



Campbell Community Center
 1 West Campbell Avenue, #C32
 Campbell, CA 95008-1039
 Telephone: (408) 866-2797
 Fax: (408) 866-2730
 Email: KristynJ@campbellca.gov

FACILITY USE APPLICATION/TECHNICAL RIDER 2019/20

(please use this updated version of the application- outdated copies will not be accepted)

Please complete a separate application for each event. Please answer all questions as completely as possible in order to complete your contract and for our technical staff to prepare for your event. If you have any questions, do not hesitate to contact the Theatre Manager at the number or email address listed above.

CHECKS PAYABLE TO: CITY OF CAMPBELL

Name of Event: _____ Estimated Attendance: _____

Name of Presenting Group/Organization: _____

Organization's website: _____

Requested Use: Load-in Day/Time: _____ Load-out Day/Time Complete: _____

Day of Week	Date	Time	Rehearsal	Show
_____	_____	_____ to _____		
_____	_____	_____ to _____		
_____	_____	_____ to _____		
_____	_____	_____ to _____		
_____	_____	_____ to _____		
_____	_____	_____ to _____		
_____	_____	_____ to _____		

Applicant's Name: _____ Day Phone: _____

Mailing Address: _____ Eve/Cell Phone: _____

City, State, Zip: _____ Fax: _____

Email Address: _____

Alternate Person or Production Manager in Charge: _____

Day Phone: _____ Email Address: _____

Eve/Cell Phone _____

Description of Event/Notes: Please include a detailed description of the event by answering the questions below- load in and load out times, event starting and ending times, required lighting/sound, lighting and stage plots, box office requirements, ticket prices, rehearsal times, etc. Estimates will be provided based on the information provided below. Tech specs, rules & regulations and available lighting & sound can be found in the Marketing Materials, which includes the Theatre Use Policy.

Description of Event: _____

Purpose of Event: _____

Proposed Audience: _____

Will there be an admission fee? If yes, please complete the Ticket Information Sheet in addition to the Facility Use Application, which is attached.

Yes, ticket price(s): _____

Theatre Manager will determine the Facility Fee (\$1.50-\$2.00) and add it to the existing ticket price(s)

No, event is free (\$1.00 Facility Fee/person in attendance). Attendance will be limited to available maximum seating depending on stage configuration. House staff or Theatre volunteer staff will use tally counters to determine attendance. Tickets printed through the Box Office may be required for crowd control.

Please check one option and note that maximum capacities are subject to change, depending on the set up and additional equipment that will be brought in:

Option 1: Orchestra pit covered up to floor level with removable seats installed. No extra labor charge.

Option 2: Orchestra pit uncovered, available to use. Pit cover must be disassembled and removed- extra labor charge (additional \$800.00).

Option 3: Stage thrust installed (orchestra pit not available to use- additional \$800.00). NOTE: Front row of permanent seating will have a very limited view of the stage.

Will you have a Meet & Greet/Autograph Signing? Yes No

If yes, when & where will it take place? Lobby Backstage

After Show Before Show

How many participants/performers onstage? _____

Theatre Manager may require additional dressing room space to be rented through the Campbell Recreation Dept.

Are you planning to serve or sell alcohol? _____ Serve Sell

If yes, what are you serving/selling? (limited to beer/wine/champagne) _____

A written request must be submitted to the Heritage Theatre and the Campbell Police Department prior to acquiring a license from the Alcoholic Beverage Control. Licenses from the Alcoholic Beverage Control must be obtained no earlier than 30 days and no later than 5 days prior to event. Security will be required for events at which alcohol is sold or served. The cost of security will be borne by the Client. (1 security guard/100 persons). Clients that have not obtained proper approval will not be allowed to sell or serve alcohol. If Client willfully ignores this policy, event is subject to immediate cancellation.

