

## Soka Performing Arts Center at Soka University of America Application Checklist for Off-Campus Groups

- 1) **Read the Summary of Policies Governing the Use of the Soka Performing Arts Center**
- 2) **Complete - Submit at least 3 months before the event.**  
**Application & Event Information Worksheet and Ticket Information Form**  
 Submit the completed forms to General Management. If you need assistance, contact Rebecca Pierce Goodman at (949) 480-4014 or [rgoodman@soka.edu](mailto:rgoodman@soka.edu). The application is required to hold the date.
- 3) **Submit - Submit at least 3 months before the event.**  
**Proposed Contract for Performing Artist(s)**  
 The General Manger of the Soka Performing Arts Center must review any contract for a proposed performance by an artist, other than the applicant, in Soka Performing Arts Center prior to signatures. The contract will be reviewed by the General Manager and, if necessary, by University Council for any necessary revisions and to ensure that all portions of the contract, relevant to the obligations of the Soka Performing Arts Center, are capable of being fulfilled.
- 4) **Complete – Submit at least 3 months before the event.**  
**Application for Use of Concert Grand Pianos (if applicable)**  
 Two Checks will be required - (1) piano deposit or use fee due with signed License Agreement, and (2) tuning fee due on day of Event. Submit form with application for facility use.
- 5) **Sign - Submit at least 2 months before event.**  
**License Agreement and Rental Fee Deposit**  
 The License Agreement will be created with the information included on the Application. If you are not ready to sign the agreements two months prior to your event, your reserved date will be released and you will need to submit another application for a date three months in the future. **Please note, a 50% non-refundable deposit is typically required for facility rentals upon signing of rental contract.**
- 6) **Obtain - Submit at least 4 - 8 weeks before event or prior to any advertising.**  
**Publicity Approval**  
 All publicity must be submitted to the Office of the General Manager. Read carefully the paragraph in the policy concerning publicity. All forms of publicity - press releases, newspaper articles, text for radio advertisements, flyers, posters, mailers, banners, signs, etc. must be submitted and approved by Soka prior to distribution. All advertising is the responsibility of the rental client.
- 7) **Provide – Submit at least 5 days prior to performance.**  
**A Valid Certificate of Insurance**  
 The certificate must name Soka University of America as an additional insured with a per incident amount of \$1,000,000 and an aggregate amount of \$2,000,000.
- 8) **Bring - Day of Performance**  
**Your Check for the Final Rental Amount Due**  
 Once your application is approved, your check for the full rental amount or balance due must be presented to the General Manager upon arrival at the theatre for your first performance or rehearsal day.

*All Completed Forms Must Be Returned To [rgoodman@soka.edu](mailto:rgoodman@soka.edu) OR Rebecca Pierce Goodman, 1 University Dr., Aliso Viejo, CA 92656*

# SUMMARY OF POLICIES GOVERNING THE USE SOKA PERFORMING ARTS CENTER AT SOKA UNIVERSITY OF AMERICA



## **Introduction**

This summary is designed to acquaint both groups and individuals affiliated with Soka University of America and groups and individuals not affiliated directly with Soka University of America with the general policies and requirements governing the use of the Soka Performing Arts Center.

All groups must comply with Soka University of America's Speaker Policy, Film Policy, Alcohol Policy, Student Policies, Security and Safety Policies and Academic Policies as outlined in the Soka University of America Student Handbook as they apply to any proposed event. Each group is directly responsible to know and enforce all policies that may apply to their sponsored event. Information on campus policies is available from the Office of the General Manager.

## **Mission**

The Soka Performing Arts Center is a resource for both Soka University of America and the greater Orange County region. It is a facility that embodies the University's mission of leading a contributive life and being a cultural leader. It is primarily a facility designed for use by the University for the presentation of performing arts events in context with the educational mission. It is also a cultural center for the purpose of providing a variety of programming of interest and value to both the University and the surrounding communities.

## **Types of Events**

Soka Performing Arts Center is a world-class concert hall where live acoustic music sounds amazing. It does not have a main curtain, wings or fly space, and there are certain types of events that work best in the space. Soka Performing Arts Center is not available for weddings or similar private events, but will be used primarily for academic, institutional and performance programs.

**PAC/CONCERT HALL:**

- Live music including classical, choirs, and acoustic jazz, world and light pop.
- Recording sessions for classical/acoustic music
- Professional showcases
- Lectures or business meetings

**BLACK BOX THEATRE:**

- Rock/jazz/amplified music concerts
- Dance and theatre
- Pre-professional showcases

**NO:**

- Amateur talent shows, pageants/fashion shows, multiple week runs.

