



### Application for Facility Use

This application is intended to provide primary information to the District to identify event needs for potential Users of the Santa Clarita Performing Arts Center at College of the Canyons (PAC). This application must be submitted to the Managing Director with a non-refundable application fee of \$250 for a single day event or \$1,000 for a multi-day event. A final commitment to use the PAC is not made until a Facility Use Agreement is issued by the District and signed by the User and returned with the deposit specified in the agreement. All usage of the PAC is governed by the User Guide. Please read the User Guide thoroughly before completing this form.

Today's date \_\_\_\_\_

Organization \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Web Site: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Community User (as designated by City and District) Event: Yes \_\_\_\_ No \_\_\_\_

Type of Organization:  School  501(c)3 (Non Profit)  For Profit  
 Other: (specify): \_\_\_\_\_

Date(s) Requested: (Please include technical and performance days) \_\_\_\_\_

Name of Event: \_\_\_\_\_

**Primary Contact(s):**

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Phone #1: \_\_\_\_\_  
Phone #2: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Phone #1: \_\_\_\_\_  
Phone #2: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**Type of Event (Choose one):**

- Theatrical                       Dance                       Orchestra/Band
- Public Speaker                       Awards Ceremony                       Other \_\_\_\_\_

**Please give a brief description of the event you are planning:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requested Dates (Please be as specific as possible, including all preparation, event, and removal time that you will need. We recommend that you estimate high to ensure all the time you will require remains available)**

**Day #1**

**Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_**

**Please give a brief time line and description for the days events:**

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**Day #2**

**Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_**

**Please give a brief time line and description for the days events:**

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**Day #3**

**Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_**

**Please give a brief time line and description for the days events:**

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**Day #4**

**Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_**

**Please give a brief time line and description for the days events:**

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**Day #5**

**Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_**

**Please give a brief time line and description for the days events:**

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**Day #6**

Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Please give a brief time line and description for the days events:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Day #7**

Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Please give a brief time line and description for the days events:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Additional Facilities or Services:** Please describe any additional facilities or services that your event will require.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Food Service:** Please describe any food or beverage service planned for your event. If you plan to request to serve Alcohol, please refer to the User Guide Section on Concessions: Alcohol Service for procedures.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Concessions (Merchandise):**

Please describe any concessions (merchandise) that you are requesting to sell or give away during your event.

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\_\_\_\_\_  
\_\_\_\_\_

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**Santa Clarita Performing Arts Center Equipment**

Please check all that you plan on using. Some equipment (\*) have charges in addition to labor associated with use. All rates are available on the Rate Sheets found in the User's Guide.

**Stage Drapery: (See Technical Packet for equipment details including size and quantity available)**

- |  |                                     |  |
|--|-------------------------------------|--|
| <input type="checkbox"/> Main Drape (100% Full)    | <input type="checkbox"/> Cyc*       | <input type="checkbox"/> Black Traveler (100 % Full) |
| <input type="checkbox"/> Blackout Drop (100% Full) | <input type="checkbox"/> Star Drop* | <input type="checkbox"/> Scrim*                      |

**Stage Equipment: (See Technical Packet for equipment details including size and quantity available)**

- |  |   |
|--|---|
| <input type="checkbox"/> Orchestra Risers (4' x 8') Qty. _____ | <input type="checkbox"/> Musicians Chairs Qty. _____    |
| <input type="checkbox"/> Music Stands Qty. _____               | <input type="checkbox"/> Music Stands Lights Qty. _____ |
| <input type="checkbox"/> Podium Qty. _____                     | <input type="checkbox"/> Tables Qty. _____              |
| <input type="checkbox"/> General Stage Seating Qty. _____      | <input type="checkbox"/> Projection Screen              |
| <input type="checkbox"/> Piano* (charge only for tuning)       | (Note: The PAC does not supply projectors.)             |

**Lighting Equipment\*:** (See Technical Packet for standard light plot and equipment inventory)

- General Stage Wash\*                       Specials\*
- Follow Spots\*                                       Hazer \*

**Note:** Any changes to the rep plot must be discussed with the Technical Director at least two weeks prior to the rental dates. Please include a proposed lighting plot and instrument schedule if planning to use your own light plot.

**Sound Equipment:** See Technical Packet for equipment specifications and inventory. Contact Technical Director for current availability.

- Wired Microphones    Qty. \_\_\_\_\_
- Playback/CD Player
- Clear-Com Headsets    Qty. \_\_\_\_\_
- Wireless Microphones\*:  
Handhelds    Qty. \_\_\_\_\_  
Lavalier        Qty. \_\_\_\_\_
- Monitors  
 12" Wedge        Qty. \_\_\_\_\_

**Labor Requirements:**

Please list all that you will require and list the number of personnel for each position. The Technical Director will determine the final number and type of crew based on the needs of your event for proper production within the theatre. Labor Requirements are based on the particular needs of your specific event. All rates are available on the Rates sheets found in the User Guide Appendix.

**COC Crew:** Please list all crew positions you will need for your event.

- Stage Hands                       Electricians                       Audio Engineer
- Wardrobe                               Flymen                               Light Board Operator
- Stage Manager                       Follow Spot Operator

**Non COC Crew:** Please list all crew positions your group would like to provide for your event. The Technical Director will need to approve any non COC crew. (Please refer to User Guide for procedures to use own personnel.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FRONT OF HOUSE INFORMATION:**

The position of House Manager is required by the District to help ensure proper entry and exit of the patrons as well as handling any emergencies. The House Manager is a college staff member and you will be charged for this service. The District will provide a volunteer ushering staff for your performance. Please let us know the length of each act and the length of intermissions.

Act I: \_\_\_\_\_

Act II: \_\_\_\_\_                      Length of Intermissions: \_\_\_\_\_

Act III: \_\_\_\_\_

Will you be providing theatre programs? \_\_\_\_\_

**BOX OFFICE INFORMATION:**

2009-10 Users are strongly encouraged to contract with the District to sell tickets. If you do not wish for our box office to sell tickets, please let us know how tickets will be sold and the prices, so we can refer callers to you. Please refer to User Guide for details and rates for District provided service. If you are interested in having the District sell tickets, please contact the PAC Box Office Manager at 661-362-5307.

Ticket Price Range: \_\_\_\_\_

Telephone Number to purchase tickets: \_\_\_\_\_

Website Address for More Information on the Event: \_\_\_\_\_

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**REFERENCES**

Please provide the following references for your organization:

**Bank Reference:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Name/Title/Telephone: \_\_\_\_\_

\_\_\_\_\_

**Credit Reference:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Name/Title/Telephone: \_\_\_\_\_

\_\_\_\_\_

**Previous Venue Rental References:**

*Please provide us with information about two of your past venue rentals:*

Venue Name: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Space Rented: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name/Title/Phone: \_\_\_\_\_

Venue Name: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Space Rented: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name/Title/Phone: \_\_\_\_\_