

**CLARK CENTER FACILITY USE AND SERVICES AGREEMENT – LMUSD RENTER**

Please complete this agreement in full and return to:

Cathy Fiorito — Email: [cathy@clarkcenter.org](mailto:cathy@clarkcenter.org), Phone 805-489-4196, FAX 805-489-4287

**TICKETING SETUP & WEBSITE PUBLICATION**

For ticketed and/or public events, please submit additional Ticketing Setup and Website Details using the forms at the links below. This information may be submitted at the same time as this agreement or at a later date, but at least 60 days prior to the first performance.

- Ticketing Details Form: <https://clarkcenter.org/ticketing-setup-form>
- Website Details Submission Form: <https://clarkcenter.org/website-details-submission>

**RENTER INFORMATION**

SCHOOL SITE		AUTHORIZED REPRESENTATIVE (NAME, TITLE)		
ADDRESS		CITY	STATE	ZIP
DAY PHONE	EVENING PHONE		CELL PHONE (optional)	
E-MAIL		WEBSITE		
Secondary Contact (Name, Title)		Secondary School/Program Name		
Secondary Day/Cell Phone		Secondary Email		
ADDITIONAL AUTHORIZED REPRESENTATIVE(S) Limited to receive Box Office Reporting and/or request Comp Tickets: (Not permitted to make any contractual changes)				

**EVENT INFORMATION**

<b>NAME AND TYPE OF EVENT</b>	
TITLE _____	EVENT TYPE _____
<b>FACILITIES REQUESTED (MARK ALL THAT APPLY):</b>	
_____ FORBES HALL (Main Stage)	_____ STUDIO THEATRE
OTHER _____	
For Forbes Hall ONLY: Use of the ORCHESTRA PIT requires the removal of seats in Rows AA-CC in the Gold Circle (37 seats)	
Do you wish to use a live band in the ORCHESTRA PIT? Yes _____ No _____	
If YES, indicate the LEVEL at which you would like the pit to be set. Below Ground _____ Ground Level _____ Stage Level _____ (Thrust)	
<b>DATES REQUESTED</b> Please note: Sunday rentals will not have access to the building until 1 PM with earliest performance at 3 PM.	
DATES OF RENTAL (Including Load-In, Rehearsal & Performance) _____ thru _____	
PERFORMANCE DATES & TIMES: _____	

 RENTER initials

INTERMISSION?	Yes	No	Intermission Length (approx): _____	Run Time of show: _____
<b>PRE/POST EVENT ACTIVITIES</b>				
Are any pre- or post-event activities planned? Yes _____ No _____				
If yes, When (Dates & Times From-To) _____				
Location: _____ Lobby \$80			_____ Salon \$50	_____ Studio* \$100
<small>*Studio use fee only for renters of Forbes Hall (Main Theater)</small>				

Total Number of Artists/Performers: _____ Age (range) of Artist(s)/Performer(s) _____
Will Performers sit in Theater? ___Yes ___No
If yes, number of seats _____ If event is RESERVED, which section? _____
Do you or your Artist(s)/Performer(s) plan to sell merchandise (CD's T-shirts, etc.)? ___Yes ___No (if yes, see item 3 on page 5)

**PATRON POLICY/INFORMATION**

Will programs be provided for distribution? ___Yes ___No
How to handle latecomers? No Late Seating _____ During break _____ when _____ Any time _____ Any time at back only _____
Will Video/Cameras be allowed? ___Yes ___No If no, How strict do you want this enforced? ___Loose ___Very Strict <small>(Level of enforcement based on past experience, some performers find the enforcement more distracting than the video/photo. Some are performing copyright material, which require strict enforcement. If LOOSE is selected, we will put up signs that say "No Video or Cameras Allowed" but will inform our ushers to enforce as needed without distracting the performance)</small>

**ADULT SUPERVISORS**

As with any District events, proper adult supervision is required at all times in all areas. There should be one chaperone/supervisor for every 25 students participating.

