

Livermore Valley Performing Arts Center Bankhead Theater 2017-18 Rental Information



Welcome

Thank you for your interest in the Livermore Valley Performing Arts Center's 507-Seat Bankhead Theater. The staff of the Center is dedicated to making every effort to ensure the success of your performance event. The following information has been compiled to assist you in your planning.

Please feel free to contact Mike Johnson, Production Manager at 925-583-2308 or mjohnson@lvpac.org with any specific questions that you might have. You are also welcome to visit our web site www.lvpac.org to view additional information about the Center and our activities.

Venues:

Bankhead Theater

The Center's 507-seat state-of-the-art performance hall, the Bankhead Theater, provides the ability to host orchestra, opera and theatrical productions or can be used for lectures, seminars and conferences. In addition to the traditional stage-to-audience configuration, the theater stage may be used for self-contained meeting and performance activities.



Grand Lobby

The Grand Lobby is ideal for reception events prior to or after a scheduled performance. The glass enclosed lobby overlooks the beautifully landscaped Livermore Valley Plaza featuring fountains, planters and a performance area. Maximum occupancy is 300 for a reception and 150 for a dining event.

Scott Haggerty Founders Room

An intimate hospitality room for donors and dignitaries, the private lounge is located directly adjacent to the Grand Lobby. Maximum occupancy is 30.

Theater Rental Guidelines

General Rules

Authorized Areas

User will have access to authorized areas as specified in the rental agreement. User or representative identified on rental agreement must be present for the entire rental period and accepts full financial responsibility for damage, missing property and/or overtime charges.

Alcohol

The sale of alcohol is permitted only through the Center. Caterers, user and guests are not permitted to bring alcohol of any kind on the premises.

Smoking

The Livermore Valley Performing Arts Center is a non-smoking facility.

Required Personnel

Staffing is determined by the Center's management and is charged on an hourly basis. See attached staffing rates. Security staff may be required at the expense of User when deemed necessary by the Center's management.

Space Reservation/Booking

Resident performance groups have first priority for booking space in the Bankhead Theater followed by LVPAC Presents events. Remaining dates are then booked on a first-come, first-served basis. Dates may be reserved on a preliminary basis at the Center management's discretion. To secure a date, a rental agreement must be executed and a deposit fee received.

Rental Agreement

All performances and associated activities must have a fully executed rental agreement prior to your arrival at the theater.

Insurance

All Users must provide the Center with evidence of proper insurance coverage, as specified in the rental agreement, at least 14 days prior to the scheduled event. The Center must be listed as an additional insured on User's policies.

Security Deposit

A refundable security/damage deposit may be required depending upon the nature of your performance.

Performance Content

The Center reserves the right to approve all performance content and activities to ensure appropriate standards of quality and decency. The Center reserves the right to revoke any rental agreement at any time and for any reason.

Concessions

No sales, authorization of sales, or distribution of food items, merchandise or special services are allowed without prior written approval from the Center's management. A commission on gross sales may be applied to all items approved for sale on the premises.

House Program

Theater rental for public performances includes one page in the monthly house program at no cost. Additional pages may be inserted in the program book at User's cost, subject to LVPAC approval as to content and layout.

Tickets

Any User desiring to charge an admission fee and/or distribute tickets must use the LVPAC box office. Only tickets created and distributed by LVPAC will be accepted for admission to theater performances and events. Each ticket

Theater Rental Guidelines

sold requires the collection of a \$4.00 facility fee.

For the purposes of crowd control, LVPAC tickets are required for all performances, events and other activities within the Center. Each person attending, regardless of age, must have a ticket. It is the responsibility of the User to ensure that all special guests, press and other participants are included in the overall ticket count. If special guests, press, etc. are to pick up tickets upon arrival at your event, User must provide the Center box office with a guest list in advance. It is advised that User provide a representative to work with the House Manager to handle ticketing questions and/or problems during the event.

Advertising

No advertising materials may be displayed on the interior, exterior or any other part of the Center without specific authorization from the Center's management. Performance event listings are posted by the Center at the box office on a pre-scheduled basis.

The Center reserves the right to review and approve, in advance, the content of all advertising and promotional materials that refer to the Center in any manner.

Users will be listed in the Center's ongoing promotion, public relations and advertising activities and publications as appropriate. User is responsible for providing information to the Center's marketing department on a timely basis. There is a modest additional charge for such listings.

Deadline for Event Information

At least 30 days prior to the scheduled event, User must provide the Center with final and

complete information about set up specifications, schedule of activities, equipment and/or services required for the contracted event.

Storage of User's Property

User, caterer, decorator, florist or entertainment property cannot be stored overnight either prior to or following rental period. In addition, deliveries will not be accepted prior to the start of the scheduled rental period. Any property remaining past the end of the scheduled rental period will accrue storage costs at the rate of \$100 per hour or fraction thereof.

Animals

With the exception of service animals trained to provide assistance to an individual with a disability, no live animals are to be brought into the facility without written prior permission from the Center's management.

Decorations

Nails, hooks, tacks or screws may not be used on any surface or furnishing in the Center. No tape or other materials may be applied to walls, glass, tables or any surface. User will be held financially responsible for repair/replacement of any damaged or defaced property.

