

# Mertes Center for the Performing Arts

## Facilities Use – Technical Theatre Request Form

This questionnaire is intended to provide initial information of your needs to the theatre and technical staff of the Mertes Center for the Arts. Completing this form as thoroughly as possible will assist us in making sure that your event goes as well as possible.

Once a cost estimate and tech requirements have been agreed upon. At that time, you will be issued an invoice for deposit and payment, upon receipt of deposit your dates will be confirmed.

Questions - Contact: Jackie S Hill - [jhill@laspositascollege.edu](mailto:jhill@laspositascollege.edu) (925) 424-1122

Organization Name:

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Contact Person:

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Mailing Address:

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Contact Email:

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Event Title:

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Contact Phone Number:

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Start Date: Start Time: (Enter Building)

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End Date: End Time: (Exit Building)

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Please provide a brief description of your event: *(i.e. dance recital, concert, community event etc.)*

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Theatre your event will take place in:  Main Stage  Black Box \*

If you want to rent the Amphitheatre please contact us to discuss this space. There are NO technical elements or infrastructure permanently installed in the amphitheater space.

What additional spaces will you be using during your event: *(check all that apply)*

Green Room \*

Small Dressing Room

Large Dressing Room

Rehearsal Hall \*

Lobby

Box Office

Concessions

Art Gallery

Other *(please specify)*

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“\*” – Smart Classroom

Please provide a detailed schedule of your event dates, times and use:

(Be a specific as you can be, include arrival time, start time, clear of building time. Let us know if this is set-up, rehearsal, performance.)

**NOTE:** You're end time is when you are clear of the building not when your rehearsal or performance is ending. For early access or overages you will be charged in half hour increments for any additional time.

Day/ Date	Start Time	End Time	Purpose

Open House for Audience Seating: \_\_\_\_\_ Perf. Start Time(s): \_\_\_\_\_

How many performers do you have? \_\_\_\_\_ What is your expected attendance? \_\_\_\_\_

Number of performances? \_\_\_\_\_  
(please make sure to list each GO time in the space provided above)

Approximate performance run time: \_\_\_\_\_

Will you provide backstage helpers? \_\_\_\_\_ How many: \_\_\_\_\_

**NOTE:** Any crew you provide will be vetted by our Stage Technician for training and safety. We reserve the right to refuse to use any of your crew if they do not meet age and experience requirements to work safely backstage.

Are you selling tickets to your event?  YES  NO At the door?  YES  NO

Are you doing Reserved Seating?  YES  NO

If so, I will provide you with an up to date current seating chart.

Please be aware of ADA spaces and do not sell wheel chair spaces if the patron does not have a wheel chair.

Are you selling concessions?  YES  NO

**NOTE:** Mertes Center provides a front of house manager only, they will not sell anything for you. If you require additional FOH staffing you will need to provide them, or make a special request for additional staffing, at an additional cost and based on availability.

Do you need any tables and folding chairs? If so, how many: Tables \_\_\_\_\_ Chairs \_\_\_\_\_  
6ft. rectangular folding tables, folding chairs and trash cans are available at an additional cost.

Only snack type food and drink are allowed in the Mertes Center for the Arts.

Will you be serving snacks?  YES  NO

If so, additional trashcans provided at a nominal cost.

**NOTE: Absolutely No Food or Drink is Allowed in the Theater.**

Additional cleaning costs will be incurred if anything goes into the theater.

**Technical Information:**

What of our theaters technical equipment will you be using for your event?

**Please Note:** Some of these elements have additional rental and labor costs associated with them, please check the fee and equipment costs schedules for details or contact us for more information.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Lighting Equipment | <input type="checkbox"/> Battens for Flown Scenery,<br>How many? _____ | <input type="checkbox"/> Choir Risers                       |
| <input type="checkbox"/> Sound Equipment    | <input type="checkbox"/> Scrim (blk or grey)                           | <input type="checkbox"/> Flat Risers (4'X8'x16")            |
| <input type="checkbox"/> Fly System         | <input type="checkbox"/> Cyc   | <input type="checkbox"/> Orch./ Band Shell<br>Half or Whole |
| <input type="checkbox"/> House Curtain      | <input type="checkbox"/> Piano (various)                               |   |
| <input type="checkbox"/> Legs & Borders     |  |   |
| <input type="checkbox"/> Marley Dance Floor |  |   |

(**NOTE:** The Marley Floor requires 2hrs to install and 2hrs to strike, if you choose to use the Marley floor you will be charged these additional labor hours in addition to the cost of the floor.)