Are you planning to serve or sell merchandise or concessions/snacks/refreshments? _____

Serve concessions/snacks/refreshments Sell concessions/snacks or merchandise
(please check the box and circle the item(s) to be sold)

The Heritage Theatre takes 25% of gross concessions/merchandise sales. Concessions/snacks are limited to dry-pre-packaged items only, such as chips, candy, cookies. If other items are served/sold, the Garden Courtyard must be rented. The House & Production Manager can determine items that are appropriate. Please note that if concessions/snacks are sold or served and the carpets need to be shampooed or spot-cleaned, the fee will be taken out of the deposit (up to \$350.00 for lobby carpet shampooing and up to \$500.00 for lobby and auditorium). **Please notify your volunteers, concessionaire, 3rd party merchandise vendor(s), or caterer that a full count of their items must be completed by the Theatre House Manager before sales can proceed. They should plan to arrive at least 1 hour prior to doors opening (2 hours prior to showtime) with a count of their items and the House Manager will verify the count.**

Are you planning to use the Garden Courtyard? Yes No

The Theatre will not provide any equipment (tables, chairs, etc.) for use in the Garden Courtyard. Set up and clean up is the responsibility of the Client. All trash must be collected and taken to the dumpster located on the loading dock of the Heritage Theatre. Rental Client will be billed an additional flat fee of \$250.00 for janitorial services. Garden Courtyard rentals are only allowed for pre-show or intermission receptions/use.

Lighting requirements: Describe what types of lighting your show will require, for example, a general wash, a color wash, a variety of specials, follow spots, and gobos. If you want an HT tech to design the lighting for your event, you must request this additional service and allow advance time for design & set-up. Please indicate if you would like moving lights:

Audio/sound requirements: Our sound system includes the following: a 48-channel mic input board, cassette player, a CD player and a mini-disc player/recorder. Please describe your microphone requests. Describe what your sound equipment needs will be.

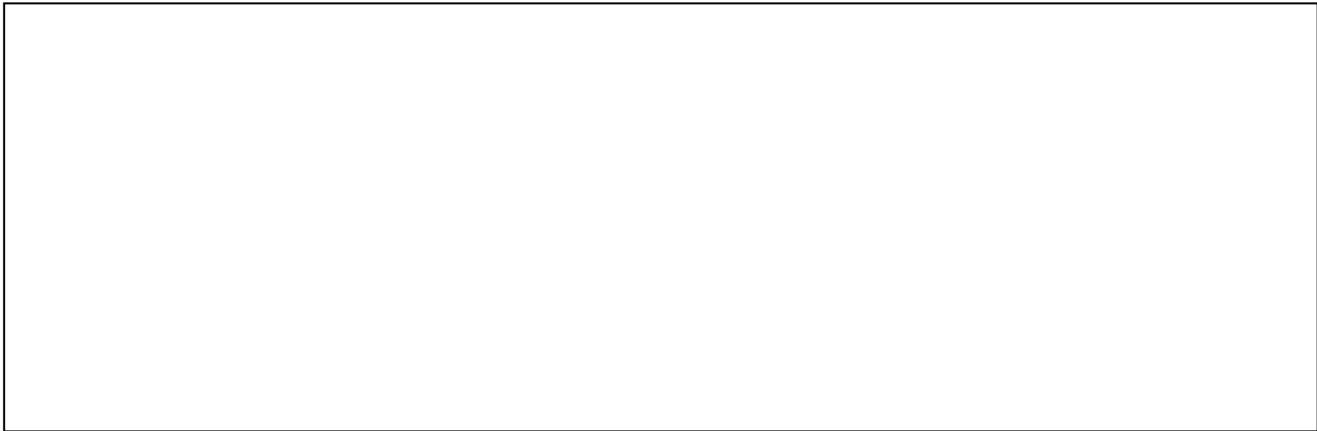
Our stage is equipped with a fly system for use in hanging and flying scenery, as well as signs and banners. Hanging anything above the stage is subject to the approval of the technician for safety and proper rigging procedures. Describe what you are planning to rig, hang, or fly above the stage.

