

FOOTHILL COLLEGE
FINE ARTS FACILITIES OFFICE

650-949-7252

thorntonkay@foothill.edu

THIS COMPLETED FORM OR A LIST OF REQUESTED EQUIPMENT MUST BE SENT TO THE FACILITIES COORDINATOR BY ONE MONTH PRIOR TO YOUR EVENT.

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.

Make a check in the left-hand margin next to the equipment you will need and fill in quantities where indicated.

SMITHWICK THEATRE RENTAL FEE- for-profit groups (minimum 4 hours per day):

Rehearsal- \$55/hour

Performance-\$150/hour

date(s) of rental _____

times for rehearsal _____

times for performance _____

times for restore _____

SMITHWICK THEATRE RENTAL FEE- non-profit groups (minimum 4 hours per day):

This rate is for groups with current 501(c)3 licenses and **who are not charging admission or donations for the event.**

Rehearsal- \$44/hour

Performance-\$120/hour

date(s) of rental _____

times for rehearsal _____

times for performance _____

times for restore _____

NOTE: Equipment and personnel charges are not included in Theatre rental fee. See equipment/personnel price list attached.

ALL EQUIPMENT RENTAL PRICING IS PER DAY

STAGE EQUIPMENT

Dance floor-Marley (gray or black):	\$175.00/event+labor
Concert Shell: requires 2 technicians for set-up and take down	\$60.00+labor
Risers (enclose a ground plan) 4'X8'X8"(8 available) # needed _____ 4'X8'X16" (2 available) # needed _____ 4'X8' with 8", 16", or 24" legs (6 available) # needed _____	\$10.00 each
Choral Risers (3-step units-5 available): # needed _____ (enclose a ground plan):	\$20.00 each
Music Stands (up to 60), (please enclose a ground plan): # needed _____	\$35.00
Music Stand Lights (46 available), (please enclose a ground plan): # needed _____	\$35.00
Chairs for indoor use only (folding, up to 100), (please enclose a ground plan): # needed _____	\$35.00
Tables (3'X6'): #needed _____, location _____	\$5.00 each

STANDARD MASKING:

5 sets of legs & borders, including mid stage & upstage travelers; main curtain

Main Curtain and/or On-stage travelers (may require additional stagehand)	labor only
Main Curtain- Fly _____ or Travel _____	
Mid-stage Traveler- Fly _____ or Travel _____	
Upstage Traveler- Fly _____ or Travel _____	

SPECIAL RIGGING (needs approval of Facilities Coordinator):

Please specify _____ pending

PIANO (tuning is extra):

Steinway D (9' Concert Grand):	\$125.00
Piano Tuning:	\$100.00 each

SOUND EQUIPMENT

Standard equipment includes:	\$80.00/day
16 channel mixer in booth (Allen & Heath Mix Wizard WZ3 16:2), amplifiers, house speakers (Nexo S1230's with Nexo RS15 subs), dressing room monitors, intercom	
Microphones:	
Floor (Crown- PCC 160) 3 available # needed _____	\$25.00 each
Instrumental (Shure SM57) 6 available # needed _____	\$20.00 each
Vocal (Shure SM58), 6 available # needed _____	\$20.00 each
Choral (Shure SM81), 2 available # needed _____	\$25.00 each
Wireless, 4 lavalier or 4 hand-held available Hand held- # needed _____ Lavalier- # needed _____	\$60.00 each
Direct Input Box (Whirlwind), 3 available # needed _____	\$15.00 each
On-stage Monitor Speakers (PAS 125FM) 2 available: # needed _____	\$25.00 each
Compact Disc Player, 1 available:	\$25.00
Mixer in house (Allen and Heath, GL2400) requires house sound engineer	\$35.00

LIGHTING EQUIPMENT

Rates are based on using the existing repertory lighting plot.
Any re-hang for specials, or redesign, will be extra.

Apron only (in front of main curtain):	\$45.00
Half Stage (in front of mid stage traveler):	\$85.00
Full Stage (entire stage including cyc):	\$160.00
Followspots, 2 available (in booth): # needed _____	\$60.00 each
Additional equipment: <u>(needs approval of Facilities Coordinator)</u>	pending
F-100 fog generator and fog fluid	\$25.00
Mirror ball and motor	\$20.00

AUDIO VISUAL EQUIPMENT-

Projection Screen: 10'x14' rear:	\$140.00/day
Video Projector (Panasonic PTL711XU), 1 available:	\$340.00
Other A/V equipment <u>(needs approval of Facilities Coordinator):</u> Please Specify _____	pending

SPECIAL REQUESTS

Special requests need written approval by the Facilities Coordinator at least four weeks prior to the event; costs will depend on items requested.

Recording of program:

Client may record programs at no cost. Client must provide own equipment and personnel; Foothill will provide sound feed and extension chords. No recording equipment may block aisles. Foothill personnel are not responsible for the quality of the sound recording.

OUTDOOR REQUIREMENTS

Large orders of tables and chairs must be made at least four weeks prior to event, with no guarantee that the request can be filled. Foothill will contact the client in the case that requests cannot be filled. Charges are \$30 for up to 100 chairs and \$5 per table for up to 20 tables, plus labor for delivery, set-up, and restore.

PERSONNEL/LABOR

FACILITIES COORDINATOR WILL HAVE FINAL DECISION AS TO THE NUMBER OF SUPPORT PERSONNEL REQUIRED FOR EACH EVENT.

PERSONNEL/LABOR CHARGES

FOUR HOUR MINIMUM FOR ALL PERSONNEL

Overtime charged (1 1/2 times base rate), assessed after 5 hours continuous work without a meal break (of 1/2 hour) until break is taken. Overtime will be charged hourly, after an 8 hour day.

Crew call times cannot be changed later than three weeks prior to event.

Theatre Manager	\$50.00/hour
The Theatre Manager must be present whenever client is in the building.	

Sound Engineer (for live performance mix)	\$50.00/hour
--	--------------

Theatre Technicians	\$35.00/hour
Light Board Operator	

Sound Technicians
 # requested _____

Followspot Operators
 # requested _____

Stage Hands
 # requested _____

A \$200.00 Mandatory Cleaning Fee will be charged per day for each event.

You will be charged an additional \$50/hour if your event takes longer than four hours to clean.