

School of Arts & Culture

Mexican Heritage Plaza

Facility Use Application

Theatrical Production

GENERAL RENTAL INFO

Name of Renter or Organization		Today's Date	
Organization Type		<input type="checkbox"/> Private <input type="checkbox"/> Commercial <input type="checkbox"/> Non-profit (501(c) 3)* <input type="checkbox"/> Other	
<input type="checkbox"/> Community/Neighborhood Association		* Proof of non-profit status required.	
Event Contact Address		Home Phone _____	
_____		Work Phone _____	
_____		Cell Phone _____	
Email		Fax #	
_____		_____	

Event Title		Co-Sponsors	
Theater Facilities <input type="checkbox"/> All Facilities		<input type="checkbox"/> Theater <input type="checkbox"/> Theater Lobby <input type="checkbox"/> Courtyard <input type="checkbox"/> Green Room <input type="checkbox"/> Dressing Room A <input type="checkbox"/> Dressing Room B <input type="checkbox"/> Dressing Room C <input type="checkbox"/> Dressing Room D	
Additional Plaza Facilities <input type="checkbox"/> All Facilities		<input type="checkbox"/> Pavilion <input type="checkbox"/> Plaza <input type="checkbox"/> Garden <input type="checkbox"/> Gallery <input type="checkbox"/> Studio <input type="checkbox"/> Classroom #1 <input type="checkbox"/> Classroom #2 <input type="checkbox"/> Classroom #3 <input type="checkbox"/> Classroom #4 <input type="checkbox"/> Classroom #5 <input type="checkbox"/> Kitchen <input type="checkbox"/> Gravel Lot <input type="checkbox"/> Other: _____	
Start Date _____		End Date _____	
Description Please select the main elements of your event <input type="checkbox"/> Theater Production <input type="checkbox"/> Dance <input type="checkbox"/> Live Music <input type="checkbox"/> Pre-Recorded Music <input type="checkbox"/> Video/Film Playback <input type="checkbox"/> Emcee <input type="checkbox"/> Panel Discussion <input type="checkbox"/> Presentation <input type="checkbox"/> Other: _____			
Attendees Staff: # ___ Cast/Performers: # ___ Volunteers: # ___ Expected guest attendance per event: # ___			
Event Description Attach additional pages if necessary			
_____ _____ _____			

DECLARATION As the authorized representative of the applicant, I hereby declare that: The information contained in this <i>Facility Rentals Application</i> and attachment(s) is true, complete and correct to the best of my knowledge. I hereby release and agree to hold harmless the School of Arts and Culture at MHP, its employees, its agents, and contractors for and from liability and responsibility for any claim, loss or injury connected with the proposed event, except for loss or injury or death caused through the intentional acts or willful misconduct of the School, its employees, agents and contractors. Signature: _____ Date: _____ Print Name: _____ Date: _____	
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CONTACTS

Producer(s)	
Email	Phone
Technical Director(s)	
Email	Phone
Production Manager(s)	
Email	Phone
Stage Manager(s)	
Email	Phone
Additional Staff	Title
Email	Phone

DATES AND TIMES

Please include Production Schedule if rental is over three dates. Additional days included at the end of application.

		Date 1:	Date 2:	Date 3:
Arrival	Time:			
Load In/Setup	Start Time:			
	End Time:			
Rehearsal	Start Time:			
	End Time:			
Sound Check	Start Time:			
	End Time:			
Performance 1	Start Time:			
	Intermission:			
	End Time:			
Performance 2	Start Time:			
	Intermission:			
	End Time:			
Strike & Load Out	Start Time:			
	End Time:			
Vacate Time	Time:			

TECHNICAL INFORMATION

Fill out the following application to the best of your knowledge. All required questions are highlighted in yellow.

Please note, if your event requires a SOAC sound engineer, lighting designer or operator, stage manager, or video recording operators and staff, it is recommended to schedule a meeting to discuss show details **before load in**.

STAGE ELEMENTS

Please note the largest number of people that will be on stage at one time: # _____

- YES NO **8' x 4' Risers?** If YES, please include riser stage plot for appropriate preset. (max: 40 risers)
- YES NO **Set?**
- YES NO **Storage for props, costumes, or additional event equipment?**
SOAC is not responsible for items left & client can be charged a storage fee based on size and inconvenience.

