



VILLAGE THEATRE & ART GALLERY RENTAL APPLICATION



RECREATION, ARTS & COMMUNITY SERVICES

RENTAL REQUEST STATUS

Private Rental Commercial Government Non-Profit Organization

(must provide non-profit status letter/number)

Application Date: Non-Profit No:

Contact Name: Title:

Company (if applicable):

Address: City/State/Zip:

Telephone: Cell Phone:

Fax: Email:

Type of Event: Event/Show Title:

RENTAL SPECIFICS

TIME FRAMES LISTED MUST INCLUDE SETUP, TAKEDOWN AND CLEANUP (Extra time will be charged at twice the hourly rate)

Table with 4 columns: Dates, Times, Purpose (rehearsal, tech, performance, party etc.), # of hours

STOP HERE! If you are interested in renting just the Art Gallery, you only need to fill out the Rental Specifics section.

IF MORE SPACE IS NEEDED, PLEASE ATTACH SEPARATE SHEET LISTING COMPLETE DATES AND TIMES.

**AMENITIES NEEDED (\*ADDITIONAL CHARGE)**

- Box Office\* (complete Box Office section)       Concession Stand\*       Digital Projector\*
- Piano\*       Moving Lights\*       Follow Spot\*       Movie Screen
- Video Platform       Sound System       Dressing Rooms       Lighting System
- Marquee\* (1 line, 45 characters including, spaces, date and time)       Lapel Microphone\*

**PERFORMANCE SPECIFICS**

Performance Date	Day	Curtain Time	Running Time	Intermission Y/N	Length?

**BOX OFFICE SPECIFICS**

If you are showing 2 or more performances, then you are required to use the Village Theatre box office.

- General seating       Reserved seating

**TICKET PRICES: (Including Applicable Service Charge per Ticket)**

Type	Ages/Grades	Notes	Cost
Adults			
Seniors			
Children			
Students			

## THEATRE RULES AND REGULATIONS

### 1. General Policies and Procedures

- Application can be submitted up to one year in advance. Reservation requests submitted under 30 days are not guaranteed.
- Completed application and deposit are required to process application, Deposits are charged separately and cannot be applied to rental fees.
- Deposit and full payment are due at time of booking for reservations made under 30 days.
- All set-up and clean-up time must be included in the reservation request time. Access to the building is only granted at the requested start time.
- All facilities rentals must provide a Certificate of Liability Insurance through the applicant's homeowners' policy or organization policy, or a purchased certificate through the Town of Danville.
- All applications are tentative until an approved reservation permit is issued. Reservations will not be confirmed over the phone.
- All cancellation requests must be submitted in writing and will incur a minimum cancellation fee of \$75.

### 2. Facility Priority

- Town programs/classes will have first priority of the Theatre/ Art Gallery space, followed by co-sponsored groups including Eugene O'Neill Foundation and Danville Children's Musical Theater.
- Depending on the date of production, rentals or usage may be limited and required to share the stage/facility with ongoing productions/exhibits. In this situation, no set pieces, artwork or equipment may be moved or altered in any way.
- If the rental application is approved, Town staff will open the doors for your event at the start time for which you reserved the building. Any lighting, sound or stage set-up will be done after you have arrived. Times designated on the application form must include all time needed for load-in, set-up, strike and load-out. Extra time will be charge at twice the hourly rate.

### 3. Stage

- Scenery ground plans must be provided to the Performing Arts Coordinator at least 4 weeks prior to load-in for approval.
- The stage may not be painted without prior approval.
- Nailing and/or drilling into the stage floor are not permitted. In order to attach scenery, platforms, etc. to the deck, the renter may only use screws by prior approval from the Performing Arts Coordinator.
- Renter may not alter, remove or attach anything to the Theatre or Lobby walls at any time.
- All scenic elements must be designed to break down so that can be removed after each performance unless approved by the Performing Arts Coordinator.
- All scenery, hardware, materials, tape and tools must be provided by the renter.

### 4. Lighting and Sound

- The lighting plot and sound requirements must be provided to the Performing Arts Coordinator at least 4 weeks prior to load-in for approval.

- The house lighting plot is permanent and may not be altered unless previously arranged with the Performing Arts Coordinator. It may be supplemented based on availability of circuits and equipment.
- All Village Theatre lighting and sound equipment will be operated, hung and focused by the Village Theatre staff.
- For your production to run smoothly, a pre-production meeting with the Performing Arts Coordinator, must be scheduled at least 4 weeks prior to load-in. This meeting is only up to one hour. Please contact the Performing Arts Coordinator at 925-314-3418 or [jdunn@danville.ca.gov](mailto:jdunn@danville.ca.gov) to schedule a meeting.

