



Firehouse Arts Center

Rental Packet

Procedures and Rules

Please read thoroughly and initial each section to acknowledge understanding. Renters are required to abide by all procedures and rules contained in this document. If at any time these guidelines are not met termination of your event may result and/or the loss of Security Deposit.

Rental Agreement: Agreements will only be issued to adults, 21 years of age and older.

Rental Categories:

- **Basic Theater Rental:** 2-hour block. Great for rehearsal, photo shoot, interview, load-in (may require additional staff). One staff person included. No audience. Closed to the public. Only sound playback and /or one sound input. Work lights and up to 3 looks for video or photos only. No sound or light test.
- **Private Event Theater Rental:** 4-hour block. One Tech staff included may require additional staff depending on event, to be determined during Tech meeting. Requires one House Manager billed hourly at renters' expense and 3 ushers provided by renter. Must provide guest list 1 week prior to event.
- **Open to the Public Theater Rental:** 5-hour block. One Tech staff included may require additional staff depending on event, to be determined during Tech meeting. Requires one House Manager billed hourly at renters' expense and 3 ushers provided by renter. Must use City of Pleasanton Ticketing Service if admission is charged.
- **Large Group/Band Theater Rental:** 6-hour block. More than 10 performers/participants/ speakers. No more than 20 individuals will be allowed backstage at one time. May be required to rent classrooms depending on size of group. Rental of classroom and 1 additional staff to be billed hourly at owners' expense. One Tech staff included, one additional tech staff required, and additional staff may be required and will be determined during Tech meeting (all additional staff will be billed hourly at renters' expense). Required one House Manager billed hourly at renters' expense and 3 ushers provided by renter. Must use City of Pleasanton Ticketing Service if admission is charged.

PROCEDURES

_____ **Base Rental:** All rentals include one staff, basic sound, use of up to 4 monitor mixes, basic lighting (up to 3 looks), use of 2 dressing rooms and green room. Lobby is not included in a rental and is open to the public during regular business hours.

_____ **Rental Time/Fees:** Rentals are booked in various time blocks, depending on rental category, with the possibility to add additional time at an extra charge per hour. The renter must enter and leave within the time specified in the signed agreement, which includes set-up and clean-up. Events that exceed the scheduled rental time will be billed at twice the hourly rental rate for the additional time. Renters will not receive a refund or credit for time reserved but not used.

_____ **Booking Deposit:** \$400 non-refundable reservation deposit is required with submission of a completed Rental Agreement. The booking deposit will be applied to the final balance due. If a booking deposit is not received by the specified date in the original approval notification email, the renter's event date(s) will be released and made available to the public.

___ **Security Deposit:** \$1000 security deposit is required for use of facilities and is due 30 days prior to event. The security deposit will be fully refunded within 30 days if the facility is left in satisfactory condition. Additional cleaning costs are charged at \$50 per hour for labor. Any damage, repairs or loss of equipment will be charged at the actual cost. Applicant will forfeit entire security deposit and may be charged for costs related to Police or Fire response due to public safety intervention.

___ **Rentals lasting more than 6 Hours:** If a rental is 6+ hours an additional technician may be required at renters' expense to allow staff appropriate break times without interruption to run of performance.

___ **Overtime Fee:** Any rental that exceeds 8 hours will be charged an overtime fee of \$135 per hour in addition to the regular hourly rate.

___ **Rental Fee Balance:** All fees are due **30 days prior** to the scheduled event. Checks should be made payable to: City of Pleasanton. Cash, VISA, MasterCard, Discover, and American Express are also accepted.

___ **Required Tech Meeting:** Anyone interested in renting the theater will be required to schedule a meeting, maximum of 1 hour and can be combined with a facility tour, with a theater technician prior to booking. This meeting will assess the needs of the renter and which rental category would best suit the rental. A tech meeting DOES NOT guarantee a rental. If the Theater Technician feels the potential renters' needs are greater than what can be accommodated by the facility to host a successful event the renter will be notified. Rentals are all subject to date availability.

___ **Extra Staff Time:** If additional tours, tech or onsite meetings are required or requested to provide the renter with more information an additional fee will be charged. See Theater Rental Rates for fees.

