

Facility Rental Reservation & Contract
Event Information

Event Title:

Event Date (ex: Friday, 6/27/14):

Facility Requested (ex: Caplin Theater):

Reservation Start:*

Reservation End:*

Event Start:

Event End:†

** Reservation time includes all load-in, setup, sound check, performance, breakdown, and load out, and cannot begin prior to 5:00 PM on weekdays.*

† Events cannot end later than midnight.

Expected Audience Count:

Ticket Prices:

Open to the public? (yes/no)

Will alcohol be served? (yes/no)**

*** If yes, you must present an "Approval Request for Use of Alcoholic Beverages" form approved by the Vice President for Student Affairs.*

Please provide a brief, but complete, description of your event.

Please list any special guests or speakers:

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Please list any equipment you wish to bring into the building:‡

Will you require storage of any or all of the above equipment outside of the rental space?

‡ All equipment brought into the building, including audio, video, and lighting equipment, must be given prior approval from the Production Coordinator. Use of extra space may incur additional fees.

Renting Organization Information

Renting Organization or Department:

Name of Contact Person:

Phone Number of Contact Person:

E-mail address of Contact Person:

PTAO to be charged:*

**Labor will be charged directly to this PTAO.*

Billing Address:

The following section is only required if the Renting Organization is not part of the University.

U. Va. Sponsoring Department:

Name of Sponsor Contact Person:

Phone Number of Sponsor Contact Person:

E-mail address of Sponsor Contact Person:

Facility Rental Reservation & Contract Information on Fees and Costs

Facility Fee Schedule

| Facility | Purpose | Rate |
|------------------|----------------------------|---------------------------------|
| Caplin Theater | Performance | \$700 per day, up to 7 hours |
| | Rehearsal or Lecture Event | \$500 per day, or \$75 per hour |
| Culbreth Theater | Performance | \$700 per day, up to 7 hours |
| | Rehearsal or Lecture Event | \$500 per day, or \$75 per hour |
| Helms Theater | Performance | \$500 per day, up to 7 hours |
| | Rehearsal or Lecture Event | \$300 per day, or \$50 per hour |
| Rooftop Terrace | All rentals | \$100 per hour (2 hour minimum) |
| Lobby | All rentals | \$100 per hour (2 hour minimum) |

- Daily rental fees are reduced by \$100 with a rental of 3 days or more.
- Rentals that require more than 7 hours in one day will be charged \$100 per hour, or any portion thereof, regardless of the space used.
- The Lobby remains a public space, even with the rental of a theater. Any exclusive use of the lobby requires rental charges, and is subject to availability.

Mandatory Costs

| Item | Information | Rate |
|-----------------------|---|--------------------------------------|
| Facility Rental | Rentals may access the space no earlier than 5:00 PM on weekdays, 9:00 AM on weekends, and all performances must end by 11:00 PM. | See above |
| House Manager | Will work a minimum of 3 hours per performance. Contact Judy McPeak at jam5wx@virginia.edu for details. | \$8.50 per hour |
| Use of Box Office | All ticketed events must utilize the Arts Box Office. Contact Andrew Burnett at ab3ga@virginia.edu for details. | As determined by Box Office Manager. |
| Event Operation Staff | Includes all load-in crew, run crew, technical crew, and wardrobe crew as needed for the event. Needs of events determined by Production Coordinator. | \$10-\$40 per hour |

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Optional Costs

| Item | Information | Rate |
|-----------------------|---|---|
| Audio/Video Equipment | There is basic playback capability for a CD player or iPod in all theaters. Additional audio requirements subject to availability and approval, and may require additional labor fees. | See Technical Fee Schedule for options and details. |
| Lighting Equipment | There is basic work lighting in all theaters. Additional lighting requirements subject to availability and approval, and may require additional labor fees. | See Technical Fee Schedule for options and details. |
| Scenery Equipment | There are basic black curtains and appropriate masking hung in all theaters. Additional scenery requirements are subject to availability and approval, and may require additional labor fees. | See Technical Fee Schedule for options and details. |
| Wardrobe Equipment | See Theatre Specifications for details on dressing rooms. Use of dressing rooms and wardrobe equipment is subject to availability. | See Technical Fee Schedule for options and details. |
| Reception/Catering | Your reception and caterer must be approved by the Production Coordinator <i>at least two weeks prior to the event</i> . Do not sign a contract with a caterer before approval. | As determined by Production Coordinator. |
| Security | Call U. Va. Police (4-7088) at least two weeks in advance if security is needed for crowd control or late night event. Confirm security arrangements with Production Coordinator. | As determined by U. Va. Police. |
| Parking | If you or your staff need to park in the Culbreth Garage during the day, you will need to buy a pass. Each day-pass is good for 24 hours from the time of its first use. | \$3 per 24 hour parking pass |
| Early/Late Access | Early Access fees are incurred for using the facilities prior to 8:00 AM; Late Access fees are incurred for using the facilities past midnight | \$50 per hour, or fraction thereof |