What is the expected number of students? \_\_\_\_\_

Please list the parents/supervisors (one per 25 students – minimum one per dressing room)

Men’s Dressing Room Chaperone Name \_\_\_\_\_ Phone \_\_\_\_\_

Women’s Dressing Room Chaperone Name \_\_\_\_\_ Phone \_\_\_\_\_

Green Room Chaperone Name \_\_\_\_\_ Phone \_\_\_\_\_

Studio Facilities Chaperone Name \_\_\_\_\_ Phone \_\_\_\_\_

If proper supervision is not provided, CLARK CENTER staff will be used and RENTER will be charged for hours.

RENTER initials

## RENTAL &amp; FACILITY CONDITIONS AND FEES

## 1. Facilities Use:

Use of facilities is limited to theater space and related technical support areas as designated by CLARK CENTER.

## 2. Rental Rates:

All base rental rates are for a 9 hour block of time. Any additional time in the facility over 9 hours will be billed hourly as shown below. Rental rates are accrued during non-school hours, which is after 3pm on school days and the weekends. LMUSD Rental rates are as follows:

## a. FORBES HALL (MAIN STAGE) – LMUSD RENTER:

Single Performance: \$365.00 + \$30.00 per hour over 9 hours.

Additional Performance, same day: \$170.00.

Load-In/Rehearsal days: \$165.00 + \$20 per hour over 9 hours.

## b. STUDIO THEATER (BLACK BOX) – LMUSD RENTER:

Single Performance: \$165.00 + \$15.00 per hour over 9 hours.

Additional Performance, same day: \$125.00

Load-In/Rehearsal days: \$125.00 + \$15.00 per hour over 9 hours.

## 3. Additional Rental Space:

Additional space is available for RENTER to use for receptions:

a. Gudrun-Grell Salon: \$50.00

b. Lobby: \$80.00

c. Studio Theater (if Forbes Hall, main theater, is rented for EVENT): \$100.00

## TECHNICAL PRODUCTION - STAFFING/EQUIPMENT CONDITIONS AND FEES

## 1. PRODUCTION MEETING:

a. A 60 minute production meeting will be scheduled upon the execution of this contract. This meeting will take place 60-90 days prior to the event. You will be provided with a pre-production worksheet to prepare for this meeting. (Available at <https://clarkcenter.org/rent>)

b. A TECHNICAL PLAN & ESTIMATE FOR THIS CONTRACT WILL BE ESTABLISHED AFTER THIS MEETING.

c. Any additional meeting time will be billed to RENTER at a rate of \$40.00 per hour for the Production Manager. A list of all equipment is available online at <https://clarkcenter.org/rent>.

## 2. TECHNICAL STAFFING:

a. State of California wage and working condition guidelines will be followed regarding breaks and overtime rates. 4 Hour minimum call for all technical staff.

b. A House Manager and Stage Manager are required for all events. A House Manager will be present at all times that patrons occupy the theatre. All other times RENTER is in the building, a Stage Manager will be present.

c. Current technical support staffing fees are listed in the LMUSD Fee Schedule posted online at <https://clarkcenter.org/rent>.

d. RENTER may request specific technicians, although there is no guarantee. We will do our best to provide specific technicians based on their availability.

e. RENTER may provide their own technical support staff as approved by CLARK CENTER management. If you are planning to bring in outside Tech/Staff, please contact Contract Manager for the Outside Technician Agreement.

f. Per DISTRICT requirement, If RENTER is planning to utilize independent contractors or signing contracts with outside vendors, project budget and account balance sheet must be submitted to LMUSD Business

Office for approval. The Clark Center must receive this approval prior to tickets going on sale or 60 days prior to EVENT. Please have the LMUSD Business Office official sign and date below when approved:

\_\_\_\_\_  
LMUSD Business Office Official Signature

\_\_\_\_\_  
Date

If this contract is submitted before this signature is obtained, RENTER should refer to LMUSD Independent Contractor Agreement Request on LMUSD Business Office website.

