

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.

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

Rehearsal- \$75/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- \$60/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: | \$60.00+labor |
| requires 2 technicians for set-up and take down | |
| Risers (enclose a ground plan) | \$10.00 each |
| 4'X8'X8"(6 available) # needed_____ | |
| 4'X8'X16" (2 available) # needed_____ | |
| 4'X8' with 8", 16", or 24" legs (6 available) # needed_____ | |
| Choral Risers (3-step units-5 available): | \$20.00 each |
| # needed_____ (enclose a ground plan): | |
| Music Stands (up to 60), (please enclose a ground plan): | \$40.00 |
| # needed_____ | |
| Music Stand Lights (46 available), (please enclose a ground plan): | \$40.00 |
| # needed_____ | |
| Chairs for indoor use only (folding, up to 100), (please enclose a ground plan): | \$40.00 |
| # needed_____ | |
| Tables (3'X6'): | \$5.00 each |
| #needed_____, location_____ | |

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:

| | |
|--|----------|
| Steinway D (9' Concert Grand): | \$125.00 |
| Piano Tuning (tuning needs to be scheduled at least one month in advance, performed by house tuner only) : | |
| \$100.00 each | |

SOUND EQUIPMENT

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|--|--------------|
| 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, CD player | |
| Microphones: | |
| 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, 10 lavalier or 6 hand-held available Hand held- # needed _____ Lavalier- # needed _____ | \$60.00 each |
| Direct Input Box (Whirlwind), 4 available # needed _____ | \$15.00 each |
| On-stage Monitor Speakers (PAS 125FM) 2 available: # needed _____ | \$25.00 each |
| Mixer in house (Allen and Heath, GL2400) requires house sound engineer | \$35.00 |
| Additional sound equipment is available upon request | |

LIGHTING EQUIPMENT

Rates are based on using the existing repertory lighting plot.

Any re-hang for specials, or redesign, will be extra.

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|--|--------------|
| 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 |
| Side lights (three trees with three instruments each; labor cost not included): | \$90.00 |
| Additional lighting instruments for specials, gobos, etc. (labor cost not included): | \$5.00 each |
| Followspots, 2 available (House crew required, labor cost not included): # needed _____ | \$75.00 each |
| Additional equipment: <u>(needs approval of Facilities Coordinator)</u> | pending |
| F-100 fog generator and fog fluid | \$25.00 |
| Mirror ball and motor | \$25.00 |

AUDIO VISUAL EQUIPMENT-

| | |
|--|--------------|
| Projection Screen: 10'x14' rear: | \$100.00/day |
| Video Projector (Panasonic PTL711XU), 1 available: | \$350.00 |
| 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 \$40 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

All theatre equipment is to be operated by Foothill theatre crew.

Theatre personnel work at a four-hour minimum

Overtime- 1 1/2 times base rate, after 8 hours, and double time after 12 hours.

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.

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| Sound Engineer | \$50.00/hour |
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(required for mix of live musicians)

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|---------------------|--------------|
| Theatre Technicians | \$35.00/hour |
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Light Designer/ Board Operator

Sound Technicians

Follow spot Operators

Stage Hands

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.