

## TO APPLY FOR THE USE OF LCC THEATRE

*Completed applications must be received by LCC Theatre at least 10 weeks in advance.*

1. Contact Theatre Manager to discuss dates you would like to request.
2. Fill out application as accurately and completely as possible to enable Theatre staff to provide the most accurate ESTIMATE of costs.
3. Carefully review the **Theatre Rules & Regulations**. Your signature on the application is an agreement to abide by all Theatre rules, regulations, and policies. After approval of your application, it is your responsibility to distribute the Theatre Rules and Regulations to all appropriate people involved in your activity.
4. Mail completed application to LCC Theatre **along with an application deposit of \$300.00**. This deposit will be applied to your final bill. **If you cancel less than 8 weeks written notice prior to your event this deposit will not be refunded.**
5. Upon College's receipt of application, the requested dates are ONLY TENTATIVELY RESERVED for your group. Do not advertise your event until you receive final confirmation from Theatre Manager. Reservations are confirmed on the date of approval by the College. Applicant will be informed by letter or phone if request is approved or disapproved.
6. Theatre staff will call you to set up a meeting with the Technical Director and Theatre Manager to discuss your technical needs and to go over the rules and regulations.
7. **50% of the ESTIMATE is due after your application has been approved and after notification has been sent to you.** Mail this check to the Theatre Manager at least 30 days prior to activity. If 50% deposit is not received 30 days before the start of scheduled activities, approval for use may be withdrawn.
8. Contact the Theatre Manager immediately if activity is reschedule or cancelled. Deposit will be returned if the Theatre Manager receives written notification of cancellation at least 8 weeks (56 days) prior to first scheduled date of us. If notice is received less than 8 weeks (56 days) in advance, application deposit will not be refunded.
9. The LCC Business Office will issue an invoice after your activity is completed.
10. The UH Board of Regents Facility Use Policy prohibits use of the College's Theatre for fundraising activities by any group not affiliated with the University system.

### CONTACTS

Theatre Manager, Joe Patti

Assistant Manager, Wayland Quintero

Theatre Technician, Donald Ranney

Theatre Fax:

Theatre Box Office:

### PHONE

455-0381

455-0386

455-0383

455-0384

455-0385

### email

jpatti@hawaii.edu

waylandq@hawaii.edu

ranney@hawaii.edu

**Mailing Address:** Leeward Community College Theatre  
96-045 Ala Ike  
Pearl City, HI 96782

**Application for Use of Leeward Community College Theatre (Updated 06/15/2009)**

**APPLICANT INFORMATION** *(Please type or print clearly)*

Requesting Organization: \_\_\_\_\_

Organization Representative: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Phone [daytime]: \_\_\_\_\_ Phone [evening] \_\_\_\_\_ Cell/Pager: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Please read the following conditions prior to completing the application. The complete Rules and Regulations are a separate portion of the Application Packet.

1. The user [organization as indicated above] shall indemnify, defend and hold harmless the **University of Hawaii**, its officers, agents, employees or any person acting on its behalf from and against any claim or demand for loss, liability or damage, including, but not limited to, claims for property damage, personal injury or wrongful death, by whomsoever brought, arising from any accident or incident arising out of or connected with the performance of this Agreement. User will reimburse the **University of Hawaii** for all costs and expenses in connection with the defense of such claims, suits, damages and claims by whomsoever brought or made by reason of the non-observance or non-performance of any of the terms, covenants and conditions herein or the rules, regulations, ordinances and laws of the federal, state, municipal or county governments. **The user shall secure the \$1,000,000 liability insurance, naming the University of Hawaii, the State of Hawaii and their officers, employees and agents as additional insured.**
2. After the user's stay, the **Theatre will be in good repair, order and clean condition**, with reasonable wear and tear expected. No alterations may be made without the express written approval of the College. Charges will be made for any damage to equipment or facility.
3. The College will not be responsible for the security of cash receipts. The College will not be responsible for items stored at the Theatre.
4. All bills are to be paid by check within one week after billing. Checks are to be made out to LEEWARD COMMUNITY COLLEGE and sent directly to: Leeward Community College Theatre, 96-045 Ala Ike, Pearl City, Hawaii 96782. **Note- 50% of ESTIMATE due 30 days before event.**
5. User shall secure clearance and royalty agreements.
6. Tickets are required for all events regardless of price. User may provide its own tickets. User cannot issue more tickets than seats.
7. User must provide a company Stage Manager who has full knowledge of the show AND has no other commitments in the performance (i.e.- as a performer). In addition, User must provide a minimum of six ushers 18 years of age and older who will be available 1 hour prior to performance time and during the entire performance. Non-compliance may result in cancellation of performance or additional charges. User to provide additional security. LCC campus has limited security.
8. The Theatre's Rules and Regulations must be read and signed. By signing this application, user agrees to abide by all rules and regulations during the stay at LCC Theatre.

