



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

**FACILITY USE APPLICATION/TECHNICAL RIDER 2023/24**

(please use this updated version of the application- outdated copies will not be accepted)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

Applicant's Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Mailing Address (checks will be mailed here): \_\_\_\_\_ Cell Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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 (\$1.00-\$6.00) and add it to the existing ticket price(s)

No, event is free (\$1.50 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.

Are you requesting a Meet & Greet/Autograph Signing?

Yes

No

If yes, where would you like it to take place?  
(may not be allowed during COVID-19)

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.

**Please note: Concessions/Merchandise sales and/or serving refreshments may be restricted due to COVID-19.**

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, 3<sup>rd</sup> 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?

---

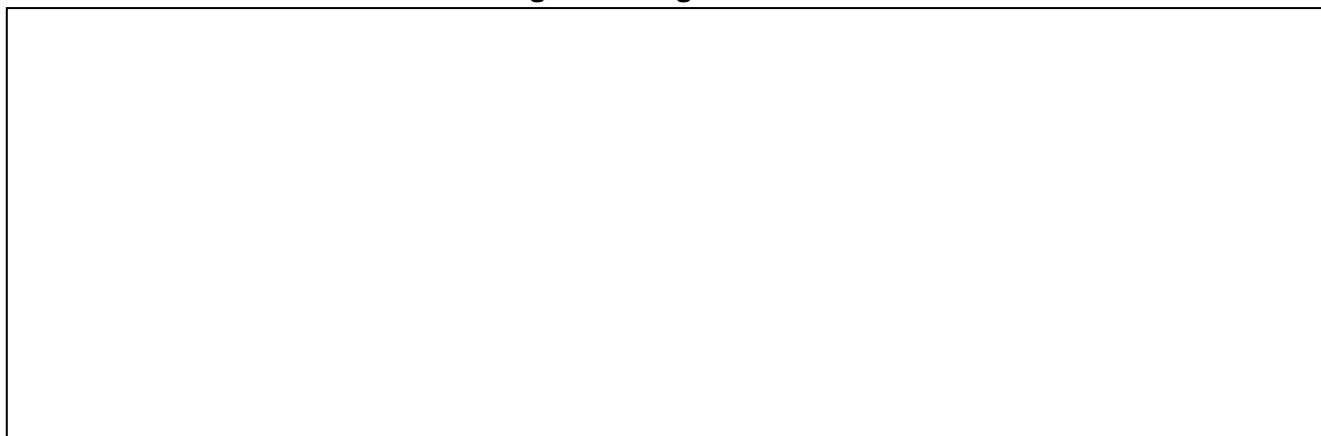
**For your event, each of the following jobs requires at least one Theatre technician:** Sound operator, lighting operator, follow spot operator, and rigging operator/deckhand to fly scenery and pull curtains. Indicate here how many Theatre techs your event will require and the job that each will be 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 \$45.00/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 \$45.00/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.

The Heritage Theatre is following all Local/State guidelines regarding COVID-19 mandates/restrictions, which includes, but is not limited to the California Department of Public Health K-12 guidance for youth settings.

<https://covid19.sccgov.org/home>

<https://www.cdph.ca.gov/>

If you would like your event to have stricter requirements than the Local/State guidelines, please list them here. Additional fees may apply. Ex: if you would like all patrons to show proof of vaccination, you will need to provide staff to handle this at the front door- Theatre staff/volunteers will not be responsible for this. Alternately, the Theatre can hire private Event Staff through a third party vendor to handle vaccination card checks.

---

---

---



## 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 may is generally non-refundable if cancellation of the event occurs within 120 days of the rental, but that the Theatre policies regarding deposits and fees have been relaxed due to COVID-19. The Theatre has the right to change this back to standard policy at any time. 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

EVENT NAME:

EVENT DATE(S):

---



---

**Please break down each rental day into specific times to include the following:** arrival, load-in, set-up, rehearsal, break times, show call, doors open, event/performance start and ending time, clean-up, load-out, etc. Theatre Management reserves the right to modify the Production Schedule if appropriate time is not allowed for during rehearsal and/or performance days. Client will be notified in advance of any modifications and charges associated with these modifications. Please allow time to complete a required pre-walk-through with Production Manager during load in and post-walk-through with the same Production Manager immediately following event. Each walk-through will take no longer than 20 minutes and if not completed, Client will forfeit entire deposit. **PLEASE NOTE: ALL SOUND CHECKS ON PERFORMANCE DAY MUST BE COMPLETED 90 MINUTES BEFORE SHOWTIME.** Please photocopy this page if you need more space or attach separate pages.

