

# Please use the following availability & guidelines when using Woodside High Schools - Performing Arts Center

**The following rooms and equipment will be available to renters at the basic rate fee:**

\*Required Services (Theatre Manager/Technology Supervisor & Custodial Services (4-hours) – included with basic rate fee).

\*Please see WHS PAC equipment chart for additional equipment and charges.

<b>Basic Rate Fee:</b>	<b>Monday - Thursday</b>	<b>Friday – Sunday/Holidays</b>
Facilities – 8 hour block	\$990 per day	\$1650 per day
Facilities – 4 hour minimum	\$550 (4-hours)	\$935 (4-hours)
Each additional hour	\$160 – per hour	\$210 – per hour

**Facility:** Ticket booth, front/side foyers, men and women bathrooms, entire house (seating capacity of 478 with a maximum capacity of 525), stage, orchestra pit (has a eight foot drop), black box (drama room), scene shop, music room, two dressing rooms, loading dock and parking. Parking may be shared depending on other events. When school is in session entry shall be no earlier then 4:00pm, except from months November through February entry shall be no earlier then 4:30pm.

**Payment:** A security/cancellation deposit of 25% will be due with application. Final payment and additional equipment costs will be due 2 weeks prior to entry; this will consist of (100% + deposit of 25%). If you should need additional equipment or need additional time, it will be taken from your security deposit or you will be billed at a later date. Any overage payment will be returned to you 2-3 weeks after rental. If your event should be canceled without a thirty (30) day written notice, your security/cancellation deposit will be forfeited. Any date changes (after application acceptance) will be charged an additional \$50 per change. Any renters exceeding four (4) hours on minimum rentals or eight (8) hours on full rentals per day will be charged an additional \$160-\$210 per hour.

**Tours:** A free one hour tour may be scheduled to first time renters. Any additional tours or time will be added to your rental, at the rental rate.

**Sound:** Soundcraft Series Two soundboard, 8-vocal (wired) microphones, 6 instrumental (wired) microphones, 10 microphone stands (6-w/booms), 2-large monitor speakers (JBL), 2-small monitor speakers (JBL), 10 clear com wired headsets, CD player, Cassette player, Mini Disc player, wired lectern, 3 sets of acoustical curtains and hearing impaired headsets.

**Video:** Stage camera that projects to 8 closed circuit monitors.

**Lighting:** use of a 25' man lift, ETC Express light board, 36 (source 4 ellipsoidal 19D), 42 (source 4 ellipsoidal 26D), 54 (source 4 ellipsoidal 36D), 8 (source 4 ellipsoidal 50D), 36 (source 4 ellipsoidal par), 5 sets of 4 (Cyc multi-par overhead), 4 electric sets, 2 catwalks, Juliet lighting and Lantern lighting.

**Set(s):** 22 line set system (Vortek), approximately 10 open line sets, able to handle 4 movements per cue. The flying of people or living animals from the Vortek System is strictly prohibited. A third party such as ZFX that is bonded and licensed may be used for rigging and flying at renters expense. All sets must be built before entering the scene shop (pre-built). During school days all sets (props) and other equipment shall be removed from the main stage area and the orchestra pit. Props may be stored in the scene shop and in the wings of the stage (**not on the stage or pit**). No sets shall be built at the WHS – PAC. No construction or painting is allowed anywhere, except in the scene shop.

**Concessions:** Please note that WHS Drama Boosters will be running all concessions and reserve this right for additional funding for the drama department. Renters will be able to sell trinkets, stuffed animals, coffee mugs, t-shirts, CD's and such. See theater manager for exceptions. Additional fees will be charged in lieu of concessions. There will be additional fees for extra cleanup and/or garbage.

**Other:** Large podium, small podium, limited number of tables and chairs (see equipment list).

**Additional Equipment:**

Please see WHS PAC equipment chart for additional equipment and charges.

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Use only authorized painters tape (blue) to adhere anything to the walls, doors, windows or other parts of the building – to be supplied by WHS.

Use gaffers or appropriate stage tape only, on or around the stage area (including floor, walls and ceiling). Absolutely no duct tape, scotch tape, screws or other unauthorized fasteners should come in contact with any part of the theater. In the event that this request is not followed, renters will be charged for patching holes and/or repairs and painting.

Any modification or construction to alter school property is strictly prohibited.

Absolutely no alcohol, drugs or tobacco are allowed on the school campus. Open flames and pyrotechnics are strictly prohibited.

**No food or drink is allowed anywhere in the theater, except in the front/side foyers and the scene shop. Renters shall supply their own Ushers at any entrances for this purpose. You may be billed for any additional cleaning.**

All children must be supervised when using the theater. No backpacks are allowed in the theater.

Both classroom setups (music & drama), shall be left as when entered (each day).

Only authorized personnel shall use the Gala lift, Vortek system, lighting and sound systems.  
Only authorized personnel shall be in the control room and the upstairs area including the catwalk.

Users will be responsible for all technical functions of their show. If technical or backstage help is needed, WHS has a list of students willing to assist (at an hourly rate).

Users of the theater shall supply their own color (gels) for lighting, their own gobo's, their own paper for ticketing, their own sets, their own gaffers tape, tools, extension cords, power strips, their own music shell, risers, their own music stands & lighting for them and any other item not mentioned previously. You may be billed for using any of the theaters supplies.

The outside areas of the theater including the scene shop loading dock and driveway must be kept clean of any debris each day when exiting. Anything left will be considered trash and removed by our plant manager and renters will be billed for labor and dump fees (no exceptions).

Absolutely no equipment shall leave the building. Wireless microphones and wireless clear com's will be collected after each use.

After strike, it is your responsibility to return the scene shop, stage, sound and lighting to its normal/original (basic plot) operation.

All equipment should be handled in appropriate ways. Use of smoke/hazer machines should be for stage use only, ask theater manager for limitations. Use of glitter or any other material that is hard to remove is strictly prohibited or renters will be charged for removal/cleanup.

Any missing equipment or damage occurring from abuse, misuse or inadequate supervision will be your responsibility to fix or replace.

**Rental prices are subject to change and Woodside High School can cancel any dates conflicting with a school activity.**