*I certify that the information provided is true and I agree to the conditions outlined.*

\_\_\_\_\_  
Representative of Organization/User

\_\_\_\_\_  
Date

Application received by Leeward Community College: \_\_\_\_\_

**Application for Use of Leeward Community College Theatre (Updated 06/15/2009)**

**ACTIVITY INFORMATION**

Title of Activity \_\_\_\_\_

**Type of Activity:**

- drama performance    dance performance    music performance  
 seminar    meeting    other: \_\_\_\_\_

Number of performers: \_\_\_\_\_   Anticipated Audience: \_\_\_\_\_

**Dates/Times Theatre Requested (Use additional sheet if needed):**

*Note: A standard "day" is 12 hours maximum, with the earliest "start" time of 8:00 a.m. Activities scheduled beyond the standard day will be subject to additional facilities and personnel charges. A minimum 1.5 hour lunch/dinner break will be observed every 5 hours.*

Date	Arrival Time	Departure Time	Activity	Event Start Time

*Note: Arrival Time is the actual time you need the facility opened. Activity should indicate nature of use, e.g. set up, rehearsal, or performance. Event start time is the time your event is scheduled to begin. If you are planning both rehearsals and performances on the same day, please use two lines, one for each activity.*

**TECHNICAL and SET UP INFORMATION**

*PLEASE FILL IN AS COMPLETELY & ACCURATELY AS POSSIBLE.*

**LIGHTING:**

Please check one:      \_\_\_ Standard House Plot   **or**   \_\_\_ Light Plot to be furnished by user

**Lighting Needs:**

- \_\_\_ Follow spots; specify number: \_\_\_\_\_ (2 available)  
 \_\_\_ Other:

**SOUND**

If item is required, please indicate quantity:

- \_\_\_ Microphones                      \_\_\_ On Stage Monitor Speakers  
 \_\_\_ Cassette Tape Recorder        \_\_\_ CD Player

**MISCELLANEOUS** (where appropriate, indicate quantity)

Please check one:

- \_\_\_ Rosco Dance Flooring  
 \_\_\_ White background   **or**   \_\_\_ Black background  
 \_\_\_ Lectern/podium  
 \_\_\_ Grand Piano (charge for use) (1 available)  
 \_\_\_ Chairs (for stage)  
 \_\_\_ Tables (for stage)   \_\_\_ Tables (for wings)  
 \_\_\_ Platforms, (limited availability)   \_\_\_ Choir Risers  
 \_\_\_ Banners or any items to be hung (must be provided by user and discussed prior to arrival at Theatre)

**Application for Use of Leeward Community College Theatre (Updated 06/15/2009)**

**AUDIENCE SEATING:**

\_\_\_ Orchestra Lift used for performance- 574 (with in-house sound mix area)

\_\_\_ Orchestra Lift used for audience seating- 635 (MAXIMUM with NO in-house sound mix area) (**extra \$100 charge**)

**DRESSING ROOMS** (please check which, if any, are requested)

\_\_\_ Men’s Dressing Room    \_\_\_ Women’s Dressing Room [size of each: 25’ x 15’]

\_\_\_ Solo Dressing Room A    \_\_\_ Solo Dressing Room B [size of each: 11’ x 7’]

**ROOMS WITH RESTRICTED AVAILABILITY:**

\_\_\_ Large Dance Studio [35’ 6” x 39’], with Rosco Flooring- **NO shoes of any kind, bare feet or socks only.**

\_\_\_ Small Dance Studio [34’ x 23’], with wood floor- **NO shoes of any kind- bare feet or socks only.**

Other rooms may be available, please inquire

**FRONT OF HOUSE**

\_\_\_ Box Office use not requested

\_\_\_ Box Office use requested (Renter provides staff)

**USHERS**

Please provide the name & phone number for your Usher Coordinator: \_\_\_\_\_

A minimum of 6 ushers is required-18 years and older.