___ **Additional Tech Staff:** For events that require both sound and lighting changes, renters will be required to add an additional technician billed per hour at renters' expense. See Theater Rental Rates for fees.

___ **Stag Plot:** Renter must provide a stage plot no later than 1 week prior to event.

___ **Tables and Chairs:** If tables and chairs are needed for the lobby a request must be made in writing at least 30 days in advance. A maximum of 2 tables are allowed in the lobby. Linens will not be provided.

___ **House Manager:** A House Manager is required for all rentals which have an audience. The renter will be billed per hour for a House Manager. See Theater Rental Rates for fees.

___ **Checkout:** A responsible individual, preferably the representative on the rental agreement, must be identified to staff at the start of the rental, be responsible to communicate changes or problems to staff and be available to sign the checkout sheet at the end of the event. Failure to sign the checkout sheet may delay the refund of the Security Deposit.

___ **Ushers:** All renters are required to provide their own ushers. At least 3 ushers are needed per performance. All ushers must arrive 30 minutes prior to house opening and participate in a training session provided by the House Manager on the date of the event and must be willing to accept all responsibilities. A minimum of two adults are required when using underage ushers.

____ **Ticketed Events:** If event is ticketed, with admission charged, the renter must use City of Pleasanton Ticketing Services. A city issued check will be mailed within 30 days after the event with the ticket's reimbursement minus Box Office Fees. See Theater Rental Rates for fees.

____ **Private Event:** If event is private, a guest list must be provided 1 week prior to the event. Once all guests have arrived the lobby doors will be locked, and no other people will be admitted into the event.

____ **Food/Beverages:** Renters will be charged a flat fee of \$100 if serving any type of food and/or beverages during event. Food and beverages are allowed in the lobby AND the theater. If event is open to the public, all food and beverages must be individually packaged/sealed. Plated meals, requiring seating at tables, or catering is not permitted. Renters are required to clean up spilt food or beverage as soon as possible.

____ **Alcohol:** Alcohol is not permitted to be sold or given out by the renter. If alcohol is to be served, the City of Pleasanton concessioner (Cellar Door) must be used. Notification of intent to use the concessioner must be made in writing at least 30 days prior to event. Availability of concessioner is not guaranteed.

____ **Insurance:** Each renter is required to provide the City of Pleasanton with a valid Certificate of Liability Insurance, written through an acceptable carrier, due 30 days prior to event. Such certificate shall provide Bodily Injury and Property Damage Liability protection at a limit of \$1,000,000. The Certificate shall name the City of Pleasanton, 400 Old Bernal Ave., Pleasanton CA 94566, as an Additional Insured, in conformance with the Hold Harmless Agreement in the Facility Rental Application. If alcohol is served, the certificate must contain "host liquor liability." The Endorsements page must be included. Insurance can be purchased by using this link: <https://bit.ly/COPInsurance> with **Passcode: LJWAC**

____ **Cancellation Policy:** All cancellations must be in writing and received at least 30 days prior to the event. The Booking Deposit will be forfeited, but any other fees will be refunded. Reservations canceled less than 30 days prior to a scheduled use will forfeit 50% of the Rental Fee; 10 days prior will forfeit 100% of the rental fee. Cleaning/Damage deposit will be fully refunded. Reservations may not be transferred, assigned, or sublet.

____ **The City of Pleasanton** reserves the right to reschedule, relocate, or deny a request previously approved. In those cases, the renter will be given as much notice as possible, and all fees paid will be refunded.

RULES

____ **Minors:** There must be at least one adult present supervising each 10 minors.

____ **Equipment:** All Theater equipment is to be returned in the same condition that it was in prior to use. Under no circumstances may equipment be removed from the Theater or altered. Structural or electrical changes may not be made.

____ **Seats:** Seats are to be used as intended; no sitting on backs of seats, no standing or bouncing on seats, no feet, or legs over back of seats. Adding additional seating is not permitted. Overcrowding in the audience is forbidden. Fire regulations prohibit standing in the aisles. Everyone must have a seat.