- 3. EQUIPMENT FEES:
  - a. Theatrical Lighting System use in Forbes Hall \$100 per day/Studio \$75 per day, with a cap at 4 days within a 7 day period, both rehearsal days and PERFORMANCE days.
  - b. 6'-11" Steinway Grand Piano use fee: \$125.00, \$50 for each consecutive day. Tuning upon discretion of user. Tuning fee: \$150.00. Piano tuning by Clark Center authorized tuners only
  - c. LCD Projector: \$35.00 per day, with a cap at 4 days within a 7 day period, both rehearsal days and PERFORMANCE days.
  - d. Other Items are available, and cost will be estimated after the production meeting.
  - e. Additional fees may be assessed for equipment that is not available at the theater that is required for the production. These fees will be estimated after the production meeting.
- 4. ADDITIONAL FEES:
  - a. An Excessive Clean-Up fee may be assessed after the EVENT
  - b. Miscellaneous – including but not limited to: Tape/Batteries, etc.

**FRONT OF HOUSE CONDITIONS AND FEES**

- 1. BOX OFFICE
  - a. The CLARK CENTER provides Box Office services to all public events at the Clark Center.
  - b. Box Office will be open during regular business hours throughout the week and 1 hour prior to any PERFORMANCE through intermission. For current hours, see <https://clarkcenter.org/contact-us>.
  - c. The Box Office space is NOT available for use by the RENTER for any purpose.
  - d. Tickets will be held at will call unless otherwise requested by purchaser. Tickets held in will call may be picked up at any time prior to PERFORMANCE.
  - e. CLARK CENTER charges PATRONS one per-order Handling Fee for phone and website sales, and a per-ticket Facility Fee for all sales. Per-ticket fees are waived for student tickets. For current fee rates, see <https://clarkcenter.org/venue-information>.
  - f. RENTER event will be built for sale in CLARK CENTER ticketing system and also made available on the CLARK CENTER website according to fees listed in TICKET SALES section below.
  - g. CLARK CENTER will provide the RENTER a settlement and payment of net ticket sales minus CLARK CENTER fees within ten (10) working days after the final PERFORMANCE. For RENTERS with multiple performances that span several weeks, a mid-run settlement may occur during the following week after the last PERFORMANCE of the week (Monday-Sunday) based on the accrued ticket sales and fees.
  - h. For complimentary tickets, RENTER must provide a list with the patrons' names and number of tickets to be received prior to the first PERFORMANCE. CLARK CENTER will distribute complimentary tickets ONLY to those on this list. Authorized Representatives of RENTER are the ONLY people who may make changes to this list.
  - i. For any changes to the contract that cause additional set up or staff time, RENTER will be charged appropriate fees at the discretion of the CLARK CENTER.

## 2. TICKET SALES

**RENTER must choose ONE of the following TWO ticketing options.**

\_\_\_\_\_ EVENT will not be ticketed. Tickets will NOT be required for entry, but capacity limits will be monitored and enforced by Front of House staff. RENTER will NOT use an outside vendor to issue tickets.

\_\_\_\_\_ EVENT will be ticketed. RENTER agrees to choose from one of the billable ticketing structures listed below by completing the Ticketing Setup Form at <https://clarkcenter.org/ticketing-setup-form> no later than 60 before first PERFORMANCE.

## A. CLARK CENTER sells ALL tickets using RESERVED SEATING

(All patrons are assigned a specific seating location at purchase)

- i. \$50 per PERFORMANCE for set up for Forbes Hall (based on standard configurations, or additional \$50 for alternate configurations) or \$50 per EVENT for Studio Theatre (based on standard configurations)
- ii. \$75 per PERFORMANCE for Box Office staffing for the duration of ticket sales. This fee will not exceed \$225 for Studio Theatre RENTERS.
- iii. \$1.50 per ticket for every comp ticket issued.