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Technical Fee Schedule

Scenic Elements

| Item | Description | Cost |
|---------------------------------|--|---------------|
| Default | Each theater has an appropriate set of masking and a full stage black in place by default. | |
| Projection Screen | Each theater has a projection screen or appropriate surface available. | |
| Cyc Curtain | Each theater has a cyc, or large white curtain, available upstage. | |
| Podium | Includes mounting for microphone if needed. | * |
| Additional Legs/Masking | | \$20/curtain* |
| Traveling Curtain or Main Drape | | \$40* |

* Subject to availability, and/or may incur additional labor hours.

Lighting Elements

| Item | Description | Cost |
|------------------------------|--|-------------|
| Default | Each theater has a set of work lights available for general use of the space | |
| Basic Stage Light Plot | A small plot of stage lights for a general wash that gives a more performance-oriented look. | \$120* |
| Additional Lighting Fixtures | | \$10/unit* |
| Gel | Color customization of either the Basic Plot, or additional units. | \$2/unit* |
| Gobos | Custom templates placed in lights from either the Basic Plot, or additional units. | \$2/unit* |

* Subject to availability, and/or may incur additional labor hours.

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Audio/Video Elements

| Item | Description | Cost |
|--------------------------------|--|-------------|
| Default | Each theater is set up for simple playback of a CD, Computer, or iPod over the main PA system. | |
| Projector | | \$50 |
| Computer | | \$30 |
| Audio Line for Video Recording | | \$10 |
| Wired Handheld Microphone | | \$10* |
| Wireless Handheld Microphone | | \$20* |
| Choir Microphone | | \$20* |
| D/I Box | | \$5* |
| Microphone Stand | Variety of sizes and styles of stands in stock. | \$5* |
| Wireless Lavalier Microphone | | \$25* |

**Subject to availability.*

Wardrobe Elements

| Item | Description | Cost |
|---------------------------|--|--------------------------------------|
| Default | Each theater is equipped with dressing room space. See Theater Specifications and Addenda for details. | |
| Steamer | | \$20* |
| Use of Laundry Facilities | See Addenda. | \$50/day* |
| Use of Iron/Ironing Board | | Varies, depending on specific needs. |

**Subject to availability.*

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Miscellaneous Elements

| Item | Description | Cost |
|-----------------------|--|------------------------|
| 8' Rectangular Tables | | \$15* |
| 6' Rectangular Tables | | \$15* |
| Black Linens (for 6') | | \$5* |
| Armless Chairs | | \$10 per 3, 3 minimum* |
| Armchair | Includes small table for water. | \$5* |
| Music Stands | | \$10 per 3, 3 minimum* |
| Music Stand Lights | LED, battery powered, we provide batteries | \$5 per 3, 3 minimum* |
| Ladder | Variety of sizes in stock | \$10* |
| Baby Grand Piano | Additional fees required for moving and tuning | \$120* |

**Subject to availability.*

Technical Requirements

Please explain any technical requirements you have for your event.

- *Please note that all technical requirements are subject to approval by the Production Coordinator, and that all materials are subject to availability.*
- *If you would like more specific details regarding fees for technical equipment, consult the Production Coordinator.*

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Theater Specifications:

Caplin Theater

| | | | | | | | | | | | | | |
|-----------------------------------|--|-----------------------|--------------------------------------|--------------------|--------|-----------------------------------|--------|------------------|---|-------------------|-------------------------------------|-----------------------------|--------|
| Type: | Three Quarter Thrust | | | | | | | | | | | | |
| Seating Capacity: | 310 | | | | | | | | | | | | |
| Dressing Rooms: | Two chorus dressing rooms, with two showers and two sinks each. All dressing rooms are equipped with costume racks, and each dressing room adjoins a bathroom. | | | | | | | | | | | | |
| Stage Dimensions: | <table> <tr> <td>Full Length US to DS:</td> <td>46' 10³/₄"</td> </tr> <tr> <td>On-Stage SL to SR:</td> <td>37' 0"</td> </tr> <tr> <td>On-Stage (Plaster Line) US to DS:</td> <td>30' 5"</td> </tr> <tr> <td>US/BS Crossover:</td> <td>16' 6" x 71' 11³/₄"</td> </tr> <tr> <td>Floor to Catwalk:</td> <td>21' 3³/₄"</td> </tr> <tr> <td>Floor to High Grid Rigging:</td> <td>32' 0"</td> </tr> </table> | Full Length US to DS: | 46' 10 ³ / ₄ " | On-Stage SL to SR: | 37' 0" | On-Stage (Plaster Line) US to DS: | 30' 5" | US/BS Crossover: | 16' 6" x 71' 11 ³ / ₄ " | Floor to Catwalk: | 21' 3 ³ / ₄ " | Floor to High Grid Rigging: | 32' 0" |
| Full Length US to DS: | 46' 10 ³ / ₄ " | | | | | | | | | | | | |
| On-Stage SL to SR: | 37' 0" | | | | | | | | | | | | |
| On-Stage (Plaster Line) US to DS: | 30' 5" | | | | | | | | | | | | |
| US/BS Crossover: | 16' 6" x 71' 11 ³ / ₄ " | | | | | | | | | | | | |
| Floor to Catwalk: | 21' 3 ³ / ₄ " | | | | | | | | | | | | |
| Floor to High Grid Rigging: | 32' 0" | | | | | | | | | | | | |
| Masking: | Single velour full stage black standard, other configurations available. | | | | | | | | | | | | |
| Stage Floor: | Sprung floor with a marley surface. | | | | | | | | | | | | |

Culbreth Theater

| | | | | | | | | | | | |
|-----------------------------|--|---------------------|---------------------|-----------------------------|--------|----------------------------|--------|--------------|--------|-------------------|--------|
| Type: | Proscenium stage with side stages and apron | | | | | | | | | | |
| Seating Capacity: | Orchestra 520, no balcony | | | | | | | | | | |
| Dressing Rooms: | Two chorus dressing rooms, with two showers and two sinks each. Two principal dressing rooms, with one shower and one sink each. All dressing rooms are equipped with costume racks, and each dressing room adjoins a bathroom. | | | | | | | | | | |
| Stage Dimensions: | <table> <tr> <td>Proscenium Opening:</td> <td>40' 0" w x 24' 0" h</td> </tr> <tr> <td>Apron Depth:</td> <td>11' 0"</td> </tr> <tr> <td>Plaster Line to Back Wall:</td> <td>36' 0"</td> </tr> <tr> <td>Grid Height:</td> <td>66' 0"</td> </tr> <tr> <td>Highest Out Trim:</td> <td>64' 0"</td> </tr> </table> | Proscenium Opening: | 40' 0" w x 24' 0" h | Apron Depth: | 11' 0" | Plaster Line to Back Wall: | 36' 0" | Grid Height: | 66' 0" | Highest Out Trim: | 64' 0" |
| Proscenium Opening: | 40' 0" w x 24' 0" h | | | | | | | | | | |
| Apron Depth: | 11' 0" | | | | | | | | | | |
| Plaster Line to Back Wall: | 36' 0" | | | | | | | | | | |
| Grid Height: | 66' 0" | | | | | | | | | | |
| Highest Out Trim: | 64' 0" | | | | | | | | | | |
| Backstage Space: | <table> <tr> <td>SR Wing:</td> <td>33' 7"</td> </tr> <tr> <td>SL Wing (up to sound lock):</td> <td>15' 0"</td> </tr> </table> Crossover from SR to SL available | SR Wing: | 33' 7" | SL Wing (up to sound lock): | 15' 0" | | | | | | |
| SR Wing: | 33' 7" | | | | | | | | | | |
| SL Wing (up to sound lock): | 15' 0" | | | | | | | | | | |
| Masking: | Hard portal and three sets of black velour legs, and velour full stage black standard, other configurations available. | | | | | | | | | | |
| Stage Floor: | Edge grain fir covered with 1/4" tempered Masonite. The main playing area is trapped. Each trap is approximately 4' 0" x 5' 0". | | | | | | | | | | |

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Helms Theater

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|-------------------|---|
| Type: | Experimental Black Box, with flexible audience seating platforms. Current seating is a half-arena style with audience on two sides of the playing area. |
| Seating Capacity: | 160-200, depending on audience configuration. |
| Dressing Rooms: | Shares dressing space with the Culbreth; see above for details. |
| Stage Dimensions: | Entire room: ~50' x 50' Grid Height: 15' 6" |
| Masking: | Single velour full stage black opposite default audience seating standard, other configurations available. |
| Stage Floor: | Edge grain fir covered with ¼" tempered Masonite. |