____ **Smoking:** Smoking (of regular or e-cigarettes) is NOT allowed in or on the grounds.

____ **Decorations:** Decorations, signs or attachments are not to be applied within the Theater facilities (including dressing rooms, support wing, lobby, etc.). This includes, but is not limited to all types of tape, nails, screws, and staples.

____ **Advertising:** Unless associated with renter's event, no advertising shall be exhibited. No political petitions may be circulated on the premises.

____ **Dressing Rooms:** Designated dressing rooms are to be used as intended. All costumes must be stored on a costume rack. Nothing is to be hung from lighting fixtures or fire sprinkler apparatus. Renter is to straighten up after use, counters are to be left neat following each rehearsal and performance.

____ **Capacity:** Renter acknowledges capacity limits are set by the Fire Marshall and must be followed.

____ **Loading:** Vehicles are allowed in Theater Loading Area for loading and unloading only.

____ **Parking:** Parking lots are public parking. Parking is not guaranteed.

____ **Sets:** Sets must arrive completely constructed and painted. Only minor modification and touch-up painting may be done on site. Renter may not do any major set construction or major painting on stage, in the set wing, in the theater, lobby, or dressing room. In addition, Renter may not do any major set construction directly outside the facility, in the driveways, walkways or parking lots. The City Technician shall have full authority to determine what final touch-up work will be allowed. No power tools are to be left running and unattended at any time or plugged in overnight. All personal belongings, tools, paint, and equipment must be removed or stowed after each use. If these rules are not followed, renter is subject to cleaning charges.



____ **Stage:** Audience members are not allowed on stage or backstage. Scenery or props may not be attached to stage floor. Stage must be swept and mopped at the end of every rehearsal or performance. Supplies will be provided by staff.

____ **Lights and Sound:** Renter may not operate light and sound equipment. All lighting and sound is provided by Theater Technician.

____ **Storage:** Renter must remove all sets and other production materials from facilities after scheduled use. Storage of materials, sets, props, or costumes following usage will NOT be permitted.

____ **Items Left Behind:** Renters or audience belongings left behind may be discarded if left in facility after rental. Contact staff as soon as possible if items are left behind.

____ **Trash:** All trash must be disposed of in trash receptacles and all rooms should be left in a neat and organized condition. In audience area of theaters, renter is required to pick-up any programs, wrappers or large trash left by audience members. Large boxes or excess trash must be placed in dumpster outside of the building.

____ **Tripods:** Tripods are not allowed in the theater.

HOLD HARMLESS:

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 Procedures and Rules 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 (if applicable): _____

Firehouse Arts Center Rental Rates

Fee Category	Firehouse Theater (Capacity 221 Reserved)			
	Basic Theater Rental 2-hour minimum	Private Event Theater Rental 4-hour minimum	Open to the Public Theater Rental 5-hour minimum	Large Groups/Band Theater Rental 6-hour minimum
I \$140 hour	\$280	\$560	\$700	\$840
II \$175 hour	\$350	\$700	\$875	\$1050
III \$205 hour	\$410	\$820	\$1025	\$1230
IV \$235 hour	\$470	\$940	\$1175	\$1410

\$400 non-refundable deposit due at contract signing
 \$1000 Security Deposit due 30 days prior to event (refundable after event)
 Overtime fee (over 8 hours) \$135 per hour + hourly rental fee
 Contract change fee \$25

Fee Category	Other Firehouse Arts Center Spaces	
	Lobby/Gallery Capacity 80	Classroom A or B Capacity 39
I	\$90	\$65
II	\$105	\$80
III	\$120	\$95
IV	\$135	\$110

Fee is per hour (2 hour minimum) + building monitor fee
 \$500 Damage Deposit (refundable after event)
 All fees due at contract signing

Fee Category Descriptions	
I	PUSD Co-Sponsored Groups
II	Pleasanton- Based Non-Profit Groups (> 75% residents)
III	Pleasanton Resident (Private Use) All Other Non-Profit Groups (<75% Residents)
IV	Non-Residents (Private Use) All Businesses

Staff Fees	
Staff	Hourly Rate
House Manager	\$30
Additional Tech Staff	\$40
Building Monitor (classroom or gallery/lobby only)	\$35
Extra Staff Time	\$45 for 30 minutes