- Projector & Screen

(**NOTE:** A rear projection screen is permanently installed near the downstage (front) edge of the stage just behind the proscenium arch (see space measurement sheet for detail) and the projector is mounted on the back wall of the stage house – they cannot be moved)

You should plan to bring your own laptop with your presentation on it to be connected to the projector.

**HDMI connection REQUIRED: Please bring the necessary adaptor to connect HDMI to your computer.**

Do you plan to use any of the technology associated with a “Smart Classroom”?  YES  NO  
 “\*” denotes the available Smart Classrooms (see the list Space List on Page 1)

This technology includes a computer, projector, screen and various connections for your personal computer equipment.

If you wish to use any of this equipment we will set up a training session in the days prior to your event. If you require an on-site IT person for your event there will be an additional cost. (may not be required)

Are any of the following people a part of your group? (please provide information for all that apply)

Title	Name	Phone Number	Email
Stage Manager			
Lighting Designer			
Sound Designer			
Other			

**Lighting & Sound:** (Choose One)

- Basic Lighting & Sound

- Basic lighting package consists of our basic house repertory plot with a general lighting wash and 1-2 special area lights.  
This package is used only for simple on/off lighting for presentations. No additional programming or special lighting effects are included with this package.
- Basic sound package includes up to 6 channels of basic sound needs including microphones for a speakers and basic playback. This is the house system with no additional speakers or monitors.

- Performance Lighting & Sound

- Performance sound & lighting package includes our complete repertory plots for both sound and lights.  
Including color change LED lights, side lights, cyc lights and basic programming.
- Sound includes all available channels along with wireless and wired mics, foldback and musical instrument support.

**NOTE:** Additional technician rate hours are incurred for set up and programming of this package.

Basic moving lights are included in the performance package but may incur additional hourly technician rate for programming if you request a lot of changes. (approx. programming time 2-4hrs)

Use of the full Moving Light package will incur an additional charge for the equipment.

Lavalier (body) mics are available, at an additional cost per unit, for either package.

Will you be providing your own light plot?  YES  NO

If you are providing your own light plot we will need a final draft a minimum of 2 weeks prior to your event in order to schedule crews for hang and focus. We will contact your designer prior to this deadline to make sure they have all the necessary VectorWorks files and equipment lists to be able to provide us your plot on time.

(please make sure we have contact info for your designer, if applicable)

**NOTE:** All hours incurred to install your plot and restore our rep plot will be charges to your group.  
(approximate hours depending on plot complexity 6-10hrs)

**7-10 days prior to your event you need to provide the following:**

- A current and accurate script or run of show list.
- We also request that you submit a list of desired lighting looks (Include costume colors) along with your run of show, this will help programming go faster during your time in the space.

The more information we have in advance of your event the more we will be able to plan for and assist you with your production needs.

### **Sound Details:**

- Sound files should be provided on a thumb drive or laptop in order of play.  
Do not email your sound files.

Microphones: check all that apply and quantity

- Wired \_\_\_\_\_ Instrumental or Vocal: \_\_\_\_\_
- Handheld Wireless \_\_\_\_\_
- Lavalier (body mic) \_\_\_\_\_ *(additional costs for supplies will be incurred see equipment list)*
- Podium Mic (1 – available)
- Tabletop Mics (short stand) \_\_\_\_\_

If you are using your own sound designer please let us know and provide contact information for them. We will make sure to get them all the technical information about our sound system along with an equipment list. We will also let them know of any additional paperwork or plots that are required in advance.

### **Scenery Information:**

Are you bringing your own scenery that will need to be hung to fly in our space?  YES  NO

**WARNING:** All scenery to be hung must have approved rigging and hardware to be flown from a batten. Scenery that does not have safe, approved rigging WILL NOT BE INSTALLED OR FLOWN.

If you have questions or concerns about your scenery rigging please feel free to contact us and we will assist if possible. Do not wait till the day of your install to make sure you have the right rigging because we will not have time to fix it the day of and will not hang your scenery.

