

NORRIS CENTER FOR THE PERFORMING ARTS

**2011/2012 FACILITY USE APPLICATION**

(PLEASE KEEP THIS PAGE FOR YOUR REFERENCE)

- \_\_\_ 1. Sign and return your Date Hold form with a Booking Fee of \$500.00 to secure event date and time.
- \_\_\_ 2. Mail, Email or Fax completed Facility Use Application (FUA) to the Norris Center prior to the Production Meeting
- \_\_\_ 3. A rental Production Meeting will be scheduled with our technical staff, box office, House Manager and Theatre Rentals Manager to discuss details of your event, sign the Rental Contract, and arrange payment of the estimated contract fees. Tickets will go on sale after your production meeting. (Tickets will not go on sale prior to a signed contract and required fee payment)
- \_\_\_ 4. You must obtain NCPA approval prior to printing promotional materials and/or merchandise for sale.
- \_\_\_ 5. Non-profit organizations must provide a copy of the 501c (3) status form.
- \_\_\_ 6. Certificate of Liability Insurance is required and NCPA must be named as 'other insured' on policy for the specific function and date(s) of the rental.
- \_\_\_ 7. Return a signed copy of the Theatre Use Guidelines form.

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**GENERAL INFORMATION**

Phone: (310) 544-0403 Fax: (310) 377-2997

Box Office Hours: Tuesday – Saturday 12:00 noon to 6:00 PM, Sunday 12:00 noon to 4:00 PM.

Address: 27570 Norris Center Drive, Rolling Hills Estates, CA 90274

**Norris Center Staff**

Theatre Rentals Manager & Box Office Manager	Jason Sluyter	Ext. 222	jsluyter@norriscenter.com
Technical Director	Greg Forbess	Ext. 228	gforbess@norriscenter.com
Asst. Technical Director	Stacy Hennon	Ext. 227	shennon@norriscenter.com
House Manager	Judy Getzin	Ext. 224	jgetzin@norriscenter.com
Finance Director	Susan Henry	Ext. 262	shenry@norriscenter.com

NORRIS CENTER FOR THE PERFORMING ARTS

**2011/ 2012 FACILITY USE APPLICATION**

***THIS FORM IS NOT A CONTRACT***

Please complete this form in full and return to:  
Jason Sluyter, Theatre Rentals Manager  
Norris Center for the Performing Arts- Attn: Theatre Rentals  
27570 Norris Center Drive, Rolling Hills Estates, CA 90274 or FAX to: 310-377-2997

**A. Rental Applicant**

**Licensee Name:**

\_\_\_\_\_  
(Legal name of Company, corporation, organization, or individual)

**Final Event Report Mailing Address:**

\_\_\_\_\_  
Street name/ number (\* P.O. Box is not acceptable)

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**Contact person:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone (day/evening)

\_\_\_\_\_  
Cell #

**Person authorized to sign Contract:**

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Phone

**If applicant is a corporation, list names of officers:**

President:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

Treasurer:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

1. **Name of party responsible for payments:** \_\_\_\_\_ Phone(s) \_\_\_\_\_

2. **Is the organization a non-profit organization?** If yes, please provide a copy of IRS non-profit letter.

3. **Does your organization have current Liability Insurance?** Yes No  
Please attach a copy of your Certificate of Insurance. NCPA must be designated as 'other insured' on policy.

4. **Does your organization have a Broadcast Music, Inc (BMI) License?** Yes No

5. **Financial References:** (Please list 3)

Name:

Address

Phone

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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**B. Rental Dates and Times Requested:**

**1. Please include Load in, Technical set up, Rehearsals, Strike, and Load Out:**

Day	Date	Time In	Time Out	Activity	Crew Break

**2. Event / Performances:**

Day	Date	Arrival	Curtain	Departure	Crew Break

**Event/ Performance Type:** \_\_\_\_\_

**Event Title** " \_\_\_\_\_ "

- Do you wish to have your event listed on the Norris Website?** YES NO  
[www.norriscenter.com](http://www.norriscenter.com)  
 (Email information to Jason Sluyter: jsluyter@norriscenter.com)
- Does your organization plan to sell tickets or request a donation amount?** YES NO  
 If yes, please be sure to complete ticket order work sheet.
- Does your organization plan to have reception(s)?** YES NO  
 If yes, location & time length \_\_\_\_\_ Note: There is a fee of \$100.00 each reception.
- Does your organization plan to sell merchandise?** YES NO Number of Tables: \_\_\_\_\_  
 Note: 20% commission assessed on total sales. All items for sale require prior NCPA approval.
- Will there be a performance intermission?** YES NO **If yes, when?** \_\_\_\_\_  
 Note: A \$100.00 fee will be assessed if the performance/event exceeds 90 min in length without intermission.
- Estimated total length of performance:** \_\_\_\_\_ hours \_\_\_\_\_ minutes (TBD )
- A theatre marquee listing for your event is a courtesy based on space availability.**  
 Please state event title/ date/ time listing as requested

Line 1 LEASE EVENT

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_

Line 4 \_\_\_\_\_

Note: Maximum 30 characters/ spaces per line, 3 lines or less. NCPA reserves the right to edit. Your event will be listed On the marquee as soon as possible prior to your event.