Our stage is equipped with the following 4 curtain options: The main curtain (also called the grand), a mid-stage black curtain and an up-stage black travelling curtain, as well as an opaque cyclorama (which is at the far back of the stage). Which of these do you plan on using?

For your event, each of the following jobs requires at least one Theatre technician: Sound operator, lighting operator, follow spot operator, and rigging operator/deckhand to fly scenery and pull curtains. Indicate here how many Theatre techs your event will require and the job that each will be doing.

Imagine this box is the stage. Draw a bird's eye view of the stage set up for your event. (For photocopying purposes, please stay inside the box). Please feel free to attach any additional pages.)

Backstage/dressing room area here



Audience here

Use this area if you want to explain anything about your drawing above:

Below, please check the Theatre's equipment you plan to use. Any of the following are available with adequate notice and applicable charges are noted- please indicate the number next to the item:

_____ Music Stands (50)	_____ Chairs (80)	_____ Piano (\$100.00/contract)
_____ Tables (5 each of 6-ft & 8-ft. No skirts/cloths)	_____ Podium (1)	_____ Piano Tuner (\$150.00/contract)
_____ Conductor's Platform (1)	_____ Projector/Screen (\$500.00/day)	_____ Wifi/Hard-wire Internet Connection (\$100.00/day)
_____ Band risers (10 @ 4'x8')	_____ Marley Floor (\$125.00/contract)	_____ Theatre Hazer (DF-50-\$60.00/day)

If you plan to rent a hazer through a third party vendor, one DF-50 hazer is allowed. No other make/model is allowed. Initial here if you plan to use a hazer from a third party vendor: _____

Indicate here the items you will be bringing into the Theatre for use on stage. Include scenery, props, costumes, backdrops, signage, decorations, and musical instruments. It is your responsibility to arrange times for delivery, load-in, set-up and load out for all of these with the Theatre technician. Please note that use of any props with an open flame will not be permitted under any circumstances per the order of the Fire Marshal.

Please check items below that will be used during your event:

Additional sound equipment Photographer Videographer

The above items must be set up in the rear house right orchestra section designated for overflow production equipment. Aisles, walkways and exits must remain clear at all times.

Is photography/videography/recording allowed by patrons? Yes No

Please note the above question is information for our staff. If you answer "No" to the question above, Heritage Theatre volunteers will no longer be responsible for enforcing your no photo/recording requests. They will continue to be responsible for ticket taking, ushering, accident/incident reporting and emergency evacuations. Safety has become more of a priority. No photography/videography has become too difficult to control with the abundance of smart phones and our volunteers' efforts are best focused on their other responsibilities listed above. We have a sign that will be displayed in the lobby and it will continue to be announced in the mandatory pre-recorded show announcement. We have found when our rental clients do their own pre-show announcement addressing photo/recording regulations for your show(s), it is effective, so please let the Production Manager know if you would like to have a mic set up for this. **We also encourage you to provide volunteers or staff from your organization to enforce your requests**, or we can hire private security staff from the company we contract out with to specifically handle this at your show(s). The additional expense of private security/event staff is \$35.00/hour/person with a four-hour minimum. Please let the Theatre Manager know if you would like private security/event staff to handle this at least 2 weeks prior to your show(s), and how you want the paid staff to handle violations (ex: warning only, escort out, etc.)

Please list any additional equipment you will bring in. Include such technical items as computers, projection screen, monitors, microphones, etc. Keep in mind that this equipment must be delivered before your event and pre-approved for use by the Theatre technician. Delivery times of rental equipment must be scheduled the Production Manager if it is scheduled outside of the rental time. Labor will be billed appropriately.

List the portable Theatre equipment for use backstage in the green room/dressing rooms that you will want set up for your event, such as, tables, chairs & clothing racks.