*\*Note: User is required to hire an LCC House Manager for all performances. Doors will NOT be opened until ALL ushers are present and have been briefed as to their duties. If there are fewer than 6 ushers, LCC Theatre reserves the right to charge renter \$100 per hour, per usher that LCC Theatre brings in to fulfill usher requirements.*

*Please read- “Ushers For Your Event- A REQUIREMENT FOR LCC THEATRE RENTERS/USERS.”*

**LOBBY ARRANGEMENTS**

Please state any requests for set-up in lobby such as chairs, tables, easels, etc. **Include time your group will arrive.**

\_\_\_ 6’ tables

\_\_\_\_\_ Folding Chairs

**RECEPTIONS-** Please indicate if serving of any food/beverage is planned; location and time; Prior approval must be obtained; please see Rules and Regulations.

**\*Please remember that food, drinks, gum, smoking are NOT allowed on stage, in the lobby nor in the audience. If any of these items are found in the auditorium, your group will be charged an additional fee. NO SMOKING anywhere within the building.**

**This section to be completed by LCC Staff ONLY**

**ESTIMATED COSTS**

<b>Facilities Rental</b>	___ days rehearsal/set up @ \$400.00/day (Rehearsal sound and work lights only)	\$ _____
	___ days rehearsal @ \$500.00/day (Basic sound and lighting package use)	\$ _____
	___ days performance @ \$1000.00/day (Basic sound and basic lighting)	\$ _____
<b>Technical Crew</b>	___ crew hours @ \$18.00/hour (minimum, 2 per event, minimum 4 hour call)	\$ _____
<b>Theatre Site Manager</b>	___ hours @ \$30.00/hour (Required for all hours user is in building and all hours during which work for the production is being done in the building)	\$ _____
<b>House Manager</b>	___ hours @ \$25.00/hour (Required 4 hour minimum)	\$ _____
<b>Weekend or Holiday Custodial Overtime</b>	___ clean ups @ \$350.00/each	\$ _____
<b>Grand Piano</b>	___\$175 use fee	\$ _____
<b>Dance Package</b>	___\$150 (includes 4 rolls gaffer's tape)	\$ _____
<b>Extended Sound Pkg</b>	___\$100/day exclusive of wireless mics and operator	\$ _____
<b>Extended Lighting Pkg</b>	___\$100/day exclusive of operator	\$ _____
<b>Follow Spotlights</b>	___\$50/each per day (exclusive of operator)	\$ _____
<b>Platforms</b>	___\$20/each per day	\$ _____
<b>Choir Risers</b>	___\$15/each per day	\$ _____
<b>Orchestra Pit Seating</b>	___\$100.00	\$ _____
<b>Projector</b>	___\$300/day (via LCC media center)	\$ _____
<b>Hazer</b>	___\$25/day	\$ _____
<b>Smoke Machine</b>	___\$25/day	\$ _____
	<b>ESTIMATE TOTAL</b>	\$ _____

