



MOUNTAIN VIEW-LOS ALTOS HIGH SCHOOL DISTRICT EAGLE THEATRE

Myles Rowland **Theatre Coordinator**

Phone: 650-960-8811 x2484

Email: myles.rowland@mvla.net

Los Altos High School Eagle Theatre

201 Almond Ave.

Los Altos, CA 94022





MOUNTAIN VIEW-LOS ALTOS HIGH SCHOOL DISTRICT EAGLE THEATRE RENTAL AGREEMENT

All contacts; here forth known from this point on as Clients, will be responsible for completing an Eagle Theatre Rental Contract prior to occupying the Los Altos High School Eagle Theatre. All contracts, changes to contracts, additions, and cancellations must be in writing and submitted to the Theatre Manager for approval no later than five (5) calendar days prior to scheduled date.

The Los Altos High School Eagle Theatre requires the Client to provide evidence of public liability insurance in the amount of \$1 Million. The policy must be valid for the time the Client will be occupying the Eagle Theatre. A copy of the Certificate of Insurance must be on file ten (10) days prior to the event date. For the safety of persons occupying the Eagle Theatre and/or surrounding facilities, and the protection of the equipment, the Theatre Manager reserves the right to request the removal of any member of the Client's crew whose conduct or procedures are considered damaging to the equipment and facilities or hazardous to the safety of any person(s) occupying the space.

The Los Altos High School Eagle Theatre requires the Client to agree to and abide by the following