#### 5. Video Taping/Audio Taping

- Approval from the Performing Arts Coordinator is required prior to the event if the renter would like to videotape, live stream, photograph or audiotape the performance.

#### 6. Storage & Clean-Up

- Run-of-show storage space may be provided only by approval from the Performing Arts Coordinator. The Town of Danville assumes no responsibility for property or material left at the facility prior to, during, or after the contracted rental period. An additional fee may be charged for materials not removed from Theatre premises after scheduled performances and/or rehearsal times.
- If the renter leaves equipment, such as sets, costumes, lighting equipment, etc., or fails to clean-up after a rental period, the renter will be charged an additional clean-up fee.
- Costs incurred in repairing or replacing damaged, lost or stolen equipment, and costs incurred in repairing facilities, will be paid by the organization or its representatives using the facility during which time said equipment or facilities were damaged, lost or stolen.

#### 7. Gallery/Lobby Usage

- The Art Gallery may be used at no charge with a production/rental as a lobby to include patron congregation, ticket distribution, and pre/post show meet and greets.
- If refreshments are to be served in the Art Gallery, renters are required to rent the gallery in conjunction with the theatre.
- As per Contra Costa County health codes, serving or selling of non-prepackaged food is prohibited during events that are open to the public. One day permits are available for application through the Contra Costa County Health Department. Guidelines are available upon requests.
- Beer, wine and champagne are permitted if served with food. **NO HARD LIQUOR!** Sale of beer, wine or champagne only allowed with a procurement of an ABC license.
- Decorations, food or beverage that would endanger the works of art on display in the gallery is forbidden. Open flame candles are not allowed.
- All tables must be at least 24" from free standing art and gallery walls. Town staff reserve the right to alter the table arrangement at any time. Artwork is to be moved by staff members only with prior written permission from the Visual Arts Coordinator. An art handling fee may be charged for changes in the exhibition layout.

#### 8. House Rules

- All accidents or incidents and any damage or breakage in the building must be reported to a Building Attendant or Technician about discovery. If the damage is done by the renter,

liability for damage or breakage of theatre equipment goes to the renter and costs for repairs or replacement will be deducted from damage and cleaning deposit.

- No students or youth are permitted in the Theatre without adult supervision. Adult supervision is required in the theatre at a 1:12 ratio.

9. Dressing Room Rules & Limits

- Occupancy is limited to 40; students must be supervised at a 1:12 ratio.
- For safety, no performers are allowed in the parking lot except for the purpose of making stage entrances.
- Renters are responsible for cleaning counters and mirrors after use.
- Renters are permitted to use the refrigerator and are responsible for cleaning it out after close of production.
- No smoking, alcohol or guests are allowed in the dressing rooms

10. Cancellation Policy

- If the facility will not be used after a reservation has been made, as written cancellation notice must be made to the Town of Danville by the permit holder. All requests made 61 days prior to the event date will be subject to a \$75 cancellation fee. Cancellation request made under 60 days will be handled in the following manner:

<b>Between 60 &amp; 31 days</b>	<b>30 day or less</b>
Forfeit Deposit	Forfeit deposit & 100% of the rental fees

**INSURANCE REQUIREMENTS**

The Town of Danville requires permit users to provide a **“Certificate of Liability Insurance”** naming the **Town of Danville as an additional insured**. Certificate must include the Town’s address, which is **510 La Gonda Way, Danville, CA 94526**. You may purchase liability insurance coverage through the Town of Danville for an additional cost, or you may provide it through your homeowner’s insurance carrier. Insurance coverage must be submitted 30 days prior to your scheduled event. If purchasing insurance through the Town, prices are listed below:

<b>Attendance: 1-100</b>	<b>Attendance: 101-245</b>
\$83	\$113

Signature of Applicant: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Town Authorization: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE NOTE**

Deposit due at time of booking. Deposit is NOT applied toward rental fees but is fully refundable pending damage or overtime.

Reservations are confirmed only after deposit has been made.

Balance and Proof of Liability Insurance is due no less than 30 days prior to rental.

For questions regarding your reservation, please call the Performing Arts Program Coordinator at (925) 314-3418.

*Please make all checks payable to: Town of Danville*

MAIL APPLICATION AND CHECK FOR FEES TO:

DANVILLE COMMUNITY CENTER, 420 FRONT STREET, DANVILLE, CA 94526-1740

ATTENTION: CULTURAL ARTS

*Call the Performing Arts Program Coordinator at 925-314-3418 to make a credit card payment  
MASTERCARD, AMERICAN EXPRESS OR VISA*