



FIREHOUSE ARTS CENTER THEATER USE REQUEST
2017 – 2018

Updated 8/19/16

Date submitted: _____

Renter/Organization _____

Contact E-mail _____

Contact Person _____ Phone: Day _____ Eve. _____

Address _____ City _____ State _____ Zip _____

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

[] Other _____

Provide a title and brief description of your event:

Intermission: [] Yes / [] No Length of Intermission _____

We have capacity restrictions for our backstage areas. Please let us know: # Participants in Activity _____
How many do you expect to use the dressing rooms at one time? _____

Est. size of Audience _____ [] 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.

Does your group have non-profit status? [] Yes [] No

Non-profits are required to submit an IRS Determination Letter and a copy of organization's prior year 990 Tax Return.

ABOUT YOUR USE: Please break down your schedule for all dates of use. Be as detailed as possible. Include start/stop times for each activity, i.e. Load-in, Set-up, Rehearsal, "House Opens" and Performance(s), clean-up, etc.

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

Table with 3 columns: Date(s), include year; Activity; Start & Stop Times of Activity. Multiple rows for scheduling details.

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

House Management Services: You are required to use and pay fee for the Firehouse Arts Center House Manager.

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 a training session on date of event and must be willing to accept all responsibilities. A parent/guardian signed waiver is required for any usher under the age of 18. A minimum of two adult ushers are required when using under age ushers.

Technical Needs: (Check "yes" if you require these services or use of equipment.)

Sound:
Board Operator: Yes No Dates Needed _____

Lighting:
Board Operator: Yes No Dates Needed _____

Load-in: Do you have sets/ lighting effects/ signs or anything else that needs to be loaded into the Theater **prior to your** use start-time? If so, request "Tech Set-up".

Tech Set-up (**prior** to your load-in): Yes No Dates Needed _____

Do you need a stage manager for your event? Yes No

Additional Tech Staff: (during event) Yes No Dates Needed _____

Type of staff needed _____

4'x8' Platforms: _____ Amount needed
 Yes No Dates Needed _____

Grand Piano: Yes No Dates Needed _____

Projector and Screen: Yes No Dates Needed _____

Wireless Mics _____ Amount needed
Hand held Yes No Dates Needed _____
Clip-on Yes No Dates Needed _____

I, the undersigned, on behalf of 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 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. 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: _____

Name (print): _____

Organization Represented: _____