Explain your plans for food & beverages to be set up backstage. Include the name and phone number of the caterer or person responsible, with delivery times & set-up arrangements. These times & details are subject to approval by the Theatre.

List here the number of tables and chairs you will want to use for Lobby activities:

Rentals with rehearsals on a separate date: Do you plan to set up or decorate the lobby on the rehearsal date?

Yes

No

Any additional notes or comments:

Volunteers/Event Staff

Heritage Theatre volunteers are offered the opportunity to sign up to volunteer for all events. A minimum of 8 Heritage Theatre volunteers is required per event. If the Theatre cannot secure these 8 volunteers, professional event staff will be hired at a cost to the Rental Client of \$35.00/hour/staff member with a 4-hour minimum. The charge for the event staff will be included in the estimate. **Our Volunteer Coordinator can update you with Heritage Theatre Volunteer status 2 weeks prior to your event. If we do not have enough Theatre volunteers, we will need to hire professional event staff.**

Rental Client initials: I understand that I will be charged for professional event staff if enough Theatre volunteers do not sign up for my event. Event staff will be billed at \$35.00/hour/staff member with a 4-hour minimum.

All Rental Clients are required to schedule a Production Meeting with the Production Manager and/or Theatre Manager 2-4 weeks in advance of the event when you have finalized event details. This meeting is included in the labor charge for the Production Manager. More than 1 meeting/site visit is subject to additional labor charges.

Please remember that this Facility Use Application must be returned to the Theatre Manager to complete your permit contract and receive an estimate. Once the Permit is completed, all changes must be made in writing and will be billed at \$30.00/change. Changes are not accepted 2 weeks prior to the event date.



Campbell Police Department Special Event Security Questionnaire Heritage Theatre

NAME OF EVENT / PERFORMER: _____

DATE OF EVENT: _____

EXPECTED ATTENDANCE: _____

- ALCOHOL WILL BE SOLD OR SERVED

- THERE IS REASON TO BELIEVE MEMBERS OF THE PRESS WILL BE ATTENDING

- PRIVATE SECURITY WILL BE HIRED

- THERE IS A NEED FOR SECURITY ESCORT OF PERFORMER TO/FROM VENUE
 - Explain: _____

- NATURE OF THE EVENT IS CONTROVERSIAL AND/OR POLITICAL
 - Explain: _____

- PERFORMER'S PREVIOUS EVENTS HAVE BEEN MET WITH PROTEST / PROTESTS ARE EXPECTED
 - Explain: _____

- PERFORMER HAS RECEIVED THREATS OF VIOLENCE FOR THIS EVENT OR IN PAST EVENTS
 - Explain: _____

LIABILITY RELEASE

Notice: This is a legal document which limits our liability. Please read carefully: By signing this document, you state that 1) you assume all risk of injury arising from your use of this facility, and 2) you release the City of Campbell and VenueTech Management Group, and all of their officers, employees, agents and servants from all liability, even though they may be negligent.

- I. **ASSUMPTION OF RISK:** As representative of the organization/party indicated above, I/we agree to expressly assume the risk of all liability for accidents, injury, loss and/or damage to my/our persons or property that may arise out of my/our presence at or participation in the above-named activity/facility.
- II. **RELEASE OF LIABILITY:** In consideration for the opportunity to make use of this facility and the service provided by the City of Campbell and VenueTech Management Group, I/we (on behalf of ourselves, our heirs, assigns and legal representatives), release the City of Campbell and VenueTech Management Group, their officers, employees, agents and servants of liability for their negligence.

I have received and understand that I will be responsible for all information contained within the Theatre Use Policy and this Facility Use Application/Technical Rider.