**APPLICATION APPROVALS**

Scheduling

Technical

Facilities Use Approval

\_\_\_\_\_  
Staff /Date

\_\_\_\_\_  
Theatre Technician / Date

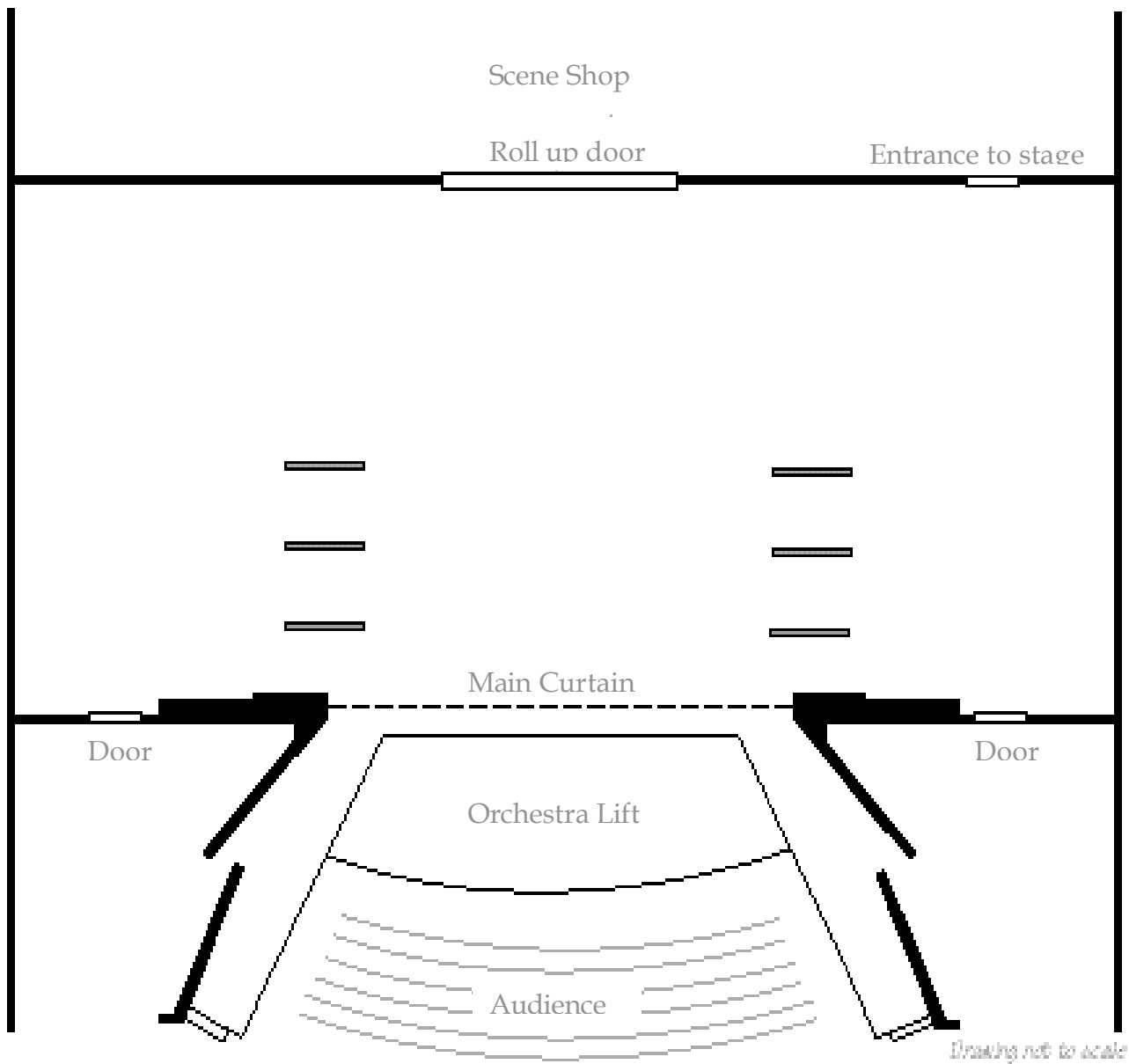
\_\_\_\_\_  
Theatre Manager / Date

**Application for Use of Leeward Community College Theatre (Updated 06/15/2009)**

**Your overall notes on Set-up**

*Please indicate approximate set up on the diagram of the stage. Please note that the orchestra lift can be used as either performance area or for seating. Drawing is not to scale.*

(Back of Theatre- Restricted Parking Area)



**Drawing not to scale**

**Leeward Community College Theatre Rate Sheet** (Effective June 15, 2009)

Facilities Rental

Rehearsal/set up	\$400.00/day (work lights only & rehearsal sound)
Full rehearsal	\$500.00/day (basic lighting & basic sound)
Performance	\$1000.00/day (includes basic lighting & basic sound)
Over 12-hour day	\$100/hour
Dance package	\$150.00/event (includes 4 rolls gaffer's tape)
Extended Sound Pkg	\$100.00/day (exclusive of wireless mics and operator)
Orchestra pit	\$100.00 for seating in orchestra pit
Extended Light Pkg	\$100.00/day

Technical Crew

Crew Hours	\$18.00/hour (minimum 4-hour call)
Site Manager	\$30.00/hour (required for all the hours user is in building)
House Manager	\$25.00/hour (required beginning 1.5 hours before performance time until audience has completely exited, and whenever lobby is being used (e.g., lobby set up, displays, etc.))
Janitorial OT	\$350/cleanup