DATE	STARTING TIME	DESCRIPTION	ENDING TIME

## 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



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?

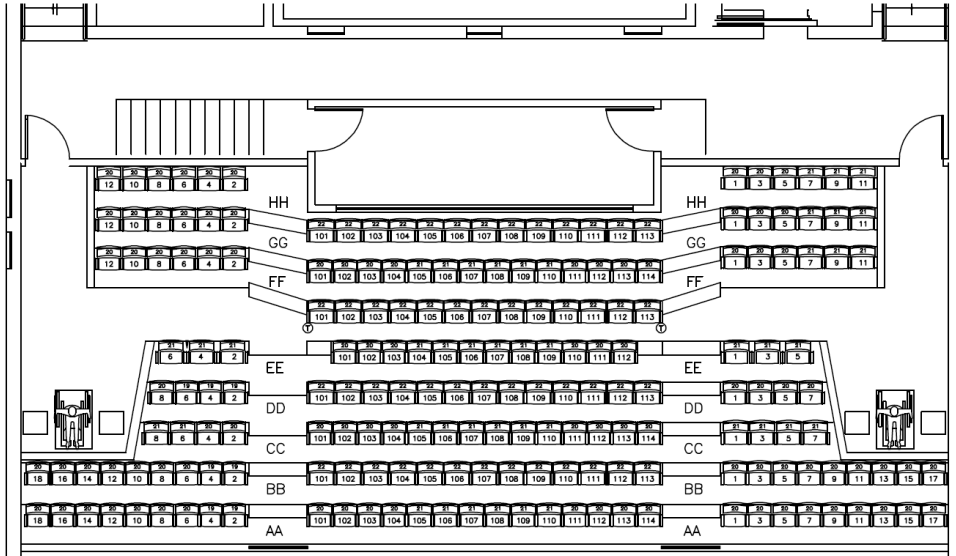
Additional Notes, Special Requests, and VIP benefits (if applicable):