Will any of your scenery need to be assembled on site?  YES  NO

Will you be dropping of any of your scenery in advance of your event date?  YES  NO

If so, please contact us in advance to make arrangements for a time and to make sure that we have storage for your scenery and equipment.

Complete scenic information including; dimensions, materials, constructions details and rigging hardware for all scenic elements to be installed in the theater must be provided to our technicians a minimum of 2 weeks prior to the install of your event for approval.

All scenic elements should arrive at the beginning of the install (set-up) time or in advance so that they can be installed prior to your rehearsal or performance beginning.

Please make sure that you have allotted enough time for your install and strike. Additional hours will be charged if you run over your schedule times.

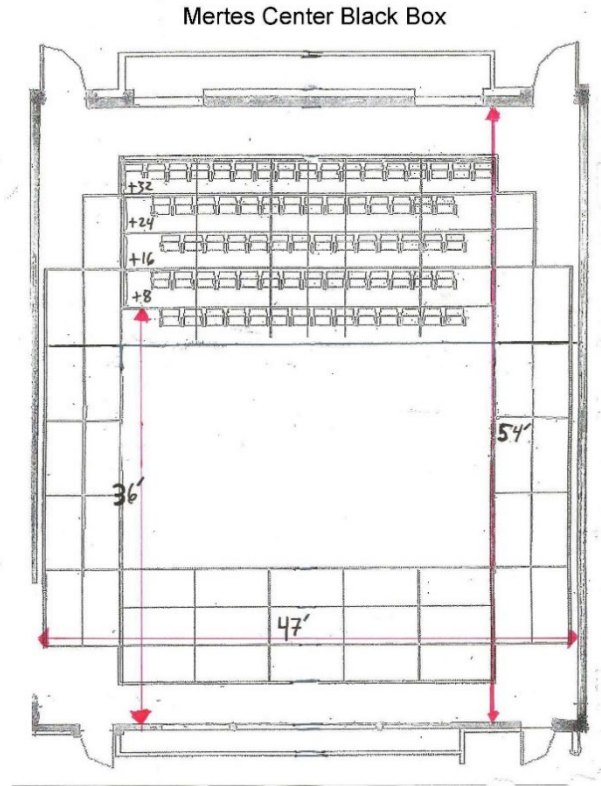
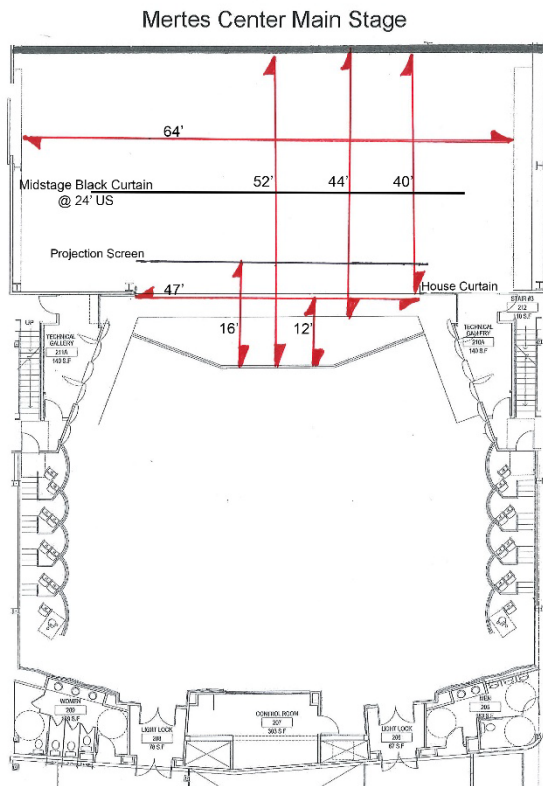
Be prepared to provide all the necessary tools, supplies, equipment and hardware to assemble and install your scenic elements and décor. This includes tape for any purpose, stage spikes or display.

**NOTE: Painters Tape ONLY may be used to mount anything to the walls of the theater or lobby, plan to provide your own tape for this purpose.**

If the LPC Scene Shop must provide any equipment or supplies your group may be charged.

## Stage Dimensions:

These two drawings show the measurements of the Mertes Center Main Stage and the Black Box.



If you require more detailed drawings for either space, please contact us and we can provide VectorWorks (CAD) drawings for the space, including the lighting positions and rigging information, if needed.

The following two pages contain blank drawings of our two spaces.