## NORRIS CENTER FOR THE PERFORMING ARTS TICKET ORDER WORK SHEET

**General information:**

- All Tickets must be issued by the Norris Theatre ticketing system. Please note any infraction of this requirement will result in the denial of future Norris theatre rental requests. All event attendees, regardless of age, must possess a ticket to enter the theatre. Tickets cannot be exchanged or returned for refund.
- Complimentary ticket requests must be made to the Box Office Manager prior to the event. Tickets will be distributed at the box office 'will call window'. Please give a list to the box office manager in advance of the first performance.

There is a \$600.00 'Non-ticketed Event Fee' for events that do not sell or require tickets.

Event date \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_

Event date \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_

Event date \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_

Event date \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_

Event date \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_

Event date \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_

Event date \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_

Assigned (Reserved) Seating      OR      Unassigned (General)

**Event Ticket Prices:**

Full adult: \_\_\_\_\_ Child/Youth: (age\_\_\_\_) \_\_\_\_\_ Senior: (age\_\_\_\_) \_\_\_\_\_ Group: quantity \_\_\_\_\_

**Outreach performance:**

Day/Date: \_\_\_\_\_ Price: \_\_\_\_\_ Other: \_\_\_\_\_

Please list event title and additional information as requested on printed tickets. A maximum of (4) lines with twenty (30) characters, including any spacing.

Line 1) \_\_\_\_\_

Line 2) \_\_\_\_\_

Line 3) \_\_\_\_\_

Line 4) \_\_\_\_\_

Are you videotaping? YES: \_\_\_\_\_ NO: \_\_\_\_\_ Location of camera: \_\_\_\_\_

Do any seats need to be 'killed'? Describe number and location: \_\_\_\_\_

Do you want your tickets sold online? YES: \_\_\_\_\_ NO: \_\_\_\_\_

What date do you want them on sale? \_\_\_\_\_

What is the length of the show? \_\_\_\_\_

# Norris Center for the Performing Arts Technical Services Information

**Total Number of performers participating in event:** \_\_\_\_\_

**Stage Area that will be Used** (Check any that apply)

In front of main curtain \_\_\_\_\_ From mid-stage forward \_\_\_\_\_ Full stage w/orchestra pit \_\_\_\_\_  
Full stage, no pit \_\_\_\_\_

**Lighting/Sound Requirements** (Check any that apply)

Area lighting (solo performer) \_\_\_\_\_ General illumination (no color/ no special focus) \_\_\_\_\_  
Follow spots (2 available) \_\_\_\_\_ Full production lighting (done to your specification) \_\_\_\_\_

**Do you have a lighting designer?** YES / NO

**Will you require the use of the NCPA sound system?** YES / NO

**Number of microphones needed for the following:**

Speaking \_\_\_\_\_ Singing \_\_\_\_\_ Musical Instrument \_\_\_\_\_ Other \_\_\_\_\_

Note: Standard microphones are included with theatre rental, a limited number of wireless microphones are available for rent. Please refer to Rental Rate sheet for fee information.

**Will you be using:** Cassette tapes \_\_\_\_\_ CD's \_\_\_\_\_ Other \_\_\_\_\_

**Additional Requirements** (Check any that apply)

**Tables on stage:** 8ft \_\_\_\_\_ 6ft \_\_\_\_\_ 4ft \_\_\_\_\_  
**Chairs on stage:** \_\_\_\_\_ Metal/upholstered (50 available)  
\_\_\_\_\_ Bentwood (20 available)

**Tables in lobby:** 8ft \_\_\_\_\_ 6ft \_\_\_\_\_ 4ft \_\_\_\_\_  
**Chairs in lobby:** \_\_\_\_\_ Metal/upholstered (50 available)  
\_\_\_\_\_ Bentwood (20 available)

**Platforms:** \_\_\_\_\_ 4' x 8' x 12" (4 available)  
\_\_\_\_\_ 4' x 8' x 24" (4 available)

**9' Concert grand piano** (Grotrian) \_\_\_\_\_ **Upright** (Yamaha) \_\_\_\_\_  
Piano use fee \$50 per day. \$160 fee for tuning, if desired.