**Expenses and Fiscal Responsibilities**

There are two charges for the use of the Soka Performing Arts Center; a basic rental fee and a fee to cover the direct costs associated with an event. Off-campus organizations or individuals sponsoring an event are responsible for all costs incurred during the event, including, but not limited to, security, maintenance services, technical services, ushering services, and administrative overhead. The basic rental fee for sponsoring an event in the Soka Performing Arts Center is \$7,500. An “event” is understood to mean final preparations, a performance and clean up on a single day lasting approximately eight hours. In addition to the basic rental fee, groups may be charged fees for cost-based services that will be incurred due to the unique requirements of a particular event. A summary of services and charges accompanies this document.

A description of some of the services associated with an event follows:

Soka Performing Arts Center will provide ushers for most events. Ushers are provided to assist the Patron Services Manager with providing assistance and information to and maintaining the safety of the patrons.

Soka Performing Arts Center staff will provide ticketing services as part of the basic rental fee for the facility.

Soka Performing Arts Center staff will make reasonable efforts to provide chairs, stands, public address systems and appropriate stage and house lighting as required by the sponsoring group, within the limits of the equipment available and staff constraints. Arrangements need to be requested in writing no less than 30 days prior to the event. It may be necessary for the Center to contract out for services to provide requested arrangements. The cost of these services will be passed on to the sponsoring group, and the General Manager’s office will inform the sponsoring group at least one week prior to the event of the likely costs associated with their request for special arrangements.

Soka Performing Arts Center provides flexible seating in a variety of arrangements (details of possible arrangements are available from the General Manager’s office). Because there is substantial work involved in changing the facility’s seating arrangement, there will be a special charge to configure and reconfigure seating in facility according to the specifications of any interested groups. The minimum cost of reconfiguring the facility will be \$600.

Soka Performing Arts Center staff can provide sound reinforcement system services for all on-campus and off-campus groups. Special sound arrangements must be requested in writing 30 days prior to the event. Extraordinary charges related to these services will be passed on to the sponsoring group. The General Manager will notify the group of the likely amount of these charges at least one week prior to the event. In all cases, Soka University of America will observe appropriate laws and licensing procedures governing professional

performances and presentation of proprietary material.

The use of the Steinway and Yamaha Grand Pianos in the Soka Performing Arts Center are under the strict control of and subject to any stipulations presented by the General Manager. Use of Steinway pianos is limited to Steinway artists; written consent for use is required for any piano. Once authorization is granted, a damage deposit will be required to secure the use of the piano(s). This deposit is refundable upon determination by facility staff that no damage has occurred to the instrument. In the event that damage has been incurred, the cost of damage will be deducted from the deposit. Any damage repair costs in excess of the damage deposit amount shall be charged to the user and/or applicant.

A tuning fee will be charged to all users of the piano, based on the actual costs charged by the Soka Performing Arts Center's independent piano technician. The current rate for tuning varies from \$185.00 to \$450.00 depending on day, time and notification of service. This rate is subject to change without notice, and is included here for informational purposes only. The Steinway and Yamaha grand pianos will be serviced only by the Center's piano technician. User or applicant may provide their own piano tuner, however the Center's piano technician shall oversee any work performed by user's tuner and cost for Center's piano technician shall be paid by the user/applicant.

Any charges incurred by Soka University that are not included in the list above will be passed on to the Rental Client. This includes going over your approved time in the space (\$950 per hour) and charges for excessive cleaning required because of messes made by performers, patrons, vendors, etc.

## **General Information**

### Seating Capacity

The maximum seating capacity of the Concert Hall (the main theater) in Soka Performing Arts Center is 1032, including rear seating in the thrust configuration. Other configurations and stage setups (wings/curtains/legs, projection screen, PA system/speakers) may further decrease the capacity. No standing or sitting in the aisles of the Concert Hall is permitted.

The maximum seating capacity of the Black Box Theatre is 180, depending on the current configuration of the seating.

### ADA Requirements

Designated handicapped parking spaces are available in Parking Lot A. Handicapped access is provided through the main entrance by means of an elevator on the East side of the building, and direct access to the lobby is available through the South entrance to the building. There are several designated spaces inside the main theater for wheelchair patrons.

### Concessions/Refreshments

No food or beverages are permitted inside the building, except in the refreshment area of the Lobby. Soka PAC recommends Bon Appetit for additional catering, [catering@soka.edu](mailto:catering@soka.edu).

### Ticketing

If the rental client is selling tickets to the event, they must sell tickets through Soka Performing Arts Center's ticketing provider. Some events that don't need tickets may still be required to have them in order to control capacity.

Soka Performing Arts Center does not recommend allowing children aged two or under to attend events here. However, the rental client may set their own age restrictions as long as the client provides a clear, written policy regarding cost of child tickets. All attendees regardless of age or cost are required to have a ticket to enter the

building. This allows Soka PAC staff to have an accurate count of the number of guests in the event of an emergency.