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Addenda and Notes:

- **Parking:** Parking is available to participants and patrons in the nearby Culbreth Garage. However, during business hours, the garage is gated and requires separate contracting with UVa Parking and Transportation. After 5:00 pm weekdays and all day weekends the garage is open and free to use most of the year. Please contact parking and transportation, as the garage is occasionally reserved for special events elsewhere on Grounds, even on evenings and weekends.
- **Lobby Use:** The Lobby of the Drama Education Building is a public space used by many members of the U. Va. community. During hours of Drama classes and production activities, the Lobby will neither be closed off, nor otherwise blocked from use by our students and faculty. In the case of renting either a theatre or the lobby, please note that there will be no opportunity to have a truly "private event" in our lobby space.
- **Loading Dock:** Our loading dock can accommodate a delivery or trailer truck up to 53 feet long. The loading dock itself is 3' 10" from the ground, and can accommodate a dock plate. The roll door has a clearance of 9' 5" high by 11' 11" wide.
- **Dressing Rooms:** When renting the Culbreth or Helms Theatres, please discuss your needs for dressing rooms or green room access. As both theatres use the same set of dressing rooms, access and availability will vary depending on the other activities in the Drama Building. Normally, we are able to accommodate all backstage space needs, but may need to compress or adjust to make it happen.
- **Laundry:** Renters who need the use of our laundry facilities are encouraged to supply their own detergents and fabric softeners, due to possible skin allergies. Please note that any use of laundry facilities must be done in consultation with the Drama Department Costume Shop and any current production we may have running. However, it is not the responsibility of the Costume Shop to complete rentals' laundry.
- **Wardrobe Crew:** Please note that if you require a Wardrobe Crew member for your event, there is a two-hour minimum.
- **Ushers:** Ticketed events occurring in our theaters require ushers to be supplied by the event sponsor. A minimum of 4 ushers is required for each event in all theaters.
- **Performance vs. Rehearsal:** A "performance" shall be considered any event where there are people coming to view the event. This definition is meant to include performances, master classes, lectures, large receptions, and open rehearsals. A "rehearsal" shall be considered any event where use of the space is limited to a small group and/or individuals belonging to the same organization. This definition is meant to include rehearsals, meetings, and small receptions.
- **Food & Drink:** No food and drink except for bottled water is allowed in any of the theaters.
- **Fire & Special Effects:** No matches, lighters, flammable substances, haze, smoke, or other atmospheric effect shall be used in any U. Va. Drama facility without prior consent of the Production Coordinator and the Fire Marshall.
- **Cancellation Fees:** If a renter cancels a confirmed reservation, the full deposit amount will be collected as a cancellation fee.

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This contract must be completed, signed, and returned with a \$200 deposit check payable to U. Va. Drama **within 7 days** of making a reservation or the reservation will be released. Confirmed reservations are subject to cancellation fees and prices are subject to change. Please either deliver completed contract and deposit check in person to U. Va. Drama, or mail to:

Business Manager, U. Va. Drama
P. O. Box 400128
Charlottesville, VA 22904-4176

The undersigned hereby represents he/she is the officer or authorized agent of the Renting Organization named on this form. The under-signed further acknowledges he/she has read and understands the rules, fees, and policies outlined in this contract.

The U. Va. Sponsoring Organization shall be, and hereby agrees to be, responsible for judgments, damages and expenses arising out of any function hosted or sponsored pursuant to this agreement and/or arising out of any breach (or alleged breach) of any provision of this agreement by the Sponsoring Organization or any member, guest, agent or invitee.

The non U. Va. renter hereby agrees to indemnify, defend and hold harmless the Rector and Visitors of the University of Virginia, the Commonwealth of Virginia, and their officers, employees and agents and their affiliates for judgments, damages and expenses arising out of any function hosted or sponsored pursuant to this agreement and/or arising out of any breach (or alleged breach) of any provision of this agreement by the Renting Organization or any member, guest, agent or invitee of any provision of this agreement.

All Renting Organizations agree to abide by the policies of The Department of Drama, the University of Virginia, and all applicable University, State, and Federal laws & regulations. If violations occur, future privileges may be suspended and fines may be imposed. All Renting Organizations are responsible for the protection of the rental space during the contract time. If any damages occur, the Renting Organization is responsible for the costs of repairs. **In the event that a non-UVA renter does not pay all costs incurred, the U. Va. Sponsor shall be responsible for those costs.**

Signature of Renting Organization Representative

Signature of U. Va. Sponsor Representative

Signature of U. Va. Drama Production Coordinator