

**FOOTHILL COLLEGE**  
**FINE ARTS FACILITIES OFFICE**

**650-949-7252**

**THIS COMPLETED FORM OR LIST OF NEEDED EQUIPMENT MUST ACCOMPANY THE APPLICATION AND DEPOSIT WHEN RETURNED. A CONTRACT MAY NOT BE ISSUED WITHOUT THIS INFORMATION.**

**THEATRE TECHNICAL REQUIREMENTS FORM AND PRICE LIST**  
**FOR NON-PROFIT ORGANIZATIONS**

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. If there are changes or additions to the production, the user (client) of the facility shall bear any additional expenses.

**APPRECIATION HALL RENTAL FEE SCHEDULE :**

All applications-----\$85.00/hour

Non-profit rate-----\$68.00/hour The non-profit hourly rate is for current 501(c)3 licensed groups who are not charging admission or donations for the event.

**NOTE:** Equipment and personnel charges are not included Appreciation Hall rental fee. See equipment/personnel price list below.

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

**EQUIPMENT**

Choral Risers (3 step units-5 available), per day (plus labor) \$15.00 each  
# needed \_\_\_\_\_ (enclose a ground plan):

Music Stands, per day, as available (enclose a ground plan): \$25.00  
# needed \_\_\_\_\_

Tables (3'X6'), per day: \$5.00 each  
#needed \_\_\_\_\_

**PIANO** (Mason and Hamlin, 7' Grand) \$100.00  
Piano Tuning (must be requested at least 3 weeks in advance): \$145.00 each

**AUDIO VISUAL EQUIPMENT-**

**Use of any of the following necessitates at least one theatre technician and must be requested at least 3 weeks in advance:**

Microphones, wireless, 2 lavalier/ 2 hand-held available: \$60.00 each

Blu-ray player:	\$45.00/day
Digital Projector and screen:	\$340.00/day
Other A/V equipment: Please Specify _____	Negotiable

### **SPECIAL REQUIREMENTS**

Special requests/requirements need written approval by the Theatre Manager three weeks prior to the event.

Negotiable

### **PERSONNEL/LABOR**

A four-hour minimum is required for all personnel. Labor will be scheduled at the discretion of the Facilities Coordinator.

Theatre Technicians	\$35.00-\$50.00/hour
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Overtime charged (1 1/2 times base rate) assessed after 5 hours continuous work without a meal break (of at least 30 minutes) until break is taken and/or after an 8-hour day.

### **BOX OFFICE AND TICKET SALES POLICIES**

The Foothill Box Office cannot provide or sell tickets for outside events. Clients are welcome to sell their own tickets the door. Foothill will provide tables and chairs as necessary.

### **CLEANING POLICY**

The client must place all trash in receptacles or trash bags. All posters, signs, etc., must be removed by the client. All equipment used must be replaced and the premises left in a neat and ordered fashion.

### **GENERAL POLICIES**

- No food is allowed inside Appreciation Hall or its lobby, other than water. Tables can be provided outside for outdoor refreshment.
- Any food served must be from a licensed caterer of Santa Clara County. No food may be cooked on campus.
- No posters or decorations may be affixed to the walls of any campus buildings, inside or outside.
- Foothill College is a non-smoking campus. Smoking is allowed only in designated smoking areas.
- No alcohol is permitted on campus.