

VAPA PERFORMING ARTS COMPLEX - PUBLIC EVENT REQUEST PROPOSAL

Today's Date: _____

Submitted by: _____

Check One:

NEW Request for:

CHANGED request for:

Crocker Theater

Black Box Theater

Samper Recital Hall

other

Event Specifics:

please complete ALL fields: enter "?" or N/A if unsure

Event Title: _____

Performance Date(s): _____

Time(s): _____

Rehearsals in venue:

Rehearsal needs:

Date(s):

Time(s):

Ancillary spaces needed?

Yes *

No

* **Please note:** All requests for ancillary spaces including classrooms and backstage rehearsal space(s) must be arranged with the VAPA Division Administrative Assistant, Judy Sears, at jusears@cabrillo.edu or (831) 479-6288.

Event Description:

Please give a brief description of your event for PR purposes, to be used in all official marketing promotions unless updated by event requestor.

Please continue to page 2

Event Category: *Please check the category which best describes your event*

- Category 1 - College Instructional & Instructional Related Events
- Category 2 - College Sponsored or Non-Profit; without an admission charge
- Category 3 - College Sponsored or Non-Profit; with an admission charge
- Category 4 - Commercial Use

Ticket Prices: *All events must use the VAPA Box Office ticketing services exclusively, including admission free events.*

General: _____

Senior: _____

SAC Card Price*: _____

(* Must be at least \$3 less than General price for Cat 1 Events)

Student (Non-SAC):** _____

(** Must be higher than SAC Card price for Cat 1 Events)

User Info: *Please fill out all requested user info for the appropriate category below, or your request form will not be processed.*

Cabrillo College Department Use - Category 1 - Instructional & Instruction Related Events:

Please check the appropriate department:

- Music
 Theater
 Dance
 Cabrillo Stage

non-VAPA College Dept

Name of Class or Instructional Activity directly related to this event: _____

Submitted by: _____

Phone #: _____ Email: _____

College Budget Number*: _____

(*for all direct costs incurred from event - request forms for Cat 1 events will not be processed without a College budget number)

External Users - Categories 2 or 3 (College Sponsored or Non-Profit) & 4 (Commercial Users):

Presenter's Name & Street Address:

Person who is authorized to make binding commitments for this presenter and will assume responsibility for finances and compliance with College procedures:

Please print name, phone number, and email address

Person responsible for informing Performing Arts Complex Coordinator of technical details:

Please print name, phone number, and email address

Administrative Approval:

PAC Coordinator: _____

Dean of VAPA: _____

Theater and Recital Hall Use Policies

- No events may be advertised to the public or have tickets placed on sale, until the event is officially confirmed by the Theater Operations Office.
- All events must use the VAPA Box Office services, including admission free events. For projected low attendance events, this policy may be waived; please discuss this possibility with the Performing Arts Complex Coordinator. No tickets may be sold via any other ticketing service.
- Doors to the performance spaces open 30 minutes before the performance start time, unless otherwise agreed upon by Theater Operations.
- Venue capacity may not be exceeded at any time; no “standing room” allowed. Crocker Theater capacity is 527 seats (including 6 wheelchair seats); Samper Recital Hall capacity is 279 (including 6 wheelchair seats). The Black Box Theater seating may vary depending upon seating layout, but must always include a minimum of 4 wheelchair seats.
- No food or drink is allowed in the performance spaces, aside from bottled water.
- Refreshments are allowed in the lobby, however we request that any such refreshments are served under the overhang in front of the lobby, except in cases of inclement weather.
- Any requests for audio feeds must be communicated in advance of the performance date.
- Planned video recording or photography of the performance must be communicated and coordinated with Theater Operations in advance of the performance date, along with the Producer’s public photo and video policy. Videographers and photographers may not occupy ADA seating or exit paths at any time during performances.
- All technical requirements and needs must be clearly communicated with Theater Operations no less than one week in advance of the performance date.
- Theatrical and technical equipment may only be operated by qualified personnel.
- No open flame allowed without a permit from Central Fire.
- Use of Theatrical Haze or Fog may require the use of “fire watch” services, for which there is an additional cost associated.
- Any costs to repair damage caused to theatrical equipment due to negligence on the part of the event producer, the producer’s staff, or performers will be billed back to the event producer.
- Cabrillo College is a smoke, drug, and alcohol free campus. As such, event producers are asked to communicate this policy to all production personnel.

I have read and understood the above Theater and Recital Hall Use Policies

Presenter Name

Signature

Date