Box Office Fees	
Service	Rate
Ticket Programming Set Up	\$150
2 Hour Staff Fee Day of Show	\$50
Per Ticket Sold	\$1
Convenience Fee (paid by customer at time of purchase)	\$3

Add-Ons	
Equipment	Rate Per Day
Grand Piano	\$100
Piano Tuning	\$230
Concessions	See Rules for Information
Wireless Microphone (4 available)	\$35
Wired Microphone	\$25
Additional Monitor Mix (up to 6 available)	\$25
Classroom Project/Portable Screen	\$50
Theater Projector	\$125
Lighting Programming	\$50
Additional Lighting	\$25
Drum Kit Mic Set	\$75
DI Box	\$10
4'x8'Flat Platform (4 available)	\$40
Podium	\$15
Cocktail Tables (no linens)	\$15
Cocktail Tables (with linens)	\$20

Insurance

Each renter is required to provide the City of Pleasanton with a valid Certificate of Liability Insurance. You can purchase insurance by using this link: <https://bit.ly/COPInsurance> with **Passcode: LJWAC** See Terms, Rules, and Regulations for more information.



Firehouse Arts Center Rental Agreement



FACILITY/DATE/TIME INFORMATION:

Break down your schedule. 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. *Rental Time is to include time needed by Theater Staff to set up all equipment and restore stage/lobby to pre-rental condition.*

Date(s)	Activity	Start/Stop Time of Activity
_____	_____	_____
_____	_____	_____
_____	_____	_____

RENTER INFORMATION:

Name of Responsible Party: _____ Email: _____
 Name of Organization/Company (if applicable): _____ Non-Profit Status: Yes/No
 Address: _____ City/State: _____ Zip: _____
 Phone Number: Main Contact: _____ Alternate Number: _____

EVENT INFORMATION:

Rental Category: Basic Private Event Open to the Public Large Group/Band
 Type of Event: Rehearsal Performance Concert Lecture Other _____

Event name: _____

Brief description of your event: _____

Total Number of Participants: _____ Dressing Room Participants: _____ Estimated Size of Audience: _____

Please circle all that apply:

- | | | | |
|-----------------------------------|------------------|---------------------------|-----------------------|
| Intermission: Yes/No | Length: _____ | Admission Charged: Yes/No | |
| Event is Ticketed: Yes/No | | Concessions: Yes/No | |
| Alcohol Served: Yes/No (FAC Only) | | Piano Tuning: Yes/No | |
| Grand Piano: Yes/No | | Lighting Program: Yes/No | |
| Stage Lighting: Yes/No | | Monitor Mix: Yes/No | |
| Sound: Yes/No | | DI Box: Yes/No | |
| Drum Kit: Yes/No | | Podium: Yes/No | |
| Additional Tech: Yes/No | Quantity: _____ | Screen: Yes/No | |
| Video Projector: Yes/No | | Chorus Risers: Yes/No | Quantity: _____ |
| Platforms: Yes/No | Quantity: _____ | Sound Shell: Yes/No | Quantity: _____ |
| Sound Shell: Yes/No | Quantity: _____ | Handheld Wireless: _____ | Handheld Wired: _____ |
| Microphone: Yes/No | Lavaliers: _____ | | |

HOLD HARMLESS AND COMPLIANCE AGREEMENT:

I certify that the information provided herein is correct. If I am renting the facility on behalf of an organization, I certify that I am authorized to execute this agreement on behalf of the organization. I certify that I have read and agree to comply with the Rules and Regulations and the Rental Terms and Conditions pertaining to facility use. I further agree to be personally responsible for informing those using the facility as scheduled in the Agreement of the rules and regulations of the City. I, or organization, through me, agree to be responsible for any damage sustained by the facility, equipment, or furniture during use of the facility and further agree to release and hold harmless the City of Pleasanton from any and all liability for damage or injury to person or property of the undersigned due to use of said facility. Evidence of this Hold Harmless and Compliance Agreement shall be provided through a Certificate of Liability Insurance from any insurance carrier.

 Signature of Renter Date Organization