



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 Managing 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		<input type="checkbox"/> School <input type="checkbox"/> 501(c)3 (Non Profit) <input type="checkbox"/> For Profit <input type="checkbox"/> Other Please Specify _____	This organization is designated by the City and District as a Community User: <input type="checkbox"/> Yes <input type="checkbox"/> No
City, State, Zip			
Phone:			
Fax:			
E-mail			
Organization Website			

EVENT CONTACT(S)

Primary Contact		Secondary Contact	
Name/Title:		Name/Title:	
Phone 1		Phone 1	
Phone 2		Phone 2	
Email		Email	

REQUESTED DATES OF USE

1 st Choice		To		Are your dates flexible? <input type="checkbox"/> No <input type="checkbox"/> Yes (Please fill out 2 nd and 3 rd Choices)
2 nd Choice		To		3 rd Choice
				To

EVENT DETAILS

Primary Event Type:	Event Type Subcategory:	Event Times:
<input type="checkbox"/> Theatrical Production <input type="checkbox"/> Musical <input type="checkbox"/> Straight Play <input type="checkbox"/> Solo Performance <input type="checkbox"/> Workshop Production	<input type="checkbox"/> Dance Production <input type="checkbox"/> Full Dance Production <input type="checkbox"/> Dance recital <input type="checkbox"/> Dance Competition	<input type="checkbox"/> Act I Length _____ <input type="checkbox"/> Intermission Length _____ <input type="checkbox"/> Act II Length _____
<input type="checkbox"/> Music Production <input type="checkbox"/> Choral <input type="checkbox"/> Orchestra <input type="checkbox"/> Band	<input type="checkbox"/> Public Speaking <input type="checkbox"/> Solo Speaker <input type="checkbox"/> Multiple Speakers <input type="checkbox"/> Video Presentation	Event Details/Notes: <div style="border: 1px solid black; height: 150px; width: 100%;"></div>
<input type="checkbox"/> Awards Ceremony Number of Awards: _____ Number of Presenters: _____	<input type="checkbox"/> Graduation Number of Graduates: _____ Number of Presenters: _____	
<input type="checkbox"/> Other	Please Specify: _____	

Daily Schedule

Day 1

Date: _____

Event Staff Arrival Time _____

Event Staff Departure Time _____

Upon your arrival, the venue's repertory plot, PA system, house projectors and screen, and all stage drapery will be installed and ready for immediate use. The stage space will be empty besides the above noted items. Any additions or alterations to this configuration should be noted in the form below. Please include scheduled times next to each category checked and be as specific as possible. Detailed information is the key to helping the venue staff keep your cost estimates accurate and as low as possible. Missing information may result in un-estimated charges being applied to your final bill.

Scheduled Tasks for the Day:

Installation

- Load In
 - Scenery Scheduled Time _____
 - Flown
 - Freestanding
 - Risers
 - Lights Scheduled Time _____
 - Custom Plot
 - Focus
 - Program Cues
 - Sound Scheduled Time _____
 - Other PA
 - Consoles
 - Monitors
 - Microphones
 - Projection/Media Scheduled Time _____
 - Projectors
 - Media Source
 - Props Scheduled Time _____
 - Orchestra Scheduled Time _____
 - Instruments
 - Chairs
 - Orchestra Shell
 - Stands/Lights
 - Lobby Scheduled Time _____
 - Display Tables
 - Merchandise
 - Concessions
 - Decorations

Rehearsal/Performance/Strike

- Rehearsal Scheduled Time _____
 - Staging/No Tech
 - Full Tech
 - Dress Rehearsal
- Event/Show Scheduled Time _____
- Strike Scheduled Time _____
 - Scenery
 - Lights
 - Sound
 - Projection
 - Props
 - Orchestra
 - Lobby

Days Notes:

Daily Schedule

Day 2

Date: _____

Event Staff Arrival Time _____

Event Staff Departure Time _____

Scheduled Tasks for the Day:

Technical

- Scenery Scheduled Time _____
- Lights Scheduled Time _____
- Sound Scheduled Time _____
- Projection/Media Scheduled Time _____
- Orchestra Scheduled Time _____
- Lobby Scheduled Time _____

Rehearsal/Performance/Strike

- Rehearsal Scheduled Time _____
 - Staging/No Tech
 - Full Tech
 - Dress Rehearsal
- Event/Show Scheduled Time _____
- Strike Scheduled Time _____
 - Stage
 - Lobby

Days Notes:

Day 3

Date: _____

Event Staff Arrival Time _____

Event Staff Departure Time _____

Scheduled Tasks for the Day:

Technical

- Scenery Scheduled Time _____
- Lights Scheduled Time _____
- Sound Scheduled Time _____
- Projection/Media Scheduled Time _____
- Orchestra Scheduled Time _____
- Lobby Scheduled Time _____

Rehearsal/Performance/Strike

- Rehearsal Scheduled Time _____
 - Staging/No Tech
 - Full Tech
 - Dress Rehearsal
- Event/Show Scheduled Time _____
- Strike Scheduled Time _____
 - Stage
 - Lobby

Days Notes:

Daily Schedule

Day 4

Date: _____

Event Staff Arrival Time _____

Event Staff Departure Time _____

Scheduled Tasks for the Day:

Technical

- Scenery Scheduled Time _____
- Lights Scheduled Time _____
- Sound Scheduled Time _____
- Projection/Media Scheduled Time _____
- Orchestra Scheduled Time _____
- Lobby Scheduled Time _____

Rehearsal/Performance/Strike

- Rehearsal Scheduled Time _____
 - Staging/No Tech
 - Full Tech
 - Dress Rehearsal
- Event/Show Scheduled Time _____
- Strike Scheduled Time _____
 - Stage
 - Lobby

Days Notes:

Day 5

Date: _____

Event Staff Arrival Time _____

Event Staff Departure Time _____

Scheduled Tasks for the Day:

Technical

- Scenery Scheduled Time _____
- Lights Scheduled Time _____
- Sound Scheduled Time _____
- Projection/Media Scheduled Time _____
- Orchestra Scheduled Time _____
- Lobby Scheduled Time _____

Rehearsal/Performance/Strike

- Rehearsal Scheduled Time _____
 - Staging/No Tech
 - Full Tech
 - Dress Rehearsal
- Event/Show Scheduled Time _____
- Strike Scheduled Time _____
 - Stage
 - Lobby

Days Notes:

Daily Schedule

Day 6

Date: _____

Event Staff Arrival Time _____

Event Staff Departure Time _____

Scheduled Tasks for the Day:

Technical

Rehearsal/Performance/Strike

- Scenery Scheduled Time _____
- Lights Scheduled Time _____
- Sound Scheduled Time _____
- Projection/Media Scheduled Time _____
- Orchestra Scheduled Time _____
- Lobby Scheduled Time _____

- Rehearsal Scheduled Time _____
 - Staging/No Tech
 - Full Tech
 - Dress Rehearsal
- Event/Show Scheduled Time _____
- Strike Scheduled Time _____
 - Stage
 - Lobby

Days Notes:

Day 7

Date: _____

Event Staff Arrival Time _____

Event Staff Departure Time _____

Scheduled Tasks for the Day:

Technical

Rehearsal/Performance/Strike

- Scenery Scheduled Time _____
- Lights Scheduled Time _____
- Sound Scheduled Time _____
- Projection/Media Scheduled Time _____
- Orchestra Scheduled Time _____
- Lobby Scheduled Time _____

- Rehearsal Scheduled Time _____
 - Staging/No Tech
 - Full Tech
 - Dress Rehearsal
- Event/Show Scheduled Time _____
- Strike Scheduled Time _____
 - Stage
 - Lobby

Days Notes:

Technical Needs

Stage Drapes:

Please check all that you plan on using.

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Grand Drape (100% Fullness) | <input type="checkbox"/> Cyclorama |
| <input type="checkbox"/> Black Traveler (100% Fullness) | <input type="checkbox"/> Star Drop |
| <input type="checkbox"/> Blackout Drop | <input type="checkbox"/> Black Scrim |

Stage Equipment:

Consult technical packet for available inventories.

- | | |
|---|---|
| <input type="checkbox"/> Podiums Qty _____ | <input type="checkbox"/> Music Stands Qty _____ |
| <input type="checkbox"/> Risers Qty _____ | <input type="checkbox"/> Stand Lights Qty _____ |
| <input type="checkbox"/> Chairs Qty _____ | <input type="checkbox"/> Tables Qty _____ |
| <input type="checkbox"/> Yamaha C7 Grand Piano* | <input type="checkbox"/> Marley Dance Floor* |

*Additional Charges May Apply

Audio Equipment

Microphones

- | | |
|---|-----------|
| <input type="checkbox"/> Wireless Lapel Mics | Qty _____ |
| <input type="checkbox"/> Wireless Handheld Mics | Qty _____ |
| <input type="checkbox"/> Wired Vocal Mics | Qty _____ |
| <input type="checkbox"/> Area Mics | Qty _____ |
| <input type="checkbox"/> Instrument Mics | |
| <input type="checkbox"/> Piano | Qty _____ |
| <input type="checkbox"/> Drums | Qty _____ |
| <input type="checkbox"/> Guitar | Qty _____ |
| <input type="checkbox"/> Bass | Qty _____ |
| <input type="checkbox"/> Strings | Qty _____ |
| <input type="checkbox"/> Brass | Qty _____ |
| <input type="checkbox"/> Percussion | Qty _____ |
| <input type="checkbox"/> Other | Qty _____ |

