



FACILITY RENTAL SNAPSHOT
The State Theatre operated by Auburn Placer Performing Arts Center

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| APPAC Contacts | State Theatre Office 530-885-0156 985 Lincoln Way, Auburn, CA 95603 Office: 530-885-0156 |
| Name of Organization | |
| Authorized Representative | |
| Phone | |
| Email | |
| Address | |
| City, Zip | |
| NonProfit?__ Federal Tax ID # | |
| Do you have experience in marketing and publicity? | |
| Will you do marketing and publicity? | |

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|--|--|
| Name of Event | |
| Date (s) | |
| Ticket Price \$ | |
| Event website | |
| Load-in time – (pre-show + tech) | |
| Show Time Sets? Length of sets? | |
| Provide the Program Schedule | |
| Allow time for clean-up. Load out Time: | |
| Total Time | |
| Do you want APPAC to open Concessions? | |
| Do you want APPAC to open the bar? | |
| Is there an intermission? | |

| Technical Requests | Information: |
|--|--------------|
| How many mics? | |
| Any lighting design, cues? | |
| Any set design? Provide a stage plot by _____. Provide a tech rider by _____ | |
| Tech equipment needs | |
| Do you need a followspot? | |
| Do you need the grand piano? Extra fee and tuning is required. | |

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|---|--|
| Sound requirements? | |
| Lighting requirements? | |
| Screen use and Projection? Test run one week in advance is required. | <ul style="list-style-type: none"> • Format -DVD, Blue Ray, Microsoft Movie, Apple -MP4, Microsoft Power Point, Computer (Mac, PC) • Quantity of videos • Run length • Other details (start on cue, will run remotely, bringing computer, run from stage or run from booth, need tech • Acceptable formats PowerPoint w attached audio video files. (16:9 best format) DVDs that play in regular DVD players. Video formats that play in VLC. Audio CDs that run on CD players. Audio files that play on WMA or iTunes without DRM restriction. MP3 and iPod/phones set in airplane mode without lock codes. PC (w VGA or HDMI) or Mac (not USB-c). At least 720p. No 4K or higher. |

| Staffing the Event | |
|---|--|
| APPAC reserves the right to sell all concessions during your event. | |
| Facility/Front of House Manager: Must Be APPAC | |
| Do you have an Event Manager? Name and phone: | |
| Box Office: For consistency and convenience to patrons, APPAC will serve as your ticket outlet, there is a service charge per ticket. | |
| Usher & Ticket Taker: A minimum of 1-2 Ushers must be APPAC (fee applies). Additional may be provided by Renter, APPAC training is required. | |
| Technicians: Must be APPAC Technician (fee applies). | |
| Projectionist:(if applicable) Must be APPAC Projectionist (fee applies) | |
| APPAC requires Renters Insurance naming Auburn Placer Performing Arts Center and the State Theatre as additional insured in the amount of \$1,000,000 | |
| How do you plan to promote your event/ marketing plan? Please see <i>Additional Policies for Rental Contracts</i> section. | |

Additional Policies for Rental Contracts:

APPAC Website Link – Contract must be signed and fees paid before a link from APPAC’s website may be added to renter’s event. After contracts signed and fees are paid instructions for placing rental event on APPAC website will be provided.

Publicity Images and Language - APPAC will supply Renter with acceptable use language and image of the State Theatre Building for renter’s use in publicity if requested. No other APPAC logos

or images may be used by Renter. State Theatre Image must include photo credit: Photo by Jeff Farrell, Outpost Creative.

Allowable space on the floor in front of the stage.

There is a restriction on allowable space in front of the stage on floor. No exits may be blocked at any time during the show. APPAC technicians will assist in determining if you have enough space if you are planning to use the floor in front of the stage.

APPAC Technicians

APPAC sound, projection and lighting technicians are required during your rehearsals and event. There is no use of open flame anywhere in the State Theatre building.

Marquee Policy for Events

Rental contract must be signed, fees paid, and insurance in place before Renter's event may appear on the marquee. APPAC reserves the right to have multiple events on the marquee at one time. APPAC reserves the right to choose event placement on marquee; "APPAC Presents" events have priority in placement. Renter's event may be on the marquee before the event date depending on other events on the schedule. APPAC guarantees that Renters will have event on the marquee by the day of Renter's event, if all other contract requirements have been met.

Rehearsal & Marquee Room

Marquee Room is available for additional rental fee. APPAC does not provide free tables, or set-up. Table and chair use must be arranged with APPAC. No food preparation may take place in the Marquee room. Any food served must be brought in already prepared in a certified kitchen. Any alcohol must be approved by APPAC and accompanied by liquor liability insurance and a completed, ABC Day License posted at event. APPAC is able to provide beverage service if this service is contracted.

Insurance

It is further agreed that Renter will hold harmless and indemnify the Auburn Placer Performing Arts Center for any and all claims of any nature to include attorney fees and costs arising out of the activities of the Renter at the State Theatre, and agrees to carry liability insurance for said activities with Auburn Placer Performing Arts Center and the State Theatre named as an additional insured. The Renter will provide APPAC with proof of liability coverage naming Auburn Placer Performing Arts Center and the State Theatre as an additional insured.

Please Note:

- Payment in full is due the day of your event.
- APPAC requires the following documents 30 days in advance to hold requested date:
 - Signed contract
 - 35% Deposit Booking fee is due at time of signing contract.
 - Proof of Insurance coverage and Certificate of Liability Insurance naming Auburn Placer Performing Arts Center and the State Theatre as an additional insured in the amount of \$1,000,000.00

This is not a final document or a contract. It is a snapshot of your event for the purpose of next steps and discussion/APPAC Staff. APPAC email appac@att.net, phone 530-885-0156, website, www.livefromauburn.com, address of State Theatre 985 Lincoln Way. Office hours 9-3 Tues-Fri.

1/5/2017