

# VILLAGE THEATER RENTAL APPLICATION



RENTAL REQUEST	ΓSTATUS
Private Rental	Company/Business Event Non-Profit Organization (must provide non-profit status letter/number)
Application Date:	Non-Profit No:
Contact Name:	
	City/State/Zip:
	Cell Phone:
гах:	Email:
Type of Event:	Fyent/Show Title:

#### **RENTAL SPECIFICS**

TIME FRAMES LISTED <u>MUST</u> INCLUDE SETUP, TAKEDOWN AND CLEANUP (Extra time will be charged at twice the <u>hourly rate</u>)

Dates	Times	Purpose (rehearsal, tech, performance, etc.)	# of hours

IF MORE SPACE IS NEEDED, PLEASE ATTACH SEPARATE SHEET LISTING COMPLETE DATES AND TIMES.

AMENITIES NEE	DED (*Ad	ditional Chargo	e)			
☐ Box Office* (fill out Box Office section)			Concession Stand		Dressing Rooms	
Lighting System Moving Lights*			Follow Spot*			Screen
☐ Video Platform ☐ Sound System			Stage Monitor Speakers Piano			
☐ Video/Audio Record	ling   M	arquee*(1 line, 45 c	characters including s	paces)		
VERBAGE FOR MAR	QUEE					
PERFORMANCE	SPECIFIC	CS				
Performance Date	Day	Curtain Time	Running Time	Intermission Y/N		Length?
BOX OFFICE SPE IF YOU ARE SHOWI VILLAGE THEATER General Seating TICKET PRICES: (Inc.)	NG 2 OR MARKED A BOX OFF	ICE.  ed Seating  licable Service Cha		U ARE <u>REQ</u> I	UIRED TO	O USE THE
Туре	Ages/G1	rades	es Notes			Cost
Adults						
Seniors						
Children						
Students						

# **GENERAL HOUSE & LOBBY RULES**

Food and beverages are never allowed in the theater, but are permitted in the lobby in accordance with Contra Costa County Health Department requirements, as detailed in the Town's Concession Area Guidelines. Beer, wine and champagne are permitted if served with food. \*\*\*NO HARD LIQUOR\*\*\*

If Theater Use Application is approved, Town staff will open the doors for your event at the start time for which you reserved the building. Any lighting, sound, or stage set-up will be done only after you arrive. Times designated on the application form **must include all time needed** for load-in, set-up, strike and load-out. *Extra time will be charge at twice the hourly rate*.

### THEATRE RULES AND REGULATIONS

# 1) STAGE

- a. Scenery Ground Plans must be provided to Program Coordinator (4) weeks prior to load in (will not be returned) for approval. Additional materials may be required.
- b. Stage may not be painted without prior approval.
- c. Nailing and/or drilling into the stage floor are not permitted. In order to attach scenery, platforms etc. to the deck, Lessee may only use tech screws by prior approval by Program Coordinator.
- d. Lessee may not alter, remove or attach anything to the Theatre or Lobby walls at any time.
- e. All scenic elements must be designed to break down so that they can be removed after each performance unless previously arranged with Program Coordinator. Movie screen must have ability to be used after each performance.
- f. All scenery, hardware, materials, tape, and tools must be provided by unless previously arranged with Program Coordinator.

#### 2) LIGHTING AND SOUND

a. Lighting Plot and Sound requirements must be provided to Program Coordinator (4) weeks prior to load in for approval. Additional materials may be required. House lighting plot and surplus inventory are available, contact Program Coordinator for access. 925-314-3466

- b. House lighting plot is permanent and may not be altered unless previously arranged with Program Coordinator. It may be supplemented based on availability of circuits and equipment.
- c. All Village Theatre lighting and sound equipment will be operated hung and focused by Village Theatre Staff, unless previously arranged with Program Coordinator.
- d. In order for your production to run smoothly, a pre-production meeting with the Program Coordinator must be scheduled at least four (4) weeks prior to load-in. This meeting is only up to one hour. (For events that require more time or additional meetings, additional charges may apply) Please Contact Program Coordinator 925-314-3466 to schedule the meeting.

#### 3) VIDEO TAPING/AUDIO TAPING

Permission from the Program Coordinator is required prior to your event in the event your organization would like to videotape, photograph or audiotape your performance.

#### 4) STORAGE AND CLEAN-UP

- a. Costs incurred in repairing or replacing damaged, lost or stolen equipment, and costs incurred in repairing facilities (not due to normal wear and tear), will be paid by the organization or its representatives using the facility during which time said equipment or facilities were damaged, lost or stolen.
- b. Run-of-show storage space will be provided only by special arrangement with the Program Coordinator. The Town of Danville or the Village Theatre assumes no responsibility for property or material left at facility prior to during or after contracted rental period. An additional fee may be charged for materials not removed from Theatre premises after scheduled performance and/or rehearsal times, or not stored by previous arrangement.
- c. In the event that Lessee leaves equipment, such as sets, costumes, lighting equipment, etc., or fails to sufficiently clean up after rental period, Lessee will be charged an addition clean-up and/or Storage fee.
- d. No smoking or eating is permitted in the theatre or Lobby at any time. Also smoking is not allowed within 20 feet of any door or air intake unit outside of the building.

#### INSURANCE REQUIREMENTS

The Town of Danville requires permit users to provide a "Certificate of Liability Insurance" naming the Town of Danville as an <u>additional insured</u>. Certificate must include the Town's address, which is 510 La Gonda Way, Danville, CA 94526. You may purchase liability insurance coverage through the Town of Danville for an additional cost, or you may provide it through your homeowner's insurance carrier. Insurance coverage must be submitted 90 days prior to your scheduled event. (Please refer to the Town of Danville's "Policies and Procedures Manual" for further details.)

Proof of Liability Insurance will be provided	
TOWN OF DANVILLE INSURANCE PRICING	
☐ Attendance of 1 – 50 people: \$117.21 (approx.) ☐ Attendance of 51 – 500 people: \$143.02 (approx.) ☐ Attendance of 501-1500 people: \$224.59 (approx.)	
Signature of Applicant:	
Print Name:	Date:
Signature of Town Authorization:	
Title:	Date:

#### PLEASE NOTE

**Deposit** due at time of booking. Deposit is NOT applied toward room rental fees, but is fully refundable pending damage or overtime. Please allow 4-6 weeks for return of rental deposit made by check. Deposits made by Credit card will be credited back in 2-3 weeks.

**Reservations** are confirmed only after deposit has been made.

**Balance and Proof of Liability Insurance** is due no less than 90 days prior to rental. **Your event is not added to the Calendar until these are received.** 

For questions regarding your reservation or production details, please call the Cultural Arts Program Coordinator at (925) 314-3466.

# Please make all checks payable to: Town of Danville

MAIL APPLICATION AND CHECK FOR FEES TO: DANVILLE COMMUNITY CENTER, 420 FRONT STREET, DANVILLE, CA 94526-1740 ATTENTION: CULTURAL ARTS

CREDIT CARD PAYMENT: MASTERCARD, VISA, OR AMEX Must be made in person or by phone by calling (925) 314-3400.