PLEASE make storage arrangements for event equipment, props, costumes, etc in advance. SOAC is not responsible for items left & client can be charged a storage fee (based on size & inconvenience).

Stage Management

- YES NO **Do you need a stage manager for your event?**
Please note, if you have any cues (sound, light, or video) during the show, there must be a stage manager on headset throughout the show.
- YES NO **Will you provide your own stage manager?**
If YES, please provide the following:
Operator Name: _____ Phone: _____

Theater

- YES NO **Set elements?**
- YES NO **Moving stage elements?**

Dance

- YES NO **Marley dance floor?**

Live Music

- YES NO **Musician chairs? # _____**
- YES NO **Music stands? # _____ Stand lamps? # _____**

Stage Effects

- YES NO **Fog, haze and/or dry ice effects? _____**
- YES NO **Confetti, glitter, balloons and/or snow effects, including drops & cannons?**

Audience – Required Questions

- YES NO **Performers in audience chamber at any point during show?**
If YES, please explain: _____
- YES NO **Audience onstage or backstage at any point during show?**
If YES, please explain: _____

SOUND

For the protection of your party, audience, and our staff, sound in theater may not be over 88dB.

Please include sound stage plot, input list, & technical rider if applicable.

- YES NO **Pre-recorded music?** Pre-show Post-show Throughout show
 YES NO **Stage Monitors? #** _____
 YES NO Individual Monitor Mixes? # _____

Theater

- YES NO **Lavalier microphones? #** _____
 YES NO **Stage/Boundary microphones? #** _____
 YES NO **Sound Design?**

Speaking Event

- YES NO **Wireless handheld microphones? #** _____
 YES NO **Tabletop panelist microphones? #** _____

Live Music

Stage plot, input list, and technical rider required.

- YES NO **Live musicians?**
 YES NO **Multiple bands? #** _____
 YES NO **Are you providing your own sound operator?**
 If YES, please provide the following:
 Operator Name: _____ Phone: _____
 YES NO **Will you provide your own backline?** Please indicate materials you will provide, vs materials needed on tech rider.

LIGHTING

Standard repertory plot consists of a warm & cool, top & front light wash. If more specific lighting is needed for your event, *submitting a lighting plot is required.*

- YES NO **Follow spots? #** _____
 YES NO If YES will you provide your own operator(s)? House technicians can train.
 YES NO **Use of strobe?**
 YES NO **Are you providing your own lighting operator?**
 If YES, please provide the following:
 Operator Name: _____ Phone: _____
 YES NO **Are you providing a Lighting Designer?**
 If YES, please provide the following:
 Operator Name: _____ Phone: _____

Client assumes responsibility for full restoration of the theater to house standard repertory plot. Any additional labor required to restore repertory plot will be assumed by the client.

RIGGING

SOAC does not allow clients to operate the fly gallery. Note all flown scenic elements.

- YES NO **Main curtain?**
If YES, indicate when needed: Top of show Intermission End of show Throughout show
- YES NO **Other flying elements?**
Expected # of Fly Gallery Operators: # _____

If more specific rigging is needed for your event, **please submit a line-set schedule.** Standard SOAC Rigging Line Schedule included below.

VIDEO PLAYBACK

- YES NO **Video elements?**
If YES, does video occur Pre-show Post-show During show
- YES NO **House screen & booth projector?** (Screen located behind Grand Drape)
- YES NO **CYC projection & over stage projector** (Single)
OR
- YES NO **CYC projection & over stage projector** (Dual)

VIDEO RECORDING

Please submit a layout of camera placement in house. (Camera locations will reduce total seating capacity)

- YES NO **Video Recording(s)?**
Number of performances recorded: # _____
- YES NO **House mix to camera?**
- YES NO **Single Cam**
- YES NO **Multi-Cam # _____** (up to 3)
- YES NO **Streaming?** (Client responsible for providing streaming platform and stream key)

Operators and Editing

- YES NO **Will you provide your own camera operator(s)?**
If YES, please provide the following:
Operator Name: _____ Phone: _____
- YES NO **SOAC provided camera operators? # _____**
- YES NO **SOAC provided streaming?**
- YES NO **SOAC provided post production?**

IT NETWORK

- YES NO **Wireless guest access?** If YES for approximately how many guests?
- YES NO **Wired access with dedicated bandwidth?** If YES for what application?

HOUSE AND LOBBY MANAGEMENT

Fill out the following application to the best of your knowledge. All required questions are highlighted in yellow.

