

NAME AND TYPE OF EVENT

Title _____ Type of EVENT _____ Intermission? Yes/No *please see Item 4.*

Time of Intermission (approximate) _____ Run Time of show _____

Tickets are required for all events. Everyone **including babies** must have a ticket. Presenter can waive the price of tickets but accurate accounting is required to prevent a violation of the occupancy load as per the Fire Marshall

General Admission:\$ _____ Gold: \$ _____ Silver: \$ _____ Bronze: \$ _____

Are any pre- or post EVENT activities planned? Yes/No

If yes: When? _____to_____ Location: Lobby ___ Studio (\$80)

Will programs be provided for distribution? Yes/No

No Late Seating yes / no Seating During break (specify when) _____ Any time at back _____

Are there any other seating or special arrangements needed? _____

TECHNICAL NEEDS. Please indicate your staffing requests

Audio Tech _____ Light Tech _____ Other _____

Audio Equipment Requirements

Microphones needed # _____ type _____ Monitor Speakers # _____ CD _____

DVD _____ Audio Cassette _____ LCD Projector (\$35) _____

Grand Pianos _____ Steinway Piano 5' or _____ Steinway 6' (\$250)

Lighting and Equipment Requirements

Basic Wash _____ Theatrical Lighting(\$50 per day) _____ Moving Light Package(\$50per day) _____

Choral Risers# _____ Platform Risers (4'x8')# _____ (what approx height?) _____

Movie Screen _____ Lectern _____ Laptop _____ Internet Access _____

Cyclorama _____ Mid-Traveler _____ Scrim _____ Main Curtain-Travel _____ Fly _____

Adult Supervisors

*As with any District events proper adult supervision is required at times in all areas. There should be a chaperone/supervisor for every 25 students participating. **What is the expected number of students?** _____*

Please list the parent/supervisors (one for every 25 students) Minimum one chaperone per dressing room

<i>Men's Dressing Room Chaperone</i>	Name _____	Phone _____
<i>Woman's Dressing Room Chaperone</i>	Name _____	Phone _____
<i>Green Room Chaperone</i>	Name _____	Phone _____
<i>Studio Facilities Chaperone</i>	Name _____	Phone _____

Lucia Mar Unified School District Conditions of Use Agreement

1. BOX OFFICE

- a. The ASSOCIATION provides Box Office services to all public events at the Clark Center.
- b. Box Office hours are Monday through Friday, 12-6pm, Saturday 12-4pm.
- c. The Box Office accepts VISA/MasterCard, personal checks and cash.
- d. The Box Office sells tickets through telephone orders, website, mail, fax and window sales.
- e. The Box Office space is not available for use by the USER for any purpose.
- f. Tickets will be mailed when ordered at least two weeks prior to event. If less than two weeks prior, tickets are held in will call and may be picked up two (2) hours prior to EVENT.
- g. ASSOCIATION will provide to the USER a settlement and payment of net ticket sales minus ASSOCIATION fees within ten (10) working days after the final EVENT.
- h. The ASSOCIATION reserves the right to hold up to \$300.00 for returned checks.
- i. **Any changes to the contract that cause additional set up or staff time, USER will be charged appropriate fees.**

2. FRONT-OF-HOUSE

- a. ASSOCIATION provides ushers for a reduced fee of \$50 per event OR \$50 fee can be waived if USER allows ASSOCIATION to sell food concessions provided that USER has at least a 15 minute intermission.

3. MERCHANDISE/SOUVENIRS

- a. A \$50 deposit is required if USER is not using ASSOCIATION box office.
- b. USER is responsible to inform all hired acts/artists of this fee.

4. FOOD CONCESSIONS

- a. The ASSOCIATION has exclusive rights for food and beverage concession sales.
- b. USERS may not bring in food for sale to patrons without permission from ASSOCIATION.
- c. LMUSD USERS may waive their \$50 Front of House fee if they allow ASSOCIATION to sell concessions at their event, provided USER has a 15 minute intermission.

5. MARKETING

- a. The Association includes listings of all public events on its website at www.clarkcenter.org free of charge. Please feel free to forward any Press Releases, Graphic Images, or other information.
- b. USER must include official Clark Center Logo on all printed materials.
- c. If USER wishes to send a postcard or mailing to any ASSOCIATION mailing list, USER must pay \$100 minimum plus postage. Ask ASSOCIATION for more details.

6. HOUSE RULES

- a. ASSOCIATION may retain TEN tickets to each Event for households and trouble seats.
- b. No one, including lap children, will be admitted to the theatre without a ticket.
- c. No cameras or recording devices are allowed unless USER grants permission in writing.
- d. There is no smoking allowed anywhere on the LMUSD campus.
- e. There is no eating or drinking permitted in the theatre auditorium.
- f. Performers must use the Artists Entrance located at the rear of the theatre.
- g. The entrance doors are manned for approximately one hour after curtain to admit late arrivals.
- h. We provide a 20-minute intermission unless instructed otherwise.
- i. The theatre and Lobby will be locked and the lights turned out 20 minutes after Event, unless there are post show activities planned and approved in advanced.
- j. Attachment of signs is limited to non-wood and non-painted surfaces.
- k. Bare feet are not permitted, only fully closed shoes are to be worn in any work spaces
- l. A designated spot in which parents will pick up their children post-performance must be determined prior to the performance. No unauthorized parents will be allowed in the backstage area.
- m. Schools will have a designated number (by Theatre management) of parent volunteers backstage at all times.

7. DATE CHANGE

- a. If USER needs to change event date less than 30 days prior to scheduled event, new date must be a minimum of 30 days after change notice.

