



# Livermore Valley Performing Arts Center Bankhead Theater 2016-17 Rental Information

---

Livermore Performing Arts Center  
2400 First Street Livermore, CA 94550  
925-373-6100 / 925-373-6097 fax  
[www.lvpac.org](http://www.lvpac.org)

## Welcome

### 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 event. The following information has been compiled to assist you in your planning. Please feel free to contact Scott Kenison, Executive Director at 925-583-2301 or [skenison@lvpac.org](mailto:skenison@lvpac.org) with any specific questions that you might have. You are also welcome to visit [www.lvpac.org](http://www.lvpac.org) to view additional information about the Center and our activities.

### Venues:

#### *Bankhead Theater*

The Center's new 500-seat state-of-the-art performance hall, the Bankhead Theater, provides the ability to host full 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 400 for a reception and 175 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. The two-story room has striking views of the Livermore Valley Plaza and the theater's entry courtyard. 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 without proper permissions and permits.

**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 15 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 20% 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 unless other arrangements are approved in advance by the Center's management. Only tickets created and

### Theater Rental Guidelines

distributed by LVPAC will be accepted for admission to theater performances and events. Each ticket sold, either by LVPAC or User, requires the collection of a \$2 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 no 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*

Rental Type	Performance Day	Rehearsal/Tech Day
Resident Groups	\$865	\$570
Non-Resident Users	\$1,450	\$695
<b>Commercial Rentals</b>	<b>\$1,735</b>	<b>\$810</b>

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

*Additional Hours*

<b>Resident Groups</b>	\$230	per hour or portion thereof
<b>Non-Profit Rentals</b>	\$290	
<b>Commercial Rentals</b>	\$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*

<b>Lobby Space Rentals</b>	\$375	per hour
<b>Haggerty Founders Room</b>	\$125	with a two hour minimum

*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*

<b>On sale fee</b>	\$400	per performance for non-resident users
<b>Credit Card Fees</b>	4%	or actual whichever is higher

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 \$2 facility fee.

*Maintenance and Clean Up*

<b>One-Performance Day</b>	\$110	
<b>Multiple Performance Day</b>	\$175	

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

**Rates**

**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**

<b>Production Manager</b>	\$35	per hour per person regular time
<b>Audio Supervisor</b>	\$27.50	
<b>Lighting Supervisor</b>	\$25	
<b>Deck Supervisor</b>	\$25	
<b>Stage Hands</b>	\$20	

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**

<b>House Manger</b>	\$25	per hour per person regular time
<b>Security</b>	\$18	
<b>Ushers</b>	\$12	

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

Bankhead Theater 2016-17 Rental Information

Rates

**Equipment and Supplies**

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

Lighting	Basic Lighting System	included*	Up to one hundred (100) fixtures (conventional, non-moving), control board and dimmers
	Full Lighting System	included*	Up to 500 fixtures, control board and dimmers
	Follow Spots	\$75	Each per day
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	\$ 50	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	included*	
	Blackout Curtains	included*	
Staging	Risers	included*	
	Step Units	included*	
	Marley Dance Floor	included*	
	Lectern, Small		
	Lectern, Large		
	Tables	included*	(4, 6 or 8 foot) per unit
Musician's	Pianos		
	Concert Grand	\$100	Steinway Model "D" 9-foot Concert Grand Piano
	Upright Piano	\$60	Yamaha Studio Upright Piano
	Tuning	\$150	required for each piano use
	Orchestra Shell	included*	
	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