



AMADOR THEATER USE REQUEST 7/1/17 – 6/30/18

Updated: 8/23/17

_____ Date submitted

Renter/Organization _____ E-mail _____

Contact Person _____ Phone: Day _____ Eve/Cell _____

Address _____ City _____ State _____ Zip _____

Activity Type: Performance Rehearsal Lecture Concert Tech. Set-up Recital

Showcase Other _____ **Provide a title and brief description of your event:**

Intermission: Y / N Estimated length: _____

Provide the following: Total # of performers _____ (Maximum on stage: 96 at one time)
How many to use Set Wing at one time? _____ (Maximum at one time: 23)
How many to use downstairs area at one time? _____ (Maximum 27 for entire area)

Est. size of Audience(s) _____ Per night or Total Event open to Public: Yes No

Is your event ticketed? Yes No Admission Charged? Yes No

If your event is ticketed you are required to use the City of Pleasanton's ticketing services and complete a Ticketing Services Information Form which will be emailed to you.

Does your group have non-profit status? Yes No If yes, provide I.D. # _____
Non-profits are required to submit an IRS Determination Letter and a copy of organization's prior year 990 Tax Return.

I have received and read an Amador Theater Handbook. Yes No If "No," a copy will be emailed.

ABOUT YOUR USE: Please break down your schedule. Be as detailed as possible – Include start/stop times for each: Load-in, Rehearsal, "House Opens," Performance(s), Clean-up, etc.

Any Rental over 6 hours requires an hour meal break for staff.

Date(s): include year	Activity	Start & Stop Times of Activity
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Rental Time is to include time needed by Theater Staff to restore stage to pre-rental condition.



ADDITIONAL SERVICES REQUESTED: (Some services may be mandatory depending on the activity, size of event, or decision of Theater Technician to ensure a safe and successful event. Additional fees may apply.)

Food & Concession Sales

- 1. Use of Snack Bar: Yes No Snacks/Drinks served? _____ or sold? _____
 Other use: _____ Date/s of Use _____
Factory vacuum sealed food/canned drinks ONLY. (Refer to FOOD section of Handbook for further details.)
 Please specify foods you plan to sell: _____
- 2. Do you plan to provide or allow food backstage for performers or participants? Yes No If "no", participants (and their families) must be informed of the "NO FOOD OR DRINK ALLOWED IN THEATER" policy. **Backstage areas are okay, however, they cannot bring these items into the main house.**
- 3. Use of Box office for ticket or concession sales i.e shirts, flowers etc.: Yes No
 Date/s of use: _____

House Management Services: An experienced House Manager is required for every event.

Do you have a House Manager who has previously managed at the Amador Theater? Yes No

Date that manager last managed at Amador Theater: _____

Has manager attended a House Manager Training: Yes No Date of training _____

Provide the following information for this person:

Name	Phone	Email Address
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If "no", a House Manager will be provided for a fee. Indicate the date(s) needed: _____

Ushers are required for every event. **Do you have volunteer ushers for your event?** Yes No

You may be required to provide ushers. Any volunteer ushers that you provide must participate in training session and must be willing to accept the responsibilities as outlined in the Amador Theater Handbook. Some rentals will require City of Pleasanton ushers.

Technical Staff Needs (Check "yes" if you require these services.)

Sound:
Board Operator Yes No Dates Needed _____

Lighting:
Board Operator Yes No Dates Needed _____

Additional Staff: Do you have scenery that flies or do you require someone to operate the curtain?

Yes No Dates Needed _____



Technical Staff Needs cont'd.

Unless renter requests set-up prior to rental start, all load-in and set-up of technical elements will begin at designated renter start time per rental contract.

Does renter need any set-up prior to start of rental? Yes No Date Needed _____

If yes, describe needs: _____

Additional Production Elements

(Check "yes" if you choose to rent these items for your event.)

Grand Piano Yes No Dates Needed _____
(Piano tuning is separate expense and is responsibility of the renter.)

Video Projector and Screen Yes No Dates Needed _____

Wireless Mic/hand held Yes No Amount Needed _____ Dates Needed _____

Wireless Mic/Lavalier Yes No Amount Needed _____ Dates Needed _____

3-Tier Choral Risers Yes No Units Needed _____ Dates Needed _____

4'x8' Platforms Yes No Units Needed _____ Dates Needed _____

Sound Shell Yes No Units Needed _____ Dates Needed _____

I, the undersigned, on behalf of self or the above named organization, do hereby agree to indemnify and hold harmless the City of Pleasanton, the City Council, and their officers, agents or employees, and the Pleasanton Unified School District, the school board or their agents or employees, from any liability or claim or action for damages resulting from or in any way arising out of the use of the facility or equipment and will agree to abide and enforce the Rules, Regulations and Policies governing the facility as set forth by the City of Pleasanton. Self or said organization will accept all responsibility for any damage to the premises, furniture, equipment or grounds resulting from the use of the facility.

Signed: _____ Date: _____

Print Name: _____

If applicable: Organization Represented: _____