- YES NO **Public event?**
 YES NO **Ticketed event?**
 If YES, General Admission or Assigned Seating
 YES NO **Printed program?**
 YES NO **Professional photography and/or videography in lobby?**
 Requesting SOAC services for photography/videography in lobby?
 YES NO **Audience photography and/or videography allowed during event?**

CONCESSIONS

- YES NO **Will concessions or merchandise be sold?**
(All vendors must complete a one-time vendor application & provide the required documentation 30 days prior to the event)

If YES, please explain: _____

- YES NO **Will food and/or alcohol be served or sold in the theater lobby?**
(Theater events with food and/or alcohol will have an additional \$300 food service charge. All vendors must complete a one-time vendor application & provide required documentation 30 days prior the production)

If YES, please explain: _____

ADDITIONAL EQUIPMENT FOR THEATER LOBBY:

Use only paint safe tape on walls, furniture, equipment & property. No nails, thumbtacks and/or any other kind of tape are acceptable. Damages caused to school's property will be the sole responsibility of the client.

- YES NO **Tables?** #____ 6' Banquet #____ 8' Banquet #____ 36" Round #____ 60" Round
 YES NO **Chairs?** #____ White Folding #____ Black Banquet
 YES NO **AV?** If YES, please explain: _____
 YES NO **Other?** If YES, please explain: _____

Additional Production Schedule Dates

		Date:						
Arrival	Time:							
Load In & Setup	Start Time:							
	End Time:							
Rehearsal	Start Time:							
	End Time:							
Sound Check	Start Time:							
	End Time:							
Performance 1	Start Time:							
	Intermission:							
	End Time:							
Performance 2	Start Time:							
	Intermission:							
	End Time:							
Strike & Load Out	Start Time:							
	End Time:							
Vacate Time	Time:							

		Date:						
Arrival	Time:							
Load In/Setup	Start Time:							
	End Time:							
Rehearsal	Start Time:							
	End Time:							
Sound Check	Start Time:							
	End Time:							
Performance 1	Start Time:							
	Intermission:							
	End Time:							
Performance 2	Start Time:							
	Intermission:							
	End Time:							
Strike/Load Out	Start Time:							
	End Time:							
Vacate Time	Time:							

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Theater Dimensional Information

Proscenium opening:

Height: Adjustable by Grand Teaser. Standard Trim is 20 feet.

Width: 40'9"

Plaster Line to:

Upstage wall: 40'

Apron: 6'

Apron line with pit cover: 13'

Tension Grid Front lighting Position: 1'

Tension Grid Center Lighting Position: 7.6'

Tension Grid Rear lighting Position: 13'

First Beam Lighting Position: 24'

Second Beam Lighting Position: 40'

Balcony Rail (rear of audience chamber) 67'

Center line to:

Stage Right wall 40'

Stage left to Fly rail 40'

Stage Floor To:

House seating level (-3')

Grid: 60'

Top of head block Beam: 58'

Loading Platform: 48'

Upper Locking Rail Platform: 25'

Tension Grid Floor: 20'

Tension Grid lighting Positions: 24'

First Beam lighting Position: 28"

Second Beam & Balcony Rail: 31'