I understand that the \$500.00-\$5,000.00 deposit is non-refundable if cancellation of the event occurs within 120 days of the rental. If cancellation occurs in writing anytime prior to the 120 days, the deposit minus a \$50.00 processing fee and accrued rental fees to date will be refunded. I also understand that the deposit is non-transferable. The deposit is fully refundable post event assuming the use did not extend beyond the scheduled time, I completed and signed off on both pre and post event walkthroughs with Theatre staff on the rental date(s), no additional maintenance/carpet cleaning fees are applicable, there was no damage to the facility or equipment, and no additional supply costs (tape, lighting gels, etc.) or service charges (add'l sound, lights, staffing).

Signature of Applicant

Date

PRODUCTION SCHEDULE GUIDELINES (SAMPLE)

This is a step-by step plan of activities during your time in the Theatre. It should include a list of all dates and times that anyone in your group will be in the Theatre and what will be happening during the entire time. Please use the following examples as guides in filling out the schedule for your event:

Following is an example of a completed Production Schedule for one **rehearsal** day:

DATE	STARTING TIME	DESCRIPTION	ENDING TIME
7/29/05	12:00 noon	Techs, crew, and Director arrive and prepare for rehearsal	
	12:45	Cast arrives (call-time)	
	1:00	Act I blocking rehearsal	
	3:00	Act II blocking rehearsal	5:00- end rehearsal
	5:00	Cast, crew, and techs break for dinner	
	6:00	Techs and crew review notes with Director and finalize production set-up	
	6:15	Cast arrives for make-up (call time)	
	7:30	Full tech rehearsal of Act I & II	9:00- end rehearsal
	9:00	Tech and crew review notes with Director and complete production planning	
	9:30	Clean-up and pack-up	
	10:00	Sign out	10:00- out

Following is an example of a completed Production Schedule for one **performance** day:

Please note that it is customary for the front doors to open one hour before curtain and for the house doors to open one half-hour before curtain. We encourage you strongly to build these times into your schedule and to respect them.

DATE	STARTING TIME	DESCRIPTION	ENDING TIME
8/1/05	5:30p	Techs and crew arrive for set up and sound check	
	6:00	Cast, crew & Director arrive. Techs finalize sound check	
	6:30	Front doors open	
	7:00	House doors open	
	7:30	Curtain rises. Act I begins	8:00-8:10 end Act I
	8:10	Intermission	
	8:30	Curtain rises. Act II begins	
	9:30	Show ends. Clean up and Load out begins	
	10:30	Load out completed	10:30 out



Rental Clients selling admissions to events are required to use the Heritage Theatre Box Office to sell and print tickets.

TICKET INFORMATION SHEET: CAMPBELL HERITAGE THEATRE
ONCE INFORMATION IS SUBMITTED, MODIFICATIONS WILL NOT BE ACCEPTED

TICKET TEXT:

Grid for ticket text with columns for Title 1, Performer 1, and Performer 2.

*Tickets have 3 lines of 30 spaces each available for event title text (all caps). The BOTTOM two lines will be in larger, bold type. The upper line is optional and will be in smaller type.

Table with 4 columns for Day of the Week, Event Date, and Event Times.

Table with 3 columns for Pre-sale date Option 1, Pre-sale date Option 2, and Pre-Sale Password.

Public on-sale date (Online, Box Office, Phones simultaneously)

*Events take 1 week to set up on ticketing system

Table with 4 columns for Ticket Type and Ticket price.

*Ticket type ex: Regular, Senior 55+, Students 18 & under. If using a discounted price, specify applicable age range. If you have VIP tickets, please explain the VIP benefits on the second page. We will not go on sale without all of the information. The Ticket Price does not include the Facility Fee (\$1.50-\$5.00) which is determined by the Theatre Manager

Do you want discounted tickets available online? [] Yes [] No

Seating type: please check one: [] General Admission [] Reserved Seating

*If applicable, series/subscription seats are only available through the Box Office, not online.