Equipment

Grand piano	\$175.00 use fee
Follow Spot	\$50.00/each per day (exclusive of operator)
Platforms	\$20.00/each per day
Choir Risers	\$15.00/each per day
Projector	\$300.00/day
DF-50 Hazer	\$25.00/day
Martin Magnum	
Pro 2000 Smoke Machine	\$25.00/day

Basic Sound:

Stage monitors, mixer, speakers, a CD and/or cassette player and 2 microphones

Basic Lights:

Standard house lighting plot using Expression Board

Ushers:

If less than 6 adult ushers are present for each date of performances, LCC Theatre reserves the right to charge renter \$100.00 per hour, per usher that LCC Theatre would have to call in to fulfill usher requirement.

NOTES:

## **LEEWARD COMMUNITY COLLEGE THEATRE RULES AND REGULATIONS**

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It is your responsibility as a user of the LCC Theatre to insure that all members of your group are aware of these rules and adhere to them. Please review all rules and regulations on this and following pages. **You must initial** each rule in the right hand column to indicate that you fully understand the responsibilities and will adhere to all rules during your stay at our Theatre. All our rules and regulations are simple and are often necessary for **safety** reasons. **A complete application requires your initials in every box.**

Initial

### **MANDATORY PRE-PERFORMANCE MEETING**

One person must be designated to be the contact between your group and the Theatre staff. This main contact and any other production staff is required to meet with the Theatre Staff at least three weeks in advance of your event. Stage Manager and Usher representative will be required to be at the pre-performance meeting.

\_\_\_\_\_

### **MANDATORY PUBLIC LIABILITY INSURANCE**

The user shall obtain and carry certificate of liability insurance, naming The University of Hawaii and the State of Hawaii and their officers, employees, and agents as additional insured for the specific dates of the rehearsals (if any) and the performances, with a combined single limit of not less than \$1,000,000 bodily injury and property damage (BI/PD). A copy of the rider insurance must be faxed or mailed to the Theatre, and confirmed received, at least 30 days prior to the first scheduled use of the Theatre.

\_\_\_\_\_

### **REAR PARKING LOT BEHIND THE THEATRE BUILDING NOT ALLOWED**

The rear parking lot of the Theatre is restricted to loading and unloading only. **Parking is NOT ALLOWED.** Double parking and parking along the access road is NOT allowed. **Activities will be halted and cars will be towed if group's members fail to abide by this rule.** Please do not misuse the few disability spaces that are for people who truly need them. Parking is available in the lot on the Diamond Head side of The UH West Oahu portable wooden buildings.

\_\_\_\_\_

### **AUDIENCE SEATING**

Because the LCC House Manager is the liaison with the technical crew, only he/she is authorized to approve opening the House for audience seating for performances.

\_\_\_\_\_

### **CONCESSIONS**

The sale of items (posters, CDs, programs, T-shirts, food, drinks, etc.) is subject to the approval of the College. A written request must be received by the Theatre Manager 30 days prior to activity, indicating what items will be sold and the prices. **Concession charge will be 15% of gross sales, as determined by Theatre Manager and group's representative.**

\_\_\_\_\_

### **SEATING CAPACITY - *Overselling the house* is NOT PERMITTED**

The seating capacity of LCC Theatre is 574, 580, or 635 depending on use of the orchestra lift. Please do not "oversell the house," (i.e. sell more tickets than we have seats). Failure to comply with this rule may result in the halting of your production.

\_\_\_\_\_

### **OPENING & CLOSING OF THEATRE FACILITY**

The time indicated on application should accurately reflect your time in the Theatre. The Theatre staff will open the facility at the time indicated on the application. Please do not assume that the Theatre will be available for your use earlier than requested.

\_\_\_\_\_

**FOOD/DRINKS**

Absolutely no food or drinks are allowed in the lobby, house, or on stage. During all rehearsals, you are responsible for enforcement of this rule. During performances, your Head Usher must insure audience members are aware of this rule. Secure permission from Theatre Manager for food backstage or in basement.

