



870 South Fisher St, Blackfoot, ID 83221

spjute@blackfootpac.com

Jacob Spjute (208-515-8647)

Kiah Spjute (208-317-5508)

Facility Use Application/Technical Request

THIS COMPLETED FORM, A LIST OF REQUESTED EQUIPMENT, AND ANY OTHER ITEMS, MUST BE SENT TO THE FACILITY ONE MONTH PRIOR TO YOUR EVENT.

Renter Contact Information

Today's Date: _____

Name of Event: _____ Estimated Attendance: _____

Name of Presenting Group/Organization: _____

Organization's Website: _____

Applicant's Name: _____ Day Phone: (____) ____ - ____

Mailing Address: _____ Cell Phone: (____) ____ - ____

City, State, Zip: _____

Email Address: _____

<u>Day of Week</u>	<u>Date</u>	<u>Time</u>	<u>Rehearsal</u>	<u>Show</u>
_____	_____	_____ to _____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____ to _____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____ to _____	<input type="checkbox"/>	<input type="checkbox"/>

Describe Event:

Agreement Information

This form will help in *ESTIMATING* production costs. Billing for events is done on the basis of actual time (beginning with contracted starting time and ending at the time the facility is clear and restored to original condition), equipment requested and/or used, and personnel necessary for the production. If there are changes or additions to the production, the user (client) of the facility shall bear any additional expenses. A **\$100 required deposit** must be collected at time agreement has been made.

House sound system and stage lighting system are included in rental fee. **Important! All technical information must be received by the Facilities Coordinator at least ONE month before the performance date.** It may not be possible to meet the technical needs of a performance if the technical information is not received within this time frame. This includes lighting plots for events. Any type of audio/video media needs to be delivered via email or USB drive to the Facilities Coordinator within a minimum of 24 hours before the show starts. Testing of the media will confirm the items work with the BPAC system. Any laptops used for presentations, please describe if using HDMI or VGA.

Initial: _____

Hall Rental Rates

Commercial Groups: (Admission charged): **\$1,000 plus 10% ticket sales (*capped at \$4500)**

Non-Commercial Groups: (No admission charged or donations only): **\$275 for 3 hr. minimum, \$75 per hour thereafter.**

Backstage Event: On theater stage with max 200 attendance, **50/50 via ticket sales & sales tax + 10% on Merchandise (\$300 Guarantee Minimum)**

Additional Rates: \$50 per hour for all time scheduled for rehearsal times and setting stage for events prior event day. Printed schedule required & attached to contract for all dates and times requested, this applies to all commercial and non-commercial groups using the facility. (Definition of groups in School Board Policy guide POLICY NO:910 under "Types of Rental")

Initial: _____

House Sound System (Check all needed)

House sound system with Behringer X32 at FOH, QSC KLA in a L/R configuration, dressing room monitors and 2 stage monitors are included in rental fee.

- _____ Wired hand-held on stand: \$10 per unit (2 included in rental fee) Quantity _____
- _____ Wireless hand-held on stand: \$30 per unit (4 available) Quantity _____
- _____ Wireless lapel or headset: \$30 per unit (8 available) Quantity _____
- _____ Podium with microphone: Free
- _____ Choir microphones: \$100
- _____ LCD projector and screen: \$75
- _____ Stage communication and headset: \$50
- _____ Backline equipment: Price negotiable depending on requirements of the performer

Initial: _____

General Equipment (Check all needed)

- _____ Orchestra pit: \$250 Orchestra pit uncovered, available to use. Pit cover must be disassembled and removed, extra labor charge. (approx. 3 techs @ 4 hours each).
- _____ Concert shell: \$100 Concert Shell placed in position per size of stage, extra labor charge (approx. 3 techs @ 4hrs each).
- _____ Upright Kawai piano: free
- _____ 9 ft. Steinway concert grand piano: \$100 with Contract
(Extra \$150 if tuning required) with Contract Tuning _____
- _____ Followspots (2 available, paid trained tech required)
- _____ Choir risers: (7 available) \$70
- _____ Drum risers 4' x 8': (6", 12", 24") \$10 ea. (6 available each size) Quantity _____
- _____ Music stands, director stand, chairs, stools: free Quantity _____
- _____ 8 ft. tables: 3 free (2 in lobby, 1 on stage), 4 or more \$2 each Quantity _____
- _____ Folding chairs or band chairs: free (100 ea. Available) Quantity _____

Initial: _____

Personnel (Check all needed)

FACILITIES COORDINATOR WILL HAVE FINAL DECISION AS TO THE NUMBER OF SUPPORT PERSONNEL REQUIRED FOR EACH EVENT. Three (3) Hour Minimum for all Personnel. *Technical Staff Minimums: 2 Head Technicians*
The cost of labor in arranging the stage must be paid by the lessee. The lessee may furnish its own labor for stage hands, Box office manager, ticket takers, and ushers. Sound and lighting staff will be furnished by lessor but wages will be paid but lessee. All staffing must be approved by Facilities Coordinator. Facilities Coordinator can require house staff to be used for some positions.

- _____ Head Technicians: \$25.00hr
- _____ Assistant Technicians \$20.00hr
- _____ Stage Hands & Others \$15.00hr
- _____ Security (required with audiences over 350)
(Must schedule security with School Resource Officer 2 weeks in advance, Call BHS High School, pay to security at time of event.)

Initial: _____

Box Office and Merchandise

Box office services, including ticketing and ushering, are available to people holding events at the BPAC. Arrangements for these services must be made at least two months in advance of the event. Please contact the BPAC Programming Director (208-317-5508) to make arrangements for these services.