## B. CLARK CENTER sells ALL tickets using GENERAL ADMISSION

(Seating is first-come, first-served. Patrons are NOT assigned a specific seating location at purchase)

- i. \$25 per PERFORMANCE for set up for Forbes Hall or \$25 per EVENT for Studio Theatre
- ii. \$75 per PERFORMANCE for Box Office staffing for the duration of ticket sales. This fee will not exceed \$225 for Studio Theatre RENTERS.
- iii. \$0.75 per ticket for every comp ticket issued.

For EITHER ticketing structure, RENTER may contact the Box Office to request printed tickets for CONSIGNMENT to the RENTER for sale off-site. CLARK CENTER reserves the right to limit the number of outstanding unsold tickets issued, generally not to exceed 500 for Forbes Hall or 50% capacity for Studio Theatre.

- a. For events with PAID admission: \$0.50 per ticket printed (including comps) for RENTER to sell off-site.
- b. For events with FREE admission: \$0.15 per ticket printed for RENTER to sell off-site.
- c. CONSIGNMENT tickets must be sold off-site. CLARK CENTER assumes no responsibility for tickets or revenue RENTER receives from tickets sold off-site.
- d. Lost or stolen tickets will not be reprinted.

## 3. FRONT OF HOUSE &amp; CONCESSIONS

a. **RENTER must choose ONE of the following THREE options for Front of House setup:**

\_\_\_\_\_ RENTER performance with no intermission: \$50 fee per PERFORMANCE

\_\_\_\_\_ RENTER will provide their own concessions: \$50 fee per PERFORMANCE

\_\_\_\_\_ RENTER gives CLARK CENTER exclusive right to food and beverage concession sales: \$0 fee per PERFORMANCE (RENTER must have at least one 15 minute intermission)

- b. RENTER will be required to use the CLARK CENTER trained usher corps for public events.
- c. Front of House fees will not exceed \$150 for Studio Theatre renters.

## 4. MERCHANDISE/SOUVENIRS

- a. NON-FOOD/BEVERAGE merchandise items may be sold in the lobby during the EVENT. Sales may be staffed by the RENTER or by CLARK CENTER staff by arrangement with Front of House.
  - i. If the RENTER (and/or artist) staffs the table: RENTER agrees to pay 10% of CD/DVD media sales and 20% of other merchandise sales to the CLARK CENTER. Payment shall be provided

by check or cash payment after each PERFORMANCE. RENTER is responsible for submitting sales tax collected to the California State Board of Equalization.

- ii. If the CLARK CENTER staffs the table: RENTER agrees to pay 15% of CD/DVD media sales and 25% of other merchandise sales to the CLARK CENTER. CLARK CENTER shall collect sales tax and pay this to the California State Board of Equalization. Payment shall be made by check for the RENTER (and/or artist) portion of the proceeds by CLARK CENTER and mailed to RENTER (and/or artist) within two (2) weeks of the EVENT.
  - iii. Non-profit RENTERS are exempt from paying percentage commission to the CLARK CENTER.
- b. RENTER is responsible for informing all hired acts/artists of associated merchandise fees, taxes, and commissions.

## 5. MARKETING

- a. The CLARK CENTER lists all public events taking place at the facility at [clarkcenter.org](http://clarkcenter.org). To provide media and details to be included in the website listing for your event, complete the Website Details Submission Form at <https://clarkcenter.org/website-details-submission>.
- b. RENTER must include official CLARK CENTER Logo on all printed materials. Logo is available in various formats at <https://clarkcenter.org/rent>.

## 6. HOUSE RULES

- a. CLARK CENTER may retain TEN tickets to each PERFORMANCE for households and trouble seats.
- b. No one will be admitted to the theatre without a ticket, including infants.
- c. No cameras or recording devices are allowed unless RENTER grants permission in writing.
- d. There is no smoking allowed anywhere on the LMUSD campus.
- e. There is no eating or drinking, except bottled water, permitted in the theatre auditorium or stage.
- 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. No attachment of any signs to any wood or painted surfaces. All signage must be approved by management.
- k. No bare feet in any workspace. Fully closed shoes required in any and all work areas.
- l. No painting of any type or spray adhesives anywhere but in the paint shop.
- m. Review the Clark Center Rental Policies for a full list of Prohibited Decoration available at <https://clarkcenter.org/rent>.

