Please feel free to call before filling out the application if you still have questions. We strongly recommend that you attach to the application additional sheets that give us the best possible sense of your needs. We look forward to working together on your event.

For more information:

Linda Graves	(schedules, rates)	(626) 852-8047
Judy Rojas	(applications, payments, facilities)	(626) 914-8890
Dan Vilter	(tech. questions, production needs)	(626) 852-8049
Karen Taulbee	(rates, tech questions, production needs)	(626) 852-8050
Gene Barrera	(front-of-house activities, tickets)	(626) 852-8045
Ticket Office	(Tuesday – Saturday, 11 am – 4 pm)	(626) 963-9411