

Soka Performing Arts Center | Soka University of America Application & Event Information Worksheet

Please fill out this form as completely as possible and send to rpierce@soka.edu or call 949-480-4014.

Space Requested: **Concert Hall** **Black Box Theatre**

Type of Event: Music Concert Dance Performance Theatre Performance Other: _____

Event Name: _____

Description of Event: _____

Organization: _____

Contact: _____

Address: _____

City/St/Zip: _____ Email: _____

Phone #'s: _____ Cell: _____ Fax: _____

Rehearsal Date(s): _____ Rehearsal Time(s): _____

Event Date(s): _____ **Curtain Time(s):** _____ **Bldg. Open:** _____ **Close:** _____

Will there be an Intermission? NO YES Duration = _____ minutes

Total running time of performance: _____ Running time for each half: _____

Will there be a reception? NO YES: Preshow: Start Time _____ Postshow: Duration _____

No. of Performers: _____ Estimated Attendance/Show: _____

CONCERT HALL	Stage: <input type="checkbox"/> Quasi-Thrust Configuration* <input type="checkbox"/> Concert Configuration <input type="checkbox"/> Thrust Configuration <input type="checkbox"/> Black Traveler* –OR– <input type="checkbox"/> Cyclorama* <input type="checkbox"/> 1 set of Black Legs* (Line#2) <input type="checkbox"/> 1 set of Black Legs (Line#1)* <input type="checkbox"/> Concert Style General Light* <input type="checkbox"/> Theatre Style w/ multiple looks <input type="checkbox"/> Complex Stage Lighting <input type="checkbox"/> Steinway D Concert Grand Piano <input type="checkbox"/> Yamaha CFX Concert Grand Piano <input type="checkbox"/> Choir Risers for __ Singers* <input type="checkbox"/> Music Stands (#__)* <input type="checkbox"/> Musician Chairs (#__)* <input type="checkbox"/> Conductor's Podium* <input type="checkbox"/> Stand Lights (#__)* <input type="checkbox"/> Carpet* <input type="checkbox"/> Dance Flooring <input type="checkbox"/> Stage Power (#of outlets____)* <input type="checkbox"/> Speaker's Podium w/Mic* <input type="checkbox"/> Mics* (#__ Type ____) <input type="checkbox"/> Mics* (#__ Type ____) <input type="checkbox"/> CD/MP3 Playback* <input type="checkbox"/> Projection Screen (Lg.)* <input type="checkbox"/> Projection Screens (Sm.) <input type="checkbox"/> DVD/PowerPoint playback & projector* <input type="checkbox"/> Complex Sound Reinforcement <input type="checkbox"/> Details: _____ <input type="checkbox"/> Video Recording Requested <input type="checkbox"/> Tables (#____) on stage* <input type="checkbox"/> Chairs (#__) on stage (not for musicians)* <input type="checkbox"/> Other needs: _____
BLACK BOX THEATRE	<input type="checkbox"/> Black Traveler* –OR– <input type="checkbox"/> Cyclorama (required for DVD/PowerPoint/Video playback)* <input type="checkbox"/> Concert Style General Light* <input type="checkbox"/> Theatre Style Lighting with multiple looks <input type="checkbox"/> Complex Stage Lighting <input type="checkbox"/> Yamaha CFIII Concert Grand Piano <input type="checkbox"/> Music Stands (#__)* <input type="checkbox"/> Musician Chairs (#__)* <input type="checkbox"/> Conductor's Podium* <input type="checkbox"/> Speaker's Podium w/Mic* <input type="checkbox"/> Mics* (#__ Type ____) <input type="checkbox"/> Mics* (#__ Type ____) <input type="checkbox"/> CD/MP3 Playback* <input type="checkbox"/> DVD/PowerPoint playback & projector* <input type="checkbox"/> Video Recording Requested <input type="checkbox"/> Complex Sound Reinforcement <input type="checkbox"/> Details: _____ <input type="checkbox"/> Tables (#____) on stage* <input type="checkbox"/> Chairs (#__) on stage (not for musicians)* <input type="checkbox"/> Other needs: _____

Tickets Reserved } (*Complete ticket information form.*)
 Unreserved } Ticket Cost(s): _____
 No tickets (Private functions only, subject to SokaPAC approval)

All ticket sales are required to go through Soka Performing Arts Center Box Office and the Tickets.com/ProVenue ticketing system.

Lobby Tables (# _____) Chairs (# _____)
Please include all tables and chairs required for merchandise, artist meet & greet, catering or other needs. Soka Performing Arts Center will provide up to six (6) 6'x30" rectangular tables and twelve (12) chairs at no additional cost to the client/user. NOTE: Soka PAC Does NOT provide Table Coverings

Merchandise/Artist Meet & Greets

Merchandise for sale?: NO YES: Preshow Intermission Postshow
 Sales by: Client SokaPAC Outside Vendor: _____
 Will artist(s) come out to the lobby to greet audience/sign merchandise?
 NO YES: Preshow Intermission Postshow
 Who/How many will be coming to lobby? _____

Catering/Concessions

Requesting Alcohol Service (*note: limited availability!*): NO YES
 Concessions: NO YES: Preshow Intermission
 Vendor: On-campus (Bon Appetit) Outside Vendor: _____
 Additional Catering Info: _____

Front of House Staffing

Usher Staffing by: Client SokaPAC
 Box Office Staffing by: Client SokaPAC

Staffing by Client or Outside User will require training time to become familiar with Soka Performing Arts Center operations. Contact the Patron Services Manager to arrange training and staffing details.

I have read, understand, and agree to comply with the policies governing the use of the Soka Performing Arts Center.

Signature of Applicant: _____ Date: _____

FOR OFFICE USE ONLY		
<input type="checkbox"/> Date(s) Available	Rental Fee (circle one) \$3000/\$7500	Hourly/OT Fee - (circle one) \$375/\$950 (#hrs.____)
<input type="checkbox"/> Approved for Use by: _____	<input type="checkbox"/> Spot(s) - \$200 ea. (#____)	<input type="checkbox"/> Reconfig. Fee \$600.00 (to____)
Est. Total Costs:	<input type="checkbox"/> Piano Deposit - \$500	<input type="checkbox"/> Extra Lighting - rental fee _____
\$ _____	<input type="checkbox"/> Std. Tuning - \$225	<input type="checkbox"/> Extra Sound - rental fee _____
	Other Charges: _____	

*Items included in the basic rental fee