

Lane Community College Performing Arts Department

Performance Hall Rental Information (Seating Capacity 495)

Lane Community College provides a professional venue available to community, local, and touring performance groups. The facilities may be available for rent at the discretion of, and sponsorship from, the appropriate Performing Arts discipline (Music, Dance or Theatre.) Performance sponsorship is determined for each event by lead faculty of each discipline.

The college reserves the right to accept or reject any request for use of a college facility and to impose additional requirements after reviewing the request of an organization. Decisions for sponsorship by the department may include, but are not limited to, these considerations:

- Availability of the facility without interference with department use and activities.
- Quality of the content and appropriateness of the performance to the mission, vision and core values of the college and the Performing Arts department.
- If the production provides appropriate and relevant learning opportunities for Lane students and the larger community.

The following are some rules and tips to aid in producing a successful show.

- Lane's Technical Director (or his substitute) must be present for all set-ups, rehearsals and performances involving the use of the college's technical equipment and machinery.
- The producing group must provide all their own crew (stage, fly system, costume, technical, stage managers, sound and light board operator). The Technical Director may be used in place of any one of the above crew positions.
- Producing groups are highly encouraged to bring their own stage managers. A production's success relies on a single person who knows the show and can oversee its smooth operation *without distraction*. It is best if the stage manager can control the show from the lighting booth behind the audience, knowing all sound, light and fly cues.
- Glitter is very difficult to clean up. For the sake of those in your group needed to clean it up and for the benefit of the facilities, please keep its use to a minimum.
- Producing companies will provide their own publicity including posters, ads, press releases and so on. *All publicity by the producing group must include a phone number other than LCC where information and tickets are found.*
- The producing group assumes liability for any member of their company or their company's production crew.
- Standing room does not exist in the auditorium. No one is permitted to stand or sit in the aisles so as to impede evacuation or the smooth flow of patrons entering or exiting the auditorium.
- The LCC campus and facilities close at 11pm, everyone must be out of the building and the parking lot by 11pm.
- The designated wheelchair areas of the auditorium must be left open. No chairs may be placed in those areas.
- All audio and video must be delivered as media files to be loaded onto a computer for operation. Links to internet sites will not be accepted.
- All lighting and set designs must be pre-approved.
- Groups are required to leave spaces clean in all areas used by the group or their audience. This can be done by the group themselves or by paying a custodial fee to have it done. The price depends on the extent of use.

- The Blue Door theater (BD) is available for use only as a bonus and only if it is not needed by LCC classes. Please be aware that other plans may need to be made if it is not available.

Rental Fees:

Performance date: \$650

If multiple performances are done in one day, the fee is the same. ½ of this fee goes to the producing program (Music, Dance, or Theatre depending on the type of production) to help with scholarships and other opportunities for LCC students).

Rehearsal date: \$150

Equipment Use: \$200 for the first day + \$50 for each additional day.

This covers the use of basic equipment and services. Please see Equipment Rental Fees for extra equipment used beyond the Standard Set-up.

Technical Director (TD) hourly rate: \$40/hr.

This is accrued for each hour on stage and includes meetings, design, cueing, rehearsal, performance, restore and any time spent specifically on this production. The TD may be placed in any crew position.

Custodial Services: \$150 or \$200 (depending on the extent of use)

You may choose to clean up all used spaces yourself or pay the custodial fee to have it done for you.

Note: Clean up usually includes vacuuming carpets and chairs (BD), cleaning counters and floors and taking out garbage. Used spaces usually include the auditorium, dressing rooms, lobby, Blue Door and hallways.

Fees Examples- One date, one show= \$650 + \$200 (equipment) + \$40/hr.

Two dates- one rehearsal Friday, two shows Saturday= \$650 + \$150 + \$250 (equipment) + \$40/hr.

Items included in the rental fee:

The Performance Hall, Lobby, Blue Door (**if available**), Dressing Rooms and the Standard Set-up.

Standard Stage Set-up includes:

Dance flooring, standard sound, lights and curtains, black velour and/or white cyclorama “cyc” background, choral risers, acoustic shell walls, podium, chairs, music stands, tables, available props, furniture and scenic units.

Any additions or changes to the standard set-up will need to be arranged and scheduled ahead of time.

Equipment Rental Fees (These prices do not include an hourly rate for installation and removal)

Lighting Instruments *Creation of lighting cues will be charged on an hourly basis*

Extra lighting	Negotiable
Followspot (operator required)	\$20

Sound Equipment

Wired microphones (2 included in basic rental)	\$20 each
Wireless microphone (lapel) (only 1 available)	\$50
Wireless microphone (handheld) (only 1 available)	\$30

Other Equipment

Main video projector	\$100/day
Black act curtain (acts as main curtain)	\$30
White Scrim	\$50
Dry Ice Fogger (low-lying fog, dry ice not included)	\$40
Smoke machine (in-air smoke effect)	\$20
Hazer (light mist, revealing beams of light)	\$30

Pianos (*if available and must be arranged ahead of time*)

9' Steinway Grand	\$200
7' Steinway Grand or 6' Yamaha Grand	\$150
Upright	\$100
Special Tuning (must be scheduled ahead of time)	\$120