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   | $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: $60.00+labor
  requires 2 technicians for set-up and take down

Risers (enclose a ground plan) $10.00 each
  4’X8’X8” (8 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): $35.00
  # needed

Music Stand Lights (46 available), (please enclose a ground plan): $35.00
  # needed

Chairs for indoor use only (folding, up to 100), (please enclose a ground plan): $35.00
  # 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 (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 $25.00 each
     # needed
   Instrumental (Shure SM57) 6 available $20.00 each
     # needed
   Vocal (Shure SM58), 6 available $20.00 each
     # needed
   Choral (Shure SM81), 2 available $25.00 each
     # needed
   Wireless, 4 lavaliere or 4 hand-held available $60.00 each
     Hand held- # needed
     Lavalier- # needed
   Direct Input Box (Whirlwind), 3 available $15.00 each
     # needed

On-stage Monitor Speakers (PAS 125FM) 2 available: $25.00 each
     # needed

Compact Disc Player, 1 available: $25.00

Mixer in house (Allen and Heath, GL2400) $35.00
    requires house sound engineer

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): $60.00 each
     # needed

Additional equipment: (needs approval of Facilities Coordinator) 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 (needs approval of Facilities Coordinator):
   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 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 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
The Theatre Manager must be present whenever client is in the building.

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

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.