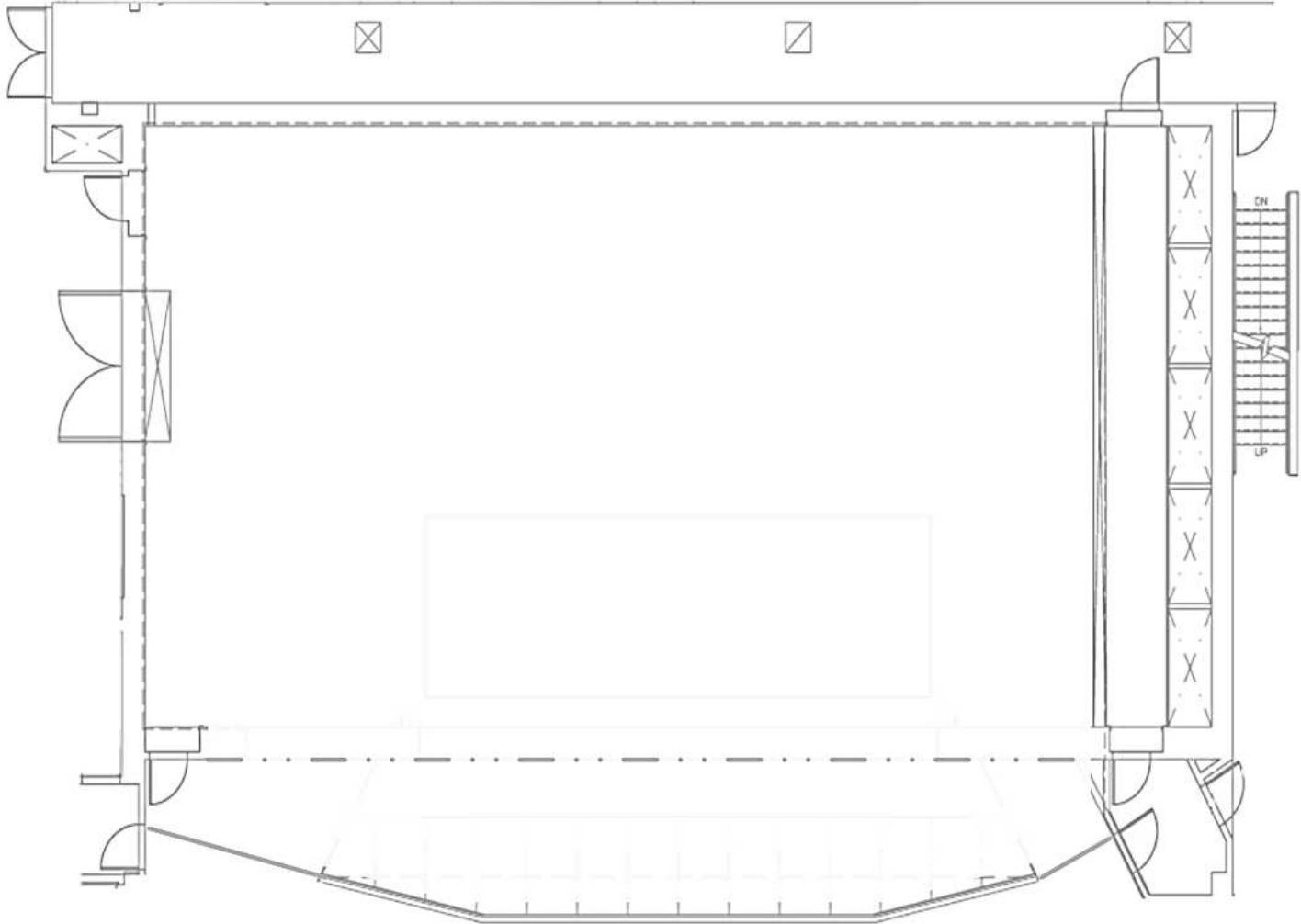
IMPORTANT NOTE: There is a Fire Curtain directly above the plaster line which must be kept clear of permanent scenery at all times. Please consult with Technical Director before finalizing any scenery that might impede the fire curtain from closing all the way to the floor.