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

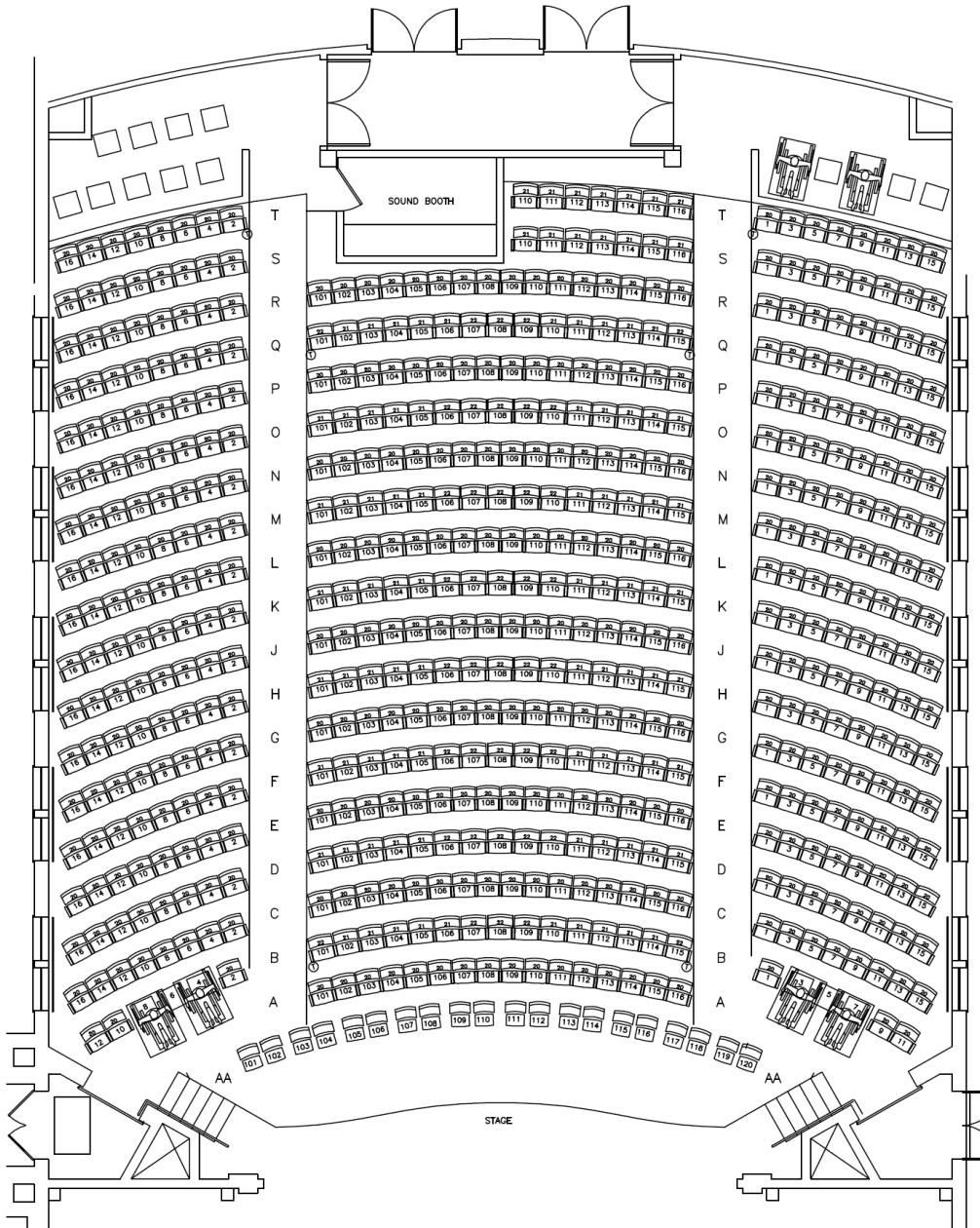
- Hours: Tuesday-Thursday, 10:00am-4:00pm, Fridays 9:00am-5:30pm and Saturdays, 9:00am-1:00pm
- Box Office is also open 1 hour before showtime and closes 20 minutes after show begins
- Box Office telephone: 408.866.2700. Phone orders: (no additional charge): we accept Visa, Mastercard & Discover. Tickets 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](http://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





**Website Information Sheet: Campbell Heritage Theatre**

Title (required): \_\_\_\_\_

Date and time (required): \_\_\_\_\_

Time Details (optional): \_\_\_\_\_

Cost (optional): \_\_\_\_\_

Description (optional): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Web Address Link (optional): \_\_\_\_\_

Email Address (optional): \_\_\_\_\_

You may also include one jpeg image. Please email the image to [MonicaP@campbellca.gov](mailto:MonicaP@campbellca.gov)

(If this form is not filled out, the only information listed on our website will be the title, date, time and cost. Website listings are posted at no charge. Please allow up to 7 business days for your event information to be posted. Your event will appear on our website at [www.heritagetheatre.org](http://www.heritagetheatre.org) and click on the Events tab.)

---

While all advertising, marketing and publicity for your event is the sole responsibility of the User Group, the Theatre lists many events that are open to the public on our event calendar. We also list events on the electronic marquee for a **\$33.00 fee/week**, maximum 3 weeks (payment to: City of Campbell with check, cash, Visa or Mastercard). We now have a new outdoor marquee that can accommodate camera ready images or 1 screen of text only.

Camera ready image specifications:

- \* Pixels: 192 x 96
- \* PPI: max 300
- \* File type: PNG
- \* 2 color maximum (black does not count as a color)

If your image does not match these specs, it will not be uploaded

TO: Kristyn Jacobson DATE: \_\_\_\_\_

FROM: \_\_\_\_\_ PHONE: \_\_\_\_\_

---

---

Please place the following message  
on the readerboard (will begin 3 weeks out)  
Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_  
(Date) (Date)

Text only screen:

- \* Messages need to be short & simple- we will fit it as best we can into 1 screen
- \* Answer the questions: who, what, when