#### Photography/Video

There are two locations in the hall where tripods are allowed. Rental clients may not have more than two photographers/videographers in the space and must get permission from General Management prior to the event. Rental client must provide a badge for each photographer/videographer so they are easily identified by staff and volunteers. NO FLASH. Soka PAC encourages the rental clients to consider that their event is a live concert first and any photographer/videographer being disruptive or breaking the rules will be removed. Backstage photography/videography is allowed on a case-by-case basis only, must get written permission from General Management prior to the event.

#### Technical/Event Coordination

Soka Performing Arts Center requires rental clients to have a dedicated event coordinator who has experience with usual and customary processes and procedures for the type of event they are presenting. This person cannot be any person who is involved in the show/program onstage.

Rental clients are expected to bring all of their own office supplies as needed to put on their event as these supplies will not be provided by the Center. This includes tape, scissors, computers, printers, pens, etc. Rental clients may not use computers and printers in Soka Performing Arts Center.

#### Performer/Backstage Capacity

The maximum number of performers and non-performers allowed backstage is 85. Rental clients are required to submit to Soka Performing Arts Center a list of names of all performers and essential personnel allowed backstage, as well as provide badges clearly distinguishing who is allowed and who is not allowed backstage. No guests of performers or staff are allowed backstage.

#### Required Breaks

Soka Performing Arts Center, in compliance with California law, requires a 30-60 minute break for PAC staff for rentals of six hours or more. This break will not be charged to rental clients if there is no activity taking place on or off stage that requires PAC staff supervision or assistance.

#### Smoking and Open Flame

The Soka Performing Arts Center is a no-smoking facility. Smoking is not permitted in any area inside the building at any time. In addition, open flames, including candles, and the use of smoke or haze producing machines is prohibited.

### **Publicity and Marketing**

Publicity for scheduled events must be approved by Soka Performing Arts Center in advance of distribution. All publicity materials for a proposed event must be submitted to the Office of the General Manager. Publicity includes, but is not limited to, handbills, posters, street signs, press release, banners, and the text of any advertisement, email or telemarketing campaigns. Failure to obtain approval for distribution will result in a charge to the sponsoring individual or organization for recovery of unauthorized publicity materials, and may result in the cancellation of the event.

Soka Performing Arts Center will create an event webpage with the ticketing link to sell tickets to and help advertise your event. For this we need a horizontal and square image or logo with limited text, a brief blurb/event description. Soka will include a link and brief information about your event in one email to its list.

Soka will not otherwise assist with advertising, marketing or publicity for a rental client's event.

## **Insurance**

All off-campus groups must arrange to have Soka University of America named as an additional insured on their general liability policy specified to the following limits:

Each Occurrence	\$1,000,000
Property Damage	\$ 300,000
Personal Injury	\$1,000,000
General Aggregate	\$2,000,000

The policy should define the duration of the event to be no less than the 24 hour period that includes the scheduled time of the event. A copy of the insurance certificate must be delivered to the Office of the General Manager five (5) days prior to the event. In the event a valid certificate of insurance is not received by this deadline, Soka Performing Arts Center reserves the right to cancel the event and deny access to the facility.

All on-campus and off-campus groups are required to designate one individual who will be responsible to know the safety, security, and emergency procedures of the Soka Performing Arts Center and to convey the procedures to their group. The designated individual will need to schedule an appointment with the General Manager no less than two weeks prior to the event in order to review the procedures.

All off-campus groups using the Soka Performing Arts Center are directly and solely liable for any and all damages that occur in relation to their sponsored event, regardless of the cause of the damage(s). The Center may, at its discretion, charge a security deposit that will be due and payable prior to the event. The General Manager will set the amount of the deposit required. Failure to pay the deposit in a timely manner will result in the immediate cancellation of the sponsored event. . Groups that are consistently unwilling or unable to follow the directions of the Center staff will not be permitted continued access to the facility.

Our recommended insurance broker is Jerry Glenn, Western Sentry Insurance Brokers, [www.westernsentry.com](http://www.westernsentry.com), PH: 800-474-2028 or 805-577-8522.

## **Making Reservations**

After you have read the policies, arrangements for reserving the Soka Performing Arts Center should be made through the Office of the General Manager. Please contact Rebecca Pierce Goodman (949) 480-4014 to obtain the necessary forms and information or to schedule an event. The Center will be available on the following priority basis:

1. Soka University of America institutional programming
2. Soka Performing Arts Center public presentations
3. On-campus groups and individuals
4. Returning Off-campus groups and individuals
5. New Off-campus groups and individuals

The policies, costs and requirements described above are effective as of the revision date noted and are subject to change without notice.