## TERMS OF THE AGREEMENT

1. Qualification- Renters must meet the following requirements to qualify as a District RENTER:
  - a. RENTER must be a LMUSD District site and/or program that has a District account, AND
  - b. RENTER must be covered by LMUSD insurance policies.

A RENTER that supports District activities but is not a District site/program must instead complete the agreement for Community Renters available at <https://clarkcenter.org/rent>.
2. Definitions – RENTER is the party requesting use of the facility and services and is responsible for all business dealings including payment. CLARK CENTER, a non-profit organization, is the entity that operates and manages the Clark Center for the Performing Arts and is referred to as CLARK CENTER throughout this document. DISTRICT is referring to the Lucia Mar Unified School District, the owner of the Clark Center for the Performing Arts. EVENT refers to the entirety of rental, from Load-In to final performance. PERFORMANCE refers to a single public performance of an EVENT.

3. Insurance- As a qualified LMUSD RENTER, insurance is covered by LMUSD insurance policies.
4. Rental Fees/Settlement - Requests for date reservations may be made up to 19 months in advance. A hold for the dates will be placed but will not be finalized until contracts are fully executed. CLARK CENTER will prepare a settlement for the event within 10 days from the end of the event. Upon settlement, Rental, Tech, Front of House, Box Office, and any additional fees will be deducted from the Box Office receipts. If the cost exceeds the Box Office receipts, RENTER will be invoiced for the balance and it will be due within 30 days.
5. Permits, Royalties and Consent - e RENTER shall, at RENTER's sole cost and expense, obtain any and all government permits, approvals, copyright licenses, intellectual or creative property use authorizations or concurrence required for the Performance or use of the Theater. Further, RENTER agrees to promptly pay any royalty fees or other charges required from private persons or corporations for the production and presentations of any Performance hereunder, as well as to indemnify, defend, protect and hold the DISTRICT and CLARK CENTER harmless from any failure to make any such payments. Furthermore, RENTER agrees to comply with all local, state and federal ordinances, statutes, laws and/or regulations.
6. Parking - Often there are multiple events at the Clark Center and Arroyo Grande High School. These events can impact the availability of parking. RENTER is responsible for securing additional parking for artist and patrons. Some Arroyo Grande High School events may be scheduled on short or no notice and is beyond the control of the CLARK CENTER. While booking your date, inquire with the Contract Manager for any known event parking conflicts. The CLARK CENTER may be able to assist in securing additional parking however, there is no guarantee.
7. Cancellation - If RENTER's cancellation notice is received less than 60 days from load-in, the CLARK CENTER retains the right to recover all deposits, advertising, box office staffing and technical production expenses incurred by the CLARK CENTER in direct support of RENTER's performance.
8. Hold Harmless and Indemnification - RENTER shall indemnify and hold the DISTRICT and the CLARK CENTER and their respective directors, officials, officers, employees, agents and volunteers free and harmless from any and all claims, demands, causes of action, costs, expenses, liabilities, losses, damages or injuries, in law or equity, to property or persons, including wrongful death, to the extent arising out of or incident to any negligent acts, omissions or willful misconduct of RENTER, its officials, officers, employees, agents, consultants and independent contractors arising out of this Agreement, including without limitation the payment of all consequential damages and attorneys' fees, expert witness fees, and other related costs and expenses. RENTER's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the DISTRICT and/or the CLARK CENTER and their respective directors, officials, officers, employees, agents, members and volunteers.
9. Liability- CLARK CENTER including any of our respective contractors, employees, agents, officers, volunteers or members are not liable for any damages, including consequential damages, for their failure to perform as stipulated in this contract due to circumstances beyond the control of the above organizations, including but not limited to equipment failure. In any event, any monies returned to the RENTER shall be limited to the contracted rental amount.
10. Force Majeure - In the event that the Theater is unfit for occupancy by RENTER during the period covered by this Agreement, by reason of fire, earthquake, strike, civil disturbance, pandemic or any other force beyond the control of the CLARK CENTER, this Agreement shall be of no further force and effect.
11. Authorization - RENTER has expressly authorized the execution of this Agreement on its behalf, and RENTER understands that this Agreement expressly binds the RENTER and its respective administrators, officers, directors, shareholders, divisions, subsidiaries, agents, employees, successors, assigns, partners, insurance carriers and any others who may have rights or obligations under this Agreement. The CLARK CENTER reserves the right to require written documentation evidencing the power of the person signing below to execute this Agreement on behalf of the RENTER.