_____ Ticket printing: \$150 _____ Ticket sales (includes mail, telephone, internet, credit card): \$500
 _____ Sales tax on ticket sales: 6% _____ Internet and credit card fees: 15%
 _____ Ushers, parking attendants, merchandise sellers, ticket and money takers: \$10 per hour

The sale of merchandise, souvenirs, or goods of any kind is subject to the approval of the Theater Manager. All renters must set up and adhere to any space requirements prior to the opening of the doors. The BPAC will charge a 10% commission on the gross sales of the merchandise. No food or drink may be served or sold. (except water)

Performance Costs: (Estimated Total)

\$ _____ + \$ _____ + \$ _____ + \$ _____ = \$ _____
Rental Fee Additional Item Personnel Labor Box Office Cost Grand Total Rental Fee
 Deposit (\$100 due at time of contract): \$ _____
 Total Remaining Rental Fee (*due at time of event*): \$ _____

Technical Request Agreement regarding use of facility, backstage regulations and guidelines

The Theatre crew is comprised of both professionals and advanced tech students; they are considered non-union stagehands. The following rules are strictly enforced for the protection of both workers and performers.

1. All Theatre crew members are hired with a 3-hour minimum call.
2. An 11:00 P.M. curfew for all load-ins and rehearsals. This means stopping a minimum of 10 minutes before 11:00 P.M. to clean up so that the building is completely clear by 11:00 P.M. The only exceptions are post-show strikes and occasional load-ins delayed by a prior event and then only by prior arrangement with the Theatre Manager.
3. Only the Theatre crew is allowed to operate the light board, follow spots, sound console, lock rail and loading bridge. You may supply your own scenery movers, prop people and wardrobe people.
4. Blackfoot Performing Arts Center is technically a "road house," which means all shows should be totally self-contained. The Theatre normally provides general area lighting, sound reinforcement and flying of existing drapes as part of our services. Any technical requirements beyond these standard setups must be pre-arranged a minimum of 1 month prior to the event date with the Theatre Manager, this includes any special lighting, follow spots, sound effects and tapes, flying of additional scenery and drops or assistance with set construction and/or finishing details.
5. Theatre crew heads (lighting, sound, carpenter and props) don't design your lights, make a sound tape, fabricate rigging, or assist with finishing set details. You must contract each of them separately and agree upon an additional fee for the work at least two weeks in advance (4 weeks preferred) before your event loads in. You may call the Theatre Manager to make arrangements.
6. On stage safety is critical. If there is any doubt about the safety of scenic elements (special lighting fixtures, flash pots, stairs or ramps, elevated platforms, scenery rigged to fly, etc.), please discuss with the Theatre Manager prior to the event. If scenic elements arrive at the Theatre that were not thoroughly discussed ahead of time with Theatre Manager and are deemed unsafe, they will not be allowed to go on as is. They will be either repaired or not used.
7. Open flames (including handheld candles), firearms, live explosives and lasers are not allowed in Theatre except in very specific, carefully controlled circumstances and never without the prior approval of the Theatre Manager.
8. It is extremely helpful to Theatre crew if you limit the number of people in charge to one stage manager or, at most, one person each for lights, sound, and rail cues. A script or

program clearly marked with lighting, sound, scene changes and fly cues is very helpful. If your event is technically complicated, separate scripts or programs should be clearly marked for each person, i.e... lights, sound, follow spots and fly cues.

9. To protect the audience seating, carpeting and backstage areas, the auditorium and stage areas are off limits for food, drinks and smoking. Any damage to carpets, walls, mirrors, seats, etc., on stage, in dressing rooms, halls and audience, will be billed to the event. Only water is allowed in dressing rooms.
10. The following equipment may not be removed from its permanent positions: main curtain, movie screen, all 5 electrics and sky drop. Excessive damage to the stage floor or walls will be billed to the event at cost.
11. Storage space is not available before or after your event. The Theatre has small storage spaces that are generally available for limited storage during your events scheduled time in the building. Without prior arrangement, nothing can be left anywhere in the Theatre for late pickup. Everything must go out during your strike. If you have storage questions or problems, consult with the Theatre Manager well in advance of your event.
12. For healthy and safety reasons, shoes are required at all times within Theatre.
13. Cleaning fee is subject to change. Additional cleaning fee may apply if facilities are left in an unacceptable condition by your staff, performers, audience, and/or volunteers. This is left to the discretion of the Theatre Management.

Hold Harmless Agreement for use of Blackfoot Performing Arts Center

1. The renter agrees to hold harmless any actions, injuries, or any other claims or demands that may arise from the participants involved using the Blackfoot Performing Arts Center.
2. The renter agrees to immediately notify the Blackfoot Performing Arts Center of any conduct or circumstances which bring about injury to persons or tangible property, describing the injury or damage to tangible property, stating the time and place the injury or damage which occurred, and stating the names of all persons involved.
3. The renter agrees to reimburse the Blackfoot Performing Arts Center any and all damages or losses caused by the organizations use, and agrees to promptly pay for said damages. Prompt payment shall mean within thirty (30) days of completion of the event.
4. This agreement may not be changed orally, but only by an agreement in writing and signed by both parties.

Organization Representative _____
 Name _____
 BPAC Facility Coordinator _____
 Name _____

_____ Date _____
 _____ Date _____

**Return deposit and contract to:
 Blackfoot Performing Arts Center, 870 South Fisher, Blackfoot, ID 83221**