No bunting, tissue paper, crepe paper or any other combustible material may be used without prior approval from the Center's management.

The use of any flammable device or substance (i.e., candles) is strictly forbidden without specific, prior written approval of the Center's management and proper permits.

No glitter, rice or confetti may be used anywhere within the Center.

Rates

LVPAC Bankhead Theater Rental Rates

Theater Rental

	Performance Day	Rehearsal/Tech Day
Non-Profit Rentals	\$1,450	\$695
For-Profit Rentals	\$1,735	\$810

Rent is per day. A day may include load-in, load-out, rehearsals, tech work, and/or up to two performances (additional performances can be negotiated). A day is eight consecutive hours and may begin at any time after 8 AM.

Additional Hours

Non-Profit Rentals	\$290	per hour or portion thereof
For-Profit Rentals	\$350	

Any hour, or portion thereof, after 8 consecutive hours or between the hours of 12:01 AM and 7:59 AM is billed at an hourly rate.

Other Space Rentals

Lobby Space Rentals	\$520 / \$580	per hour with a two hour minimum
Founders Room Rentals	\$175 / \$235	

Included in Rental Fee

- Bankhead 507-Seat Theater Auditorium, including stage, seating area, green room and dressing rooms.
- Soft Goods: Three (3) sets of black legs and borders, one black backdrop and house curtain.
- Basic Lighting System: Up to one hundred (100) fixtures, control board and dimmers.
- Basic Sound System: House public address system with speakers, mixer and up to six channels for microphones (standard/hard-wired) and/or playback devices.

Box Office

On-sale Fee	\$550 / \$600	per performance
Credit Card Fees	4%	or actual whichever is higher
Handling and Facility Fee	\$8	Per Ticket

All attractions must use the theater box office for all ticket sales except advance subscriptions, which may be handled by renter. Each ticket sold, either by LVPAC or User, requires the collection of a \$4.00 facility fee.

Marketing

Advertising/PR Fee	\$550 / \$600	per performance week
Additional Weeks	\$90 / \$120	

Rates

Maintenance and Clean Up

One-Performance Day	\$150	
Multiple Performance Day	\$230	

Fee is for standard cleaning only. If House Manager determines that additional cleaning is needed, Renter will pay actual additional costs of such cleaning.

Personnel

Regular Time	The first eight (8) hours worked in any day up to forty (40) hours in any week. A day is from 8 AM until Midnight.
Overtime (Paid at 1.5 times regular rate)	Any hours worked over eight (8) in one day, or over forty (40) cumulative hours in one week.
Double Time (Paid at 2.0 times regular rate)	Any hours worked between 12:01 AM and 7:59 AM, or any hours over twelve in one day.

Personnel are paid by the hour, beginning with the first hour of each rental. Portions of an hour will be charged for the entire hour. Rates are paid as follows:

Stage Personnel

Production Manager	\$35	per hour per person regular time
Audio Supervisor	\$27.50	
Lighting Supervisor	\$27.50.	
Deck Supervisor	\$27.50	
Stage Hands	\$22.50	

Staffing levels required are at the sole discretion of the Production Manager. Due to insurance requirements, renter-supplied stage personnel will be accepted at the sole discretion of the Production Manager. All fees shown above are Regular Time.

Other Personnel

House Manager	\$35	per hour per person regular time
Security	\$20	
Ushers	\$12	

Staffing levels are at the sole discretion of LVPAC’s Executive Director. All fees shown above are Regular Time.

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Equipment and Supplies

Additional equipment and supplies are available to augment the basic setup included in each rental.

Lighting	Lighting System	included*	Up to one hundred (100) fixtures (conventional, non-moving), control board and dimmers
	Re-lamping Fee	\$110	Per performance
	Follow Spots	\$110	Each per performance
Audio	Basic Sound System	included*	House public address system with speakers, mixer and up to six channels for microphones (standard/hard-wired) and/or playback devices
	Full Sound System	\$500/day	House system including main console (up to 48 channels), house microphone (hard-wired) inventory, speakers and up to six monitor wedges
	Wireless Microphones	\$60	Each per day
Soft Goods	Basic Soft Goods	included*	Four (4) sets of black legs and borders, one black backdrop and house curtain
	White Cyclorama	included*	
	Black Scrim	\$110/165	Per performance
	Blackout Curtains	included*	
Staging	Risers	\$15/20	Per section
	Step Units	included*	
	Marley Dance Floor	\$165 / \$220	Per performance day
	Lecterns, Small or Large	Included	
	Video Projector	TBD	Per performance
	Tables	included*	(4, 6 or 8 foot) per unit
Musician's	Pianos		
	Concert Grand	\$500 / \$700	Steinway Model "D" 9-foot Concert Grand Piano
	Upright Piano	\$65	Yamaha Studio Upright Piano
	Tuning	\$200	required for each piano use
	Orchestra Shell	\$165 / \$220	
	Music Stands	included*	
	Music Stand Lights	included*	
	Orchestra Chairs	included*	
	Conductor's podium/stand	included*	

*Included in Base Rental Fee additional labor may be required