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Theater Stage

Event Name:
Event Date:
Load-in Time:
Event Start

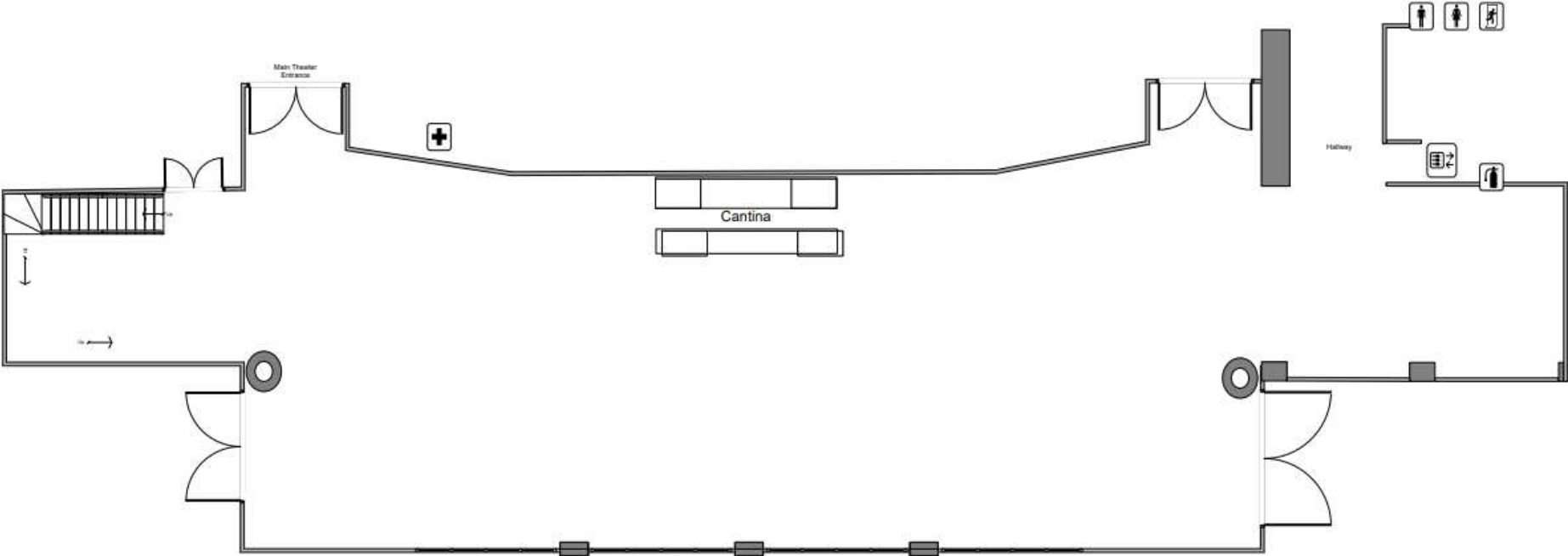


Actual event setup may vary from this drawing

School of Arts & Culture
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Theater Lower Lobby

Event Name:
Event Date:
Load-in Time:
Event Start



Actual event setup may vary from this drawing

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Mexican Heritage Plaza

Rigging Line Schedule

Line Set #	Description	from Plaster Line	Batten Length	Standard Trim	Notes
SLL	Stage Left Light Ladder	0'-6"	34'		
MB	Main Border	1'-3"	58'		
MC	Main Curtain	2'-0"	58'		with line operated bi-parting traveller track
1	Screen Tabs	2'-9"	58'	24'-6"	Inset from proscenium 39"
2	Movie Screen	3'-6"	58'		
3		4'-3'	58'		
4	Electric #1	5'-0"	58'		
5		5'-9"	58'		
6	Projectors	6'-6"	58'		
7		7'-3"	58'		
8	Border #1	9'-0"	58'	26'-6"	
9	Legs #1	9'-9"	58'	24'-6"	Inset from proscenium 39"
10		10'-6"	58'		
11	Electric #2	11'-3"	58'		
12		12'-0"	58'		
13		12'-9"	58'		
14		13'-6"	58'		
15		14'-3"	58'		
16		15'-0"	58'		
17		17'-0"	58'		
18	Border #2	17'-9"	58'	26'-6"	
19	Mid-Stage Traveller (B/O curtain or Legs #2)	18'-6"	58'	24'-6"	with line operated bi-parting traveller track
20	Fast-Fold screen storage	19'-3"	58'		
21	US Hanging Mics	20'-0"	58'		
22	Electric #3	20'-9"	58'		
23		21'-6"	58'		
24		22'-3"	58'		
25		23'-0"	58'		
26	Border #3	25'-0"	58'	26'-6"	

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Rigging Line Schedule

Line Set #	Description	from Plaster Line	Batten Length	Standard Trim	Notes
27	Legs #3	25'-9"	58'	24'-6"	Inset from proscenium 39"
28		26'-6"	58'		
29		27'-3"	58'		
30	Electric #4	28'-0"	58'		
31		28'-9"	58'		
32		29'-6"	58'		
33		30'-3"	58'		
34	Border #4	31'-0"	58'	26'-6"	
35	Legs #4	32'-9"	58'	24'-6"	Inset from proscenium 39"
36	Scrim	33'-6"	58'		
37	Electric #5	34'-3"	58'		
38		35'-0"	58'		
39		35'-9"	57'-6"		
40		36'-6"	57'-6"		
41	AV Border	37'-3"	57'-6"	26'-6"	
42	Cyc Lights	37'-11"	57'-6"		
43	Upstage Traveller - Blackout Curtain	38'-5"	57'-6"	24'-6"	with line operated bi-parting traveller track
SRL	Stage Right Light Ladder	38'-11"	37'-4"		
44	Cyclorama	39'-5"	57'-6"		