

FOOTHILL COLLEGE
FINE ARTS FACILITIES OFFICE
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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.

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

Rehearsal- \$40/hour

Performance-\$100/hour

date(s) of rental _____
times for rehearsal _____
times for performance _____
times for restore _____

LOHMAN 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- \$32/hour

Performance-\$80/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.

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.

ALL EQUIPMENT RENTAL PRICING IS PER DAY

SOUND EQUIPMENT

Sound system:	\$75.00
Microphones:	
Floor (Crown- PCC 160) 3 available	\$25.00 each
# needed _____	
Instrumental (Shure SM57) 5 available	\$20.00 each
# needed _____	
Vocal (Shure SM58), 5 available	\$20.00 each
# needed _____	
Direct Input Box (Whirlwind), 3 available	\$15.00 each
# needed _____	
On-stage Monitor Speakers 2 available:	\$25.00 each
# needed _____	
Compact Disc Player, 1 available:	\$25.00

LIGHTING EQUIPMENT

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

Rep plot:	\$100.00
Followspots, 2 available (House crew required, labor cost not included):	\$60.00 each
# needed _____	
Additional equipment:	pending

AUDIO VISUAL EQUIPMENT-

Projection Screen:	\$140.00/day
Video Projector 1 available:	\$340.00
Other A/V equipment:	pending
Please Specify _____	

SPECIAL REQUIREMENTS

Special requests/requirements need written approval by the Facilities Manager at least four weeks prior to the event.

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.

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 will not 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 MANAGER 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 ½ 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
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The Theatre Manager must be present whenever client is in the building.

Lighting Designer	\$40.00/hour
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Theatre Technicians	\$35.00/hour
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Light Board Operator

Sound Technicians

requested _____

Followspot Operators

requested _____

Stage Hands

requested _____