

Application for Facility Use

This application is intended to provide the primary information to the District to identify event needs for potential Users of the Santa Clarita Performing Arts Center at College of the Canyons (COC). This application must be submitted to the Production and Technical Director with a non-refundable application fee of \$250.00 for a single day event or \$1,000.00 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.

ORGANIZATION INFORMATION

Organization Name	Type of Organization	Community User Event Status
Street Address	□ School	This organization is designated
City, State, Zip	□ 501(c)3 (Non Profit)	by the City and District as a Community User:
Phone:	□ For Profit	□ Yes
E-mail	□ Other	□ No
Organization Website		

EVENT CONTACT(S)

	Primary C	Contact			Secondary Con	itact
Name/Title:				Name/Title:		
Phone 1				Phone 1		
Phone 2				Phone 2		
Email				Email		
			REQUESTE	D DATES OF US	SE	
1 st Choice		То		Are your dates fle	exible? 🗆 No 🗆 Ye	S (Please fill out 2 nd and 3 rd Choices)
2 nd Choice		То		3 rd Choice		То
			EVEN	T DETAILS		
Presentation T	ype: 🗆 Live	Event (Live	Audience) 🗌 Stre	eamed Event (Virtual A	udience) 🗌 Hybric	d (Live Audience and Streamed)
Primary Event	Туре:	Event Ty	pe Subcategory:		Event Times	s:
Theatrical Produ	uction	Dance P	roduction			
□ Musical		□ F	ull Dance Production	🗆 Act I	L	ength
🗆 Straight P	lay		ance recital	□ Intermission	L	ength
🗆 Solo Perfo	ormance		ance Competition	🗆 Act II	L	ength
🗆 Workshop	p Production					
Music Production	on	D Public S	peaking		Event Details/N	lotes:
🗆 Choral			olo Speaker			
🗆 Orchestra	3		Iultiple Speakers			
🗆 Band		ΠV	ideo Presentation			
Awards Ceremo	ny	Graduat	tion			
Number of Awards		Number of	Graduates:			
Number of Present	ters:	Number of	Presenters:			
□ Other		Please Spe	cify:			

	Daily	Schedule	
Day 1		Date:	
Event Staff Arrival Time		Event Staff Departure Tim	ie
immediate use. The stage spa in the form below. Please incl	ce will be empty besides the above not ude scheduled times next to each cate	ed items. Any additions or alte gory checked and be as specific	e drapery will be installed and ready for rations to this configuration should be noted as possible. Detailed information is the key to on may result in un-estimated charges being
	Scheduled 1	Tasks for the Day:	
Ins	tallation	Rehearsal	/Performance/Strike
□ Load In □ Scenery □ Flown □ Freestanding □ Risers	Scheduled Time	□ Rehearsal □ Staging/No Tech □ Full Tech □ Dress Rehearsal	Scheduled Time
□ Lights □ Custom Plot □ Focus □ Program Cues □ Sound	Scheduled Time	 Event/Show Strike Scenery Lights Sound 	Scheduled Time
 Other PA Consoles Monitors Microphones Projection/Media 	Scheduled Time	□ Projection □ Props □ Orchestra □ Lobby	
ProjectorsMedia Source			Days Notes:
□ Video Cameras □ 4K PTZ Cameras □ 4K Fixed Cameras	Scheduled Time		
□ Props	Scheduled Time		
 Orchestra Instruments Chairs Orchestra Shell Stands/Lights 	Scheduled Time		
 Lobby Display Tables Merchandise Concessions Decorations 	Scheduled Time		