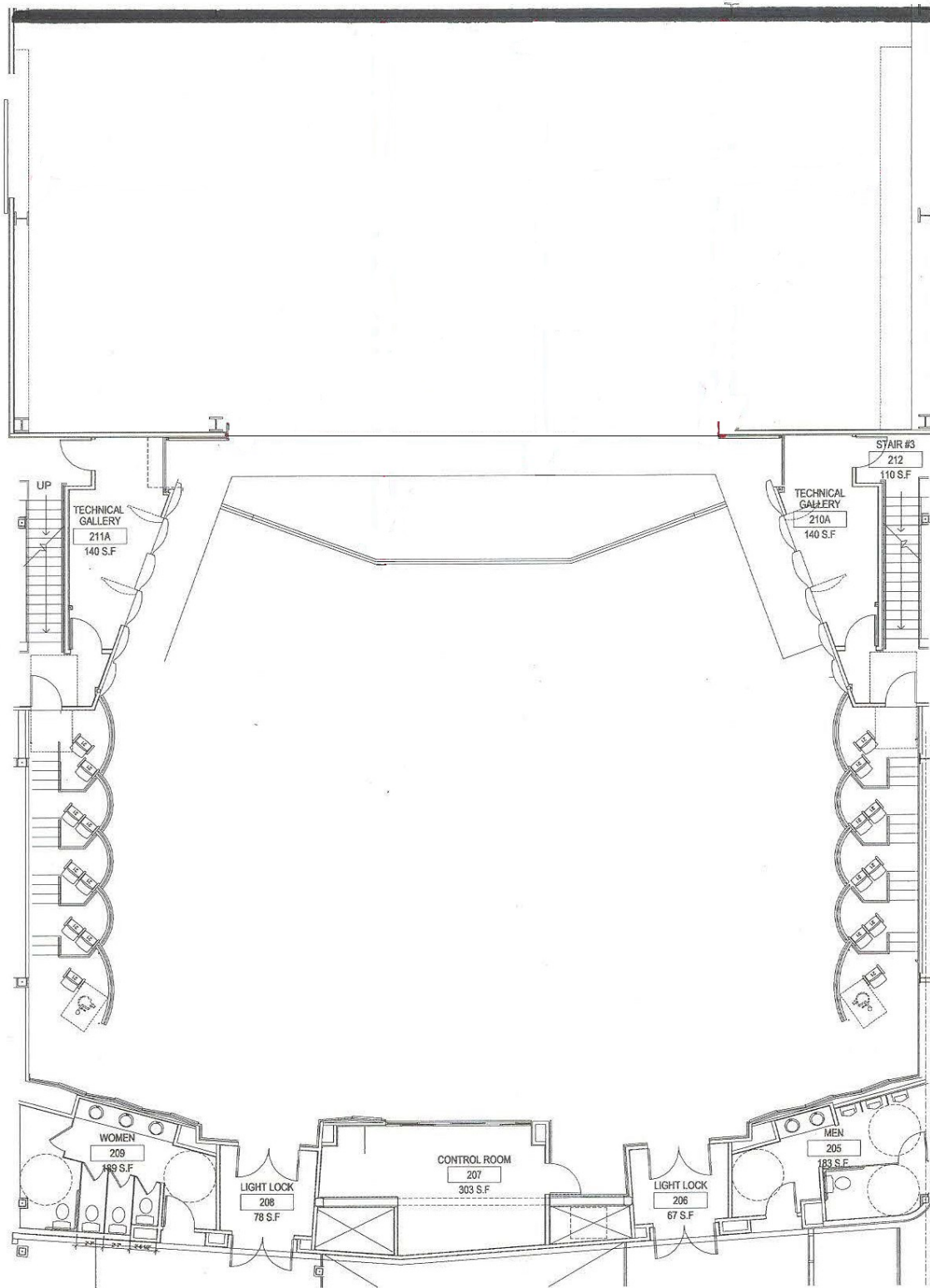
On the drawing of the stage your event will take place please provide a simple sketch of the layout for your performance.

Scale is not as important as making sure that we have as much information as possible for the placement of all elements you are using

(i.e. microphones, podium, chairs, tables and scenic elements, etc.)

MAIN STAGE

# Mertes Center Main Stage



BLACK BOX

# Mertes Center Black Box

