

# Performing Arts Center Application, Requirements and Rate Schedule - KF

## PERFORMING ARTS CENTER APPLICATION M.S.A.D. #35 MARSHWOOD HIGH SCHOOL

**PLEASE PRINT**

Organization_____	Type of Activity_____
Applicant's Name_____	Date(s) facility to be used_____
Phone Number_____	Times to be used_____
Day(s) Needed: (Circle) M T W TH F S S	Specific Time of Event:_____

School Dept.   
  Municipal Dept.   
  Private   
  Profit   
  Non-Profit

Name of person(s) in charge of event:\_\_\_\_\_

Mailing Address:\_\_\_\_\_

Home Phone:\_\_\_\_\_ Work Phone:\_\_\_\_\_ Fax:\_\_\_\_\_

Name of contact person:\_\_\_\_\_

Home Phone:\_\_\_\_\_ Work Phone:\_\_\_\_\_ Fax:\_\_\_\_\_

How many people do you anticipate attending?\_\_\_\_\_

**\*\*Need Certificate of Insurance on file prior to event.\*\***

Liability Insurance Company:\_\_\_\_\_ Insurance Policy/Certificate Number\_\_\_\_\_

**I understand the contract information on the reverse side of this sheet and will take any responsibility for damages or disarray that may occur and agree to pay all fees within thirty (30) days of receipt of bill.**

\_\_\_\_\_ Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

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**OFFICE USE ONLY**

Approved                     
  Not Approved

Requirements:  Custodian(s)  Technician  House Mgr  Police  Certificate of Insurance

Building Principal: \_\_\_\_\_ Date \_\_\_\_\_

**INVOICE**

Date: \_\_\_\_\_

Required custodian (hrs.) \_\_\_\_\_  
(billed from Principal's office)

Police \_\_\_\_\_  
(billed from Police Department)

Name(s) of Employee(s) used \_\_\_\_\_

Facility Fee: \_\_\_\_\_

Fee for Employee(s): \_\_\_\_\_

**TOTAL DUE MSAD #35:** \_\_\_\_\_

**Please make check payable to: MSAD #35, 180 Depot Road, Eliot ME 03903  
Payment is due 30 days from invoice date**

White copy: Supt.'s Office When Event Concludes    Yellow Copy: Invoice    Pink Copy: Principal's Copy    Gold Copy: Applicant's Copy

Production Requirements:

Please complete this form and review it with the auditorium manager at least two weeks before your event. Attach any additional info that will explain your setup.

SPACE NEEDS:

- Closed curtain. No use of the stage behind the main curtain.
- Entire stage (Please attach diagrams or photos of your setup.)
- Rehearsal room \_\_\_\_\_ Dates/Times.
- Dressing rooms. \_\_\_\_\_ Dates/Times.
- Orchestra pit (Set up fee will apply.)

EQUIPMENT NEEDS:

- Microphone(s) \_\_\_\_\_ Number \_\_\_\_\_ Type
- Microphone stand(s) \_\_\_\_\_ Number \_\_\_\_\_ Type
- Sound board
- Light board
- CD player
- Cassette
- Monitor speakers
- Video Player/Movie Screen
- Piano (\$25 upright)
- Piano (\$25 baby grand)
- Piano tuning (at lessee's expense)
- Band risers \_\_\_\_\_ Number of sections
- Choral risers \_\_\_\_\_ Number of sections
- Podium \_\_\_\_\_ Speaking \_\_\_\_\_ Conducting
- Music stands \_\_\_\_\_ Number
- Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Number(s)
- Additional requests (please attach):

REQUIRED SERVICES:

- Lighting operator
- Sound operator
- Stage manager
- Light, sound or other equipment setup
- Light, sound or other equipment breakdown
- House manager (required for audiences over 100) \$30/hr.

Note: The fee for services of technician including tech club members is \$30/hr. These charges will be added to your total bill.

Circle One:	Marshwood H.S SAD #35 Marshwood Affiliated Nonprofit	Community Non-Profit	Other Non-Profit	For Profit
<b>Rental Rates:</b>				
Auditorium	No charge	\$100.00-up to 10 hours**	\$300.00-up to 10 hours**	\$1000.00-up to 10 hours** \$ 500.00-up to 5 hours**
Dressing Room	No Charge	\$25.00	\$25.00	\$25.00
Rehearsal Room	No Charge	\$25.00	\$25.00	\$25.00
<b>Services:</b>				
Custodians- Holidays & Weekends	No charge	\$25/hour-per custodian	\$25/hour-per custodian	\$25/hour-per custodian
Theater Mgr.	No Charge	\$30/hour	\$30/hour	\$30/hour
Security*				
Technicians- includes tech club	No Charge	\$30/hour	\$30/hour	\$30/hour
Piano Rental: Grand Upright		\$50/day \$25/day	\$50/day \$25/day	\$50/day \$25/day
Piano Moving Fee	No Charge	\$100.00	\$100.00	\$100.00

\* Actual charges to be determined by the length of time services used. Cost of services will be responsibility of lessee.

\*\* Anything beyond 10 hours will be billed at a prorated fee.