- 12. Policies and Procedures – RENTER agrees to abide by all policies and procedures as stated in the document, Clark Center Rental Policies available online at <https://clarkcenter.org/rent> or by contacting the Contract Manager. Furthermore, RENTER must inform and ensure all staff, contractors, subcontractors, and volunteers of RENTER also abide by these same policies and procedures.
- 13. Entire Agreement; Modifications in Writing - This Agreement is the entire Agreement and understanding between the parties, and this Agreement supersedes any representations, or previous agreements or understandings, either oral or in writing, between the parties hereto with respect to the subject matter of this Agreement. Any modifications to this Agreement will be effective only if they are in writing and signed by authorized representatives of the RENTER and the CLARK CENTER.
- 14. Attorney’s Fees - If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this License Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorneys’ fees and all other costs of such action.

THIS AGREEMENT FOR SERVICES is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the Clark Center for the Performing Arts, hereinafter referred to as CLARK CENTER and \_\_\_\_\_, hereinafter referred to as RENTER for rental of and services related to the use of the Clark Center for the Performing Arts.

Rental Deposit fee is \$ \_\_\_\_\_ (\$250 per day for FORBES HALL or per event for STUDIO THEATRE, capped at \$1,000 per EVENT.)

This deposit is required to make this contract valid as of this date \_\_\_\_\_.

The CLARK CENTER hereby licenses the use of the THEATRE to the RENTER and its authorized officials, officers, employees, agents, consultants, and independent contractors. The RENTER will, pursuant to the terms of this License Agreement, present EVENT named above at the Theater, commencing on above dates. Such EVENT dates shall include technical or EVENT rehearsal dates. The parties hereby agree that the use of the THEATRE by RENTER, as set forth in this License Agreement, is with the consent of the CLARK CENTER and shall be considered permissive. Nothing in this License Agreement shall be interpreted as a transfer or conveyance of any interest in real property, or as an agreement for the lease or other use of the THEATRE outside of the terms of this License Agreement. Any agreement for the use of the THEATRE for any purpose(s) other than those set forth in this License Agreement must be the subject of a separate agreement.

In concurrence and witness whereof, this Agreement has been executed by the parties effective on the date and the year as first written above.

CLARK CENTER FOR THE PERFORMING ARTS

RENTER

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Cathy Fiorito  
Printed Name

\_\_\_\_\_  
Printed Name

Contract Manager  
Title Date

\_\_\_\_\_  
Title Date

CLARK CENTER BUSINESS OFFICE CONTACT INFORMATION  
PHONE 805-489-4196, FAX 805-489-4287, EMAIL [cathy@clarkcenter.org](mailto:cathy@clarkcenter.org)

 RENTER initials



DISTRICT ACCOUNT CODE

District Account Code for technical support and/or rental: \_\_\_\_\_

OPTIONAL RENTAL WAIVERS

Waivers are available for Monday through Wednesday events 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 will be allowed 2 waivers.

Waivers must be requested by site Principal. District-use waivers only apply to rental costs. No other costs may be waived and will be charged to the account code above.

Waiver Dates Requested: \_\_\_\_\_

Principal Signature: \_\_\_\_\_