**Please attach proposed input List if you are using more than 10 microphones

Monitors/Playback/Intercom

- | | |
|---|-----------|
| <input type="checkbox"/> Monitors | |
| <input type="checkbox"/> 12" Monitor Wedge | Qty _____ |
| <input type="checkbox"/> HotSpot Monitor | Qty _____ |
| <input type="checkbox"/> Playback | |
| <input type="checkbox"/> CD | |
| <input type="checkbox"/> Computer | |
| <input type="checkbox"/> MP3 | |
| <input type="checkbox"/> Clear-Com Intercoms | Qty _____ |
| <input type="checkbox"/> We are supplying a FOH Engineer for this event | |

Lighting Equipment

- | |
|---|
| <input type="checkbox"/> We will be using the House Repertory Plot |
| <input type="checkbox"/> We will be using the House Repertory Plot but adding... |
| <input type="checkbox"/> Instruments FOH Qty _____ |
| <input type="checkbox"/> Instruments Onstage Qty _____ |
| <input type="checkbox"/> Booms Qty _____ |
| <input type="checkbox"/> We will be hanging and focusing our own plot |
| <input type="checkbox"/> Spotlights are needed for this event Qty _____ |
| <input type="checkbox"/> Venue Operators |
| <input type="checkbox"/> We will supply the operators |
| <input type="checkbox"/> We are supplying a light board programmer for this event |

**Please attach proposed light plot and paperwork if you are using your own plot.

Projection

- | |
|---|
| <input type="checkbox"/> We are planning on using the House Projectors and... |
| <input type="checkbox"/> Projecting onto house screen |
| <input type="checkbox"/> Projecting onto cyc |
| <input type="checkbox"/> Projecting onto _____ |
| <input type="checkbox"/> Media Source for projection will be... |
| <input type="checkbox"/> House Blu-Ray Player |
| <input type="checkbox"/> House Computer |
| <input type="checkbox"/> Renter supplied computer |
| <input type="checkbox"/> We will be bringing our own projectors and screens |

**Please note that additional charges may apply when using house projection system.

Venue Supplied Labor

The venue Technical Director will base all labor needs off the descriptions of events in this application. Four crew positions are the minimum for this venue and include a sound board operator, light board operator, and one position on each side of the stage. Please select additional crew you would like the venue to supply

- | | | | | |
|-------------------------------------|-----------|---|-----------|--|
| <input type="checkbox"/> Stagehands | Qty _____ | <input type="checkbox"/> Electricians | Qty _____ | <input type="checkbox"/> Stage Manager |
| <input type="checkbox"/> Flymen | Qty _____ | <input type="checkbox"/> Spot Operators | Qty _____ | <input type="checkbox"/> Projectionist |
| <input type="checkbox"/> Wardrobe | Qty _____ | <input type="checkbox"/> Audio | Qty _____ | <input type="checkbox"/> Lighting Designer |

Number of crew members being supplied by renter: _____

Front of House/Lobby

We will be supplying theatre programs for the patrons: Yes No

Concessions/Merchandise

- | | | |
|--|---|--|
| <input type="checkbox"/> Food <ul style="list-style-type: none"><input type="checkbox"/> Pre-packaged Food Items<input type="checkbox"/> Catered Meal<input type="checkbox"/> Catered Hors d'oeuvres | <input type="checkbox"/> Drinks <ul style="list-style-type: none"><input type="checkbox"/> Water<input type="checkbox"/> Sodas/Juice<input type="checkbox"/> Alcohol* <p>*Please refer to User Guide for alcohol service procedures</p> | <input type="checkbox"/> Gifts/Collectables <ul style="list-style-type: none"><input type="checkbox"/> Clothing<input type="checkbox"/> CD's<input type="checkbox"/> Flowers<input type="checkbox"/> Toys<input type="checkbox"/> Other: Please Specify: _____ |
|--|---|--|

Additional Facilities and Services

Please describe any additional facilities or services your event will require:

Box Office

Users are strongly encourage to contract with the District to sell tickets. If you do not wish for our box office to sell your tickets, please let us know all the contact information for your ticketing method to allow us to forward buyers directly to you.

We would like the District to sell our tickets.

Please contact the PAC Box Office Manager at 661-362-5307 to make arrangements.

We will be selling our own tickets.

Telephone # to Purchase Tickets: _____

Ticket and Information Website: _____

Ticket Price Range: _____

References

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		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	