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	Daily	Schedule	
Day 4		Date:	
Event Staff Arrival Time		Event Staff Departure Time	
	Scheduled ⁻	Tasks for the Day:	
Те	echnical	Rehearsal/	Performance/Strike
□ Scenery	Scheduled Time	Rehearsal	Scheduled Time
□ Lights	Scheduled Time	□ Staging/No Tech □ Full Tech □ Dress Rehearsal	
□ Sound	Scheduled Time	□ Event/Show	Scheduled Time
□ Projection/Media	Scheduled Time		
□ Cameras	Scheduled Time	□ Strike □ Stage □ Lobby	Scheduled Time
□ Orchestra	Scheduled Time		
□ Lobby	Scheduled Time		
	Da	ys Notes:	
Day 5		Date:	
Event Staff Arrival Time	Scheduled	Event Staff Departure Time	
Te	echnical	-	Performance/Strike
□ Scenery	Scheduled Time	□ Rehearsal	Scheduled Time
□ Lights	Scheduled Time	□ Staging/No Tech □ Full Tech □ Dress Rehearsal	
□ Sound	Scheduled Time		
□ Projection/Media	Scheduled Time	□ Event/Show	Scheduled Time
Cameras	Scheduled Time	□ Strike □ Stage □ Lobby	Scheduled Time
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🗆 Lobby	Scheduled Time		
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	Da	aily Schedule	
Day 6		Date:	
Event Staff Arrival Time		Event Staff Departure Tin	ne
	Sched	uled Tasks for the Day:	
Те	echnical	Rehearsa	l/Performance/Strike
□ Scenery □ Lights	Scheduled Time	□ Staging/No Tech	Scheduled Time
□ Sound	Scheduled Time		
□ Projection/Media	Scheduled Time		Scheduled Time
□ Cameras	Scheduled Time	_ Strike _ □ Stage □ Lobby	Scheduled Time
□ Orchestra	Scheduled Time		
□ Lobby	Scheduled Time	_	
Day 7		Date:	
Event Staff Arrival Time		Event Staff Departure Tin	ne
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	Techr	ical Need	ls		
Stage Drapes:			Stage	Equipment:	
Please check all that you plan	on using.	Consu	It technical pa	cket for available inv	ventories.
Grand Drape (100% Fullness)	□ Cyclorama	□ Podiums	Qty	□ Music Stands	Qty
□ Black Traveler (100% Fullness)	□ Star Drop*	□ Risers	Qty	□ Stand Lights	Qty
Blackout Drop	□ Black Scrim*	Chairs	Qty	□ Tables	Qty
		🗆 Yamaha C	7 Grand Piano*	□ Marley Dance Fl	oor*
*Additional Charges May Apply			arges May Apply		
	Audio	Equipme	nt		
Microphones			Monitors/	Playback/Interc	om
Wireless Lapel Mics Qty	_	Monitor	S		
Wireless Handheld Mics Qty	_		L2" Monitor Wedg Hot-Spot Monitor		
U Wired Vocal Mics Qty	_			Qty	
Area Mics Qty		Playbac			
Instrument Mics Piano Qty	_		Computer MP3		
Drums Qty					
☐ Guitar Qty ☐ Bass Qty		Clear-Co	om Intercoms	Qty	
□ Bass Qty					
□ Brass Qty		U We are	supplying a FOH Er	ngineer for this event	
Percussion Qty					
□ Other Qty					
**Please attach proposed input List if you are u microphones	using more than 10				
Lighting Equipme	nt		P	Projection	
□ We will be using the House Repertory Plot		🗆 We are	planning on using	the House Projectors and	
□ We will be using the House Repertory Plot b	ut adding		Projecting onto ho	use screen	
□ Instruments FOH Qty			Projecting onto cyc		
			Projecting onto		
Booms Qty_					
U We will be hanging and focusing our own pla	ot		ource for projectic House Computer	on will be	
□ Spotlights are needed for this event Qty_			Renter supplied co	mputer	
□ Venue Operators					
□ We will supply the operators		🗆 We will	be bringing our ow	n projectors and screens	i
□ We are supplying a light board programmer	for this event				
**Please attach proposed light plot and paperv your own plot.	vork if you are using	**Please n projection		l charges may apply wher	n using house

	Technical Ne	eeds	
	Camera Equip	ment	
 Panasonic 4K PTZ Cameras PTZ Position: House Left House Center House Right Please refer to Santa Clarita Perform 	Qty	ition: e r	
	Venue Supplied	Labor	
	de a sound board operator, light board		pplication. Four crew positions are the position on each side of the stage.
□ Stagehands Qty	Electricians	Qty	□ Stage Manager
Flymen Qty	Spot Operators	Qty	□ Projectionist
□ Wardrobe Qty	Audio	Qty	Lighting Designer
□ Camera Operator Qty			□ Video Switcher Operator
Number of crew membe	ers being supplied by rente	r:	
	Front of House	/Lobby	
	printed programs for the patrons: ligital programs for the patrons:	□ Yes	□ No
	Concessions/Mer	chandise	
 Food* Pre-packaged Food Items Catered Meal Catered Hors d'oeuvres *All food concessions must be pre-packaged or supplied by a licensed catering company 	□ Drinks □ Water □ Sodas/Juice □ Alcohol* *Please refer to User Guide for alcohol service procedures	☐ Gifts/Collectables ☐ Clothing ☐ CD's ☐ Flowers ☐ Toys ☐ Other: Plea	
	Additional Facilities a	and Services	
Please	e describe any additional facilities or s	ervices your event	will require:

	Box C	Office	
	ncouraged to contract with the District to se now all the contact information for your ticke	-	not wish for our box office to sell your tickets, w us to forward buyers directly to you.
U We would like t	he District to sell our tickets.	□ We will be sell	ing our own tickets.
Please contact the PAG arrangements.	C Box Office Manager at 661-362-5307 to make		rchase Tickets:ation Website:
	Refere	ences	
	Bank Reference		Credit Reference
Bank Name		Organization Name	
Street Address		Street Address	
City, State, Zip		City, State, Zip	
Phone:		Phone:	
Contact Name/Title		Contact Name/Title	
Previous Venue Rental #1		Р	Previous Venue Rental #2
Venue Name		Venue Name	
Contact Name/Title		Contact Name/Title	
Street Address		Street Address	
City, State, Zip		City, State, Zip	
Phone:		Phone:	
Date of Rental		Date of Rental	