Will you be offering a group rate? [] Yes [] No

If yes, what will it be? _____

*Group rates are only available through the Box Office, not online

Are there any age restrictions for admission?(ex: no children under 10): _____

Are any ages admitted free of charge? If so, what age? _____

*Lap seating counts toward the maximum capacity. All patrons must have a ticket, including lap-seating, regardless of whether or not you charge them for it. The Facility Fee applies to all tickets issued (comps, consignment, etc.)

Will your event have an intermission? If yes, indicate the length and what time it begins: _____

What is the estimated total time of your event from curtain to close, including intermission: _____

Do you want the Theatre to allow refunds and/or exchanges on tickets?

*Exchanges only apply to rental clients with multiple performances on the same contract

[] Yes [] No [] Please contact me first for each request

Who is authorized to pick up complimentary and/or consignment tickets in addition to the signee?

1) _____ Phone #: _____

2) _____ Phone #: _____

Rental Client Signature/phone #/Email: _____

PLEASE BE SPECIFIC WITH YOUR REQUEST- PLEASE DO NOT WRITE "SAME AS LAST YEAR"

Number of complimentary (free) seats requested, location of seats and date needed by: (ticket printing and Facility Fees still apply to comp tickets)

Number of consignment tickets (if approved by Theatre Management), location of seats and date needed by: (please allow 5 business days for processing)

Number of seats to be killed or put on hold and location of those seats:

Do you allow late seating?

Do you allow in & out privileges?

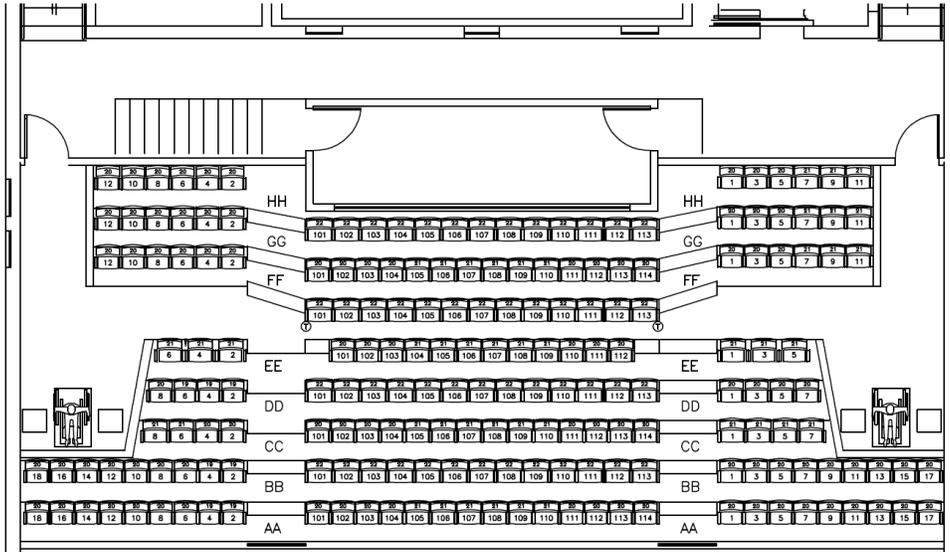
Additional Notes, Special Requests, and VIP benefits (if applicable):

Box Office Information (to be included on all promotions/advertising for event):

- Hours: Tuesday-Thursday, 10:00am-4:00pm, Fridays 9:00am-5:30pm and Saturdays, 9:00am-1:00pm
- Box Office is also open 1 hour before showtime and closes 20 minutes after show begins
- Box Office telephone: 408.866.2700. Phone orders: (no additional charge): we accept Visa, Mastercard & Discover. Tickets are mailed out to the customer. Tickets will only be held at Will Call during the week prior to the performance.
- Online Tickets: www.heritagetheatre.org / direct ticketing link: <https://hert-internet.choicecrm.net/templates/HERT/#/events>
- Additional \$5.00/ticket for tickets purchased online.

NOTES TO BOX OFFICE STAFF (Theatre use only)

BALCONY SEATING



ORCHESTRA SEATING