SERVICES AND FEES

(This section is not complete until USER chooses one option under Mandatory Fees and one option under Ticketing.)

Mandatory Fees

Select one by initialing choice:

- _____ \$50 per EVENT for **LMUSD USERS** providing their own concessions **or**
- _____ \$50 per EVENT for **LMUSD USERS** without an intermission **or**
- _____ Waiver of \$50 fee by allowing ASSOCIATION to have exclusive concessions sales. USER must have at least a 15 minute intermission to choose option.

Box Office

Select one by initialing choice:

_____ **FEES FOR LMUSD RESERVED SEATING:**

- a. \$50 per EVENT for set up.
- b. \$75 per EVENT for Box Office staffing (One hour prior through half hour after show starts).
- c. \$1.50 per ticket for every reserved ticket sold or printed, including comps.
- d. Credit card fees of 3.5% of gross credit card sales apply.
- e. ASSOCIATION charges patrons a per order handling fee for all sales, except walk up sales.
- f. USER event will automatically be placed in the ASSOCIATION Website online store at **no charge**.

_____ **FEES FOR LMUSD GENERAL ADMISSION:**

- a. \$25 one time set up fee
- b. \$75 per EVENT for Box Office Staffing (1 hour prior through half hour after show starts)
- c. \$.75 per ticket printed or sold
- d. Credit Card fees of 3.5% of gross credit card sales apply.
- e. ASSOCIATION charges patrons a per order handling fee for all sales, except walk up sales.

_____ **LMUSD GENERAL ADMISSION & Off Site Distribution Combination**

- a. \$25 one time set up fee
- b. \$75 per EVENT for Box Office Staffing (1 hour prior through half hour after show starts)
- c. \$.75 per ticket for every general admission ticket sold, including comps.
- d. \$.50 per ticket printed for Off Site distribution
- e. Credit Card fees of 3.5% of gross credit card sales apply.
- f. ASSOCIATION charges patrons a per order handling fee for all sales, except walk up sales
- g. USER may designate amount of tickets to be printed for user to sell off site.
- h. ASSOCIATION assumes no responsibility for tickets or revenue USER receives from tickets sold off site.

_____ **Off Site Distribution**

- a. USER must be a non-profit organization or LMUSD School.
- b. USER may only have General Admission tickets and will be charged the **\$25 set up fee**.
- c. USER **MUST** use Clark Center ticket stock at **\$.50 per ticket printed** for Off Site distribution. ASSOCIATION assumes no responsibility for tickets or revenue received once tickets are delivered.
- d. USER agrees ASSOCIATION will **NOT SELL TICKETS** to USER event.
- e. USER must provide a phone number for patrons to call to get their tickets.
- f. USER to provide TWO ticket sellers the day of the event who must be present through intermission.

_____ **LMUSD Box Office Waiver** (only available for events expecting less than 400 attendees)

- a. USER must agree not to sell over 400 tickets.
- b. USER must provide a phone number for patrons to call to get tickets.
- c. USER must provide at least two ticket sellers the day of the event.

District Account Code and Rental Waivers

Please provide your District account code for technical support and/or rental Code # _____

District use waivers must be signed by the site supervisor and are only for the rental costs, no other costs can be waived.

Dates requested ___/___/___ & ___/___/___ & ___/___/___ Principal _____

Signature _____



District Users Information & Rates

**Lucia Mar
Unified
School**

Facilities Use

Use of facilities is limited to theater space and related technical support areas as designated by the Clark Center Manager.

Theater Use and Rates

Rates are based on per day usage (nine hours) Additional hourly charges will be billed for hours beyond the base nine hour block.; rates are non-school hours (use after 3 pm and weekends).

Use prior to 3 pm will incur support staff charges only.

Main Stage

Single Day Event\$365 + \$30/hr over 9 hours
2nd Show (same day).....\$170
Load-in days.....\$165 + \$20 per hr over 9 hours

Technical Support

LMUSD technical support staff rates are per hour with four-hour minimum calls rates as follows:
Tech II (Department Heads/Operators) \$21
Tech I (Stage Hands)..... \$18
Student Stage Hands\$11

Studio Theater

Single Event\$165 + \$15/hr over 9 hours
2nd Show (same day) \$125
Rehearsal/Load-in (additional days\$125

A minimum of one staff technician will be required any time you occupy the facility.

Use of the Main Stage Theatrical lighting system will incur a \$50 surcharge per day.

Supervision

The management of the Clark Center reserves the right to determine minimum staffing at all events including, but not limited to, security guards if necessary, at the expense of user. An **Event Supervisor** will be present at all times that any patrons occupy the theatre. Their hours will be billed to the district user at **\$22 per hour**. Usher Corps is arranged and provided by the Association.

Waivers

Waivers are available for Monday thru Wednesday and are limited per academic year as follows:

- Each High school will be allowed 11 waivers
- Each Middle School will be allowed 3 waivers
- Each Elementary School has 2 waivers

Waivers must be requested by site Principals Please note the waiver **with your account number** as technical support costs are a direct cost and cannot be waived.

Access

Performer's access is at the back of the building through the *Artist Entrance* doors. The lobby is for patrons only and will be locked until the time of the public presentation.

Supervision

As with any district facility, adequate supervision must be provided. All District users should have staff at each door (4) to insure that no food or drinks are brought into the theatre and to aid and assist patrons. One person needs to monitor the stairs/lobby. **Food, beverages and gum are not allowed in the Theatres.** You must police this. **You will be billed for any excessive clean up required from your use.**

Signs/Banners

No attachment of signs/banners anywhere without Center staff permission and supervision.