**Stands / Podium needed?** Yes / No **How many:**  
Music stands (30 available) \_\_\_\_\_ Stand lights (20 available) \_\_\_\_\_  
Conductor's stand (2 available) \_\_\_\_\_ Conductor's podium \_\_\_\_\_

**Acoustical shell:** (11) rollaway sections and (3) ceiling sections available. If ceiling sections are used, lighting is required over stage for stage to be lit. Set-up requires (3) hours tech labor added to your theatre rental time block. Please indicate which shell sections needed:

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**Motion picture screen needed:** Yes / No  
(size 14' x 20')

**LCD Projector needed:** Yes / NO  
A fee of \$150 per day will be charged.

**Marley dance floor** (40' x 30') **Check one color:** Black \_\_\_\_\_ Gray \_\_\_\_\_  
Note: Dance floor requires three (2) hours set up with labor of (3) tech crew add to total rental hours.  
\$350 Rental Fee per installation.

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**Will you be using any of the following Special Effects?**

Fog \_\_\_\_\_ Smoke \_\_\_\_\_ Effects Projection \_\_\_\_\_ Pyrotechnics \_\_\_\_\_ Open flame \_\_\_\_\_

Note: Open flame and/or pyrotechnics use is authorized only with prior approval by the NCPA Executive Director. Licensee must obtain the permit from the L.A. County Fire Prevention Dept. Pyrotechnics require a licensed operator in addition to permit.

**Set Description**

Please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type and number of set pieces:**

Drops \_\_\_\_\_ Flying set pieces \_\_\_\_\_ Risers \_\_\_\_\_ Furniture \_\_\_\_\_ Wagons \_\_\_\_\_ Other \_\_\_\_\_

**Do you have a set a designer?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Set load in Day/Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Will you provide a load in crew?** \_\_\_\_\_ **Number of persons?** \_\_\_\_\_

**Do you have a Stage Manager who will call the cues for your event?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Do you have a Technical Director?** Yes \_\_\_\_\_ No \_\_\_\_\_

The Norris Center Technical Director shall determine the number of tech crew needed for each event based on the information contained herein. The event sponsor may provide volunteer technical personnel in addition to the minimum of (3) NCPA crew, with the approval of the Executive Director. You are required to attend an in-person meeting to sign the rental contract and pay estimated rental fees. Please bring necessary persons to discuss technical requirements for your event at that meeting.

**Technical Director**

Name \_\_\_\_\_ Phone: Day \_\_\_\_\_ CELL: \_\_\_\_\_

**Stage Manager**

Name \_\_\_\_\_ Phone: Day \_\_\_\_\_ CELL: \_\_\_\_\_

**Lighting Designer**

Name \_\_\_\_\_ Phone: Day \_\_\_\_\_ CELL: \_\_\_\_\_

**Set Designer**

Name \_\_\_\_\_ Phone: Day \_\_\_\_\_ CELL: \_\_\_\_\_

**Sound Designer**

Name \_\_\_\_\_ Phone: Day \_\_\_\_\_ CELL: \_\_\_\_\_

**FAILURE TO COMPLETE THIS FORM IN ADVANCE OF THE REQUIRED PRODUCTION MEETING MAY RESULT IN THE CANCELLATION OF YOUR EVENT OR ADDITIONAL FEES CHARGED LICENSEE FOR COSTS INCURRED BY TECHNICAL STAFF FOR EVENT PREPARATION.**

**Norris Center for the Performing Arts Audio/Visual Application**

For audio or video recording approval, please complete the following questions:  
(Failure to complete this form will result in denial of recording privileges).

1. **Will Licensee be conducting?** Audio recording \_\_\_\_\_ Video recording \_\_\_\_\_

2. **Please list the following information on the recording:**

Day(s) \_\_\_\_\_ Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

3. **Who will be making the recording?**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

4. **Will members of the audience be allowed to record audio and/or video?** YES / NO

Note: If No, theatre ushers will not allow recording devices in the auditorium.

5. **Will members of the audience be allowed to use still cameras?** YES / NO

If yes, is flash photography allowed? \_\_\_\_\_ Will you have a pre-event announcement? \_\_\_\_\_

Authorization for the use of these facilities by the Norris Center for the Performing Arts shall not mean that the Norris Theatre, nor any of its constituent agencies in any way support, sanction, or agree with the policies/activities of the applicant.

The completion and filing of this application will not guarantee the applicant the use of the Theatre. The Booking of the Theatre is confirmed only by execution and delivery of a signed Theatre Rental Contract. Dates reserved are subject to cancellation if the Facility Use Application is not approved. The Estimated Rental Fees will be due upon signing of the Rental Contract.

**Name of person completing this form:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone: Day:** \_\_\_\_\_ **Evening:** \_\_\_\_\_ **Cell #** \_\_\_\_\_

For Office Use Only	
Event Approved:	
_____	_____
Theatre Rental- Sales Director	Date