**RECEPTIONS**

Receptions, both formal and informal, require prior approval. Please note your request clearly on the application form, and go over requirements with the Theatre Manager. **This includes food backstage for the performers.**

**SIGNS**

Signs can ONLY be taped to concrete walls backstage, bulletin boards and room doors in the downstairs areas. Do not tape or pin signs to any walls or doors in the lobby and audience areas or to any hanging curtains on stage. No signs (other than those posted by theatre staff) are to be taped to any glass surfaces of the theatre lobby. Please remove all signs that you hang. A charge of \$100 will be assessed for failure to comply with this rule.

**EQUIPMENT/TECHNICAL**

Use of the College's Baldwin Concert Grand piano is highly restricted. Your request must be included in the application. This includes any and all casual and informal use!

The operation of any College equipment must be handled by the theatre staff only. Special exceptions may be obtained by contacting Theatre Manager and with the written approval of the Technical Director and Theatre Manager 10 days prior to event.

The Theatre has a limited number of folding chairs and tables stored in the building. We will have the appropriate number of chairs and tables available based on your request. We may not be able to add more at the last minute.

Lighting & sound control rooms, lighting beams, box boom areas, loading galleries and the grid are OFF LIMITS to everyone. These are dangerous areas and are marked **Authorized Personnel Only**.

Prior arrangement must be made for storage of user inventory. We do not encourage storage of personal items in the theatre. User waives all claims for anything left on premises. Theatre does not provide miscellaneous supplies, such as tape and scissors.

**GROUP RESPONSIBILITY**

**Initial**

If your activity requires large numbers of people backstage during performance, or in the house during rehearsals, it is imperative that you have a representative, in each area, available to enforce the rules. For children, a ratio of 1 adult for every 20 children is strongly recommended. If Theatre staff determines there are not an adequate number of adult supervisors, additional Theatre staff will be hired to handle situation. Additional costs will be charged to user.

**LOBBY**

Lobby is off limits during all rehearsals and set up.

Lobby is open only before, during and after performances.

Any displays and all lobby arrangements must be discussed with the Theatre Manager well in advance of the activity.

**Due to the nature of the LOBBY MURAL, NOTHING is to be placed on lower ledge in front of it and absolutely nothing propped up against it. A charge of \$100 will be assessed for failure to comply with this rule.**

**BATHROOMS**

During rehearsals: Performers, family and friends should use the downstairs bathrooms or the bathrooms outside the back of the Theatre (FA Bldg). Do not use the lobby bathrooms. \_\_\_\_\_

**TELEPHONE USAGE**

Telephones are located outside the back of the Theatre for use by your group. The backstage phone is restricted to business calls by LCC Theatre staff only. \_\_\_\_\_

**MISCELLANEOUS**

State law mandates **NO SMOKING within the LCC Theatre complex.**

**No food, no drinks, no shoes of any kind are allowed in the dance studios downstairs. Bare feet or socks only.** If your group needs to use these rooms, please discuss limitations with Technical Director or Theatre Manager.

Ask permission to use anything not assigned to you (chairs, tape, etc.). Return everything to its original state or location.

When in doubt, please ask the Theatre Manager or the Technical Director. Problems are best minimized and solved if discussed prior to your arrival at the Theatre.

Initials \_\_\_\_\_

**Application for Use of Leeward Community College Theatre (Updated 06/15/2009)**

**PUBLICITY INFORMATION FORM - FOR LCC THEATRE RENTAL EVENT**

The information you provide on this form will help us respond to telephone inquiries about your event.

**PLEASE COMPLETE AND RETURN THIS FORM WITH YOUR APPLICATION.**

**EVENT:** \_\_\_\_\_  
*(Title as advertised)*

**Concise Description of Event:** *(If available, attach any prepared publicity materials and/or press release)*

**Performance Date(s) and Time(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is your event open to the public? \_\_\_Yes \_\_\_No

If it is open to the public, ADMISSION:

\_\_\_\_\_ IS FREE

\_\_\_\_\_ WILL BE CHARGED

**Tickets - Please list categories, advance sales prices, and at the door prices.**

**Price(s):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tickets available starting on \_\_\_\_\_ *(date)*

**How can your patrons get tickets?** *(website, email address, phone number, ticket outlets)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For additional information, patrons may call:

\_\_\_\_\_  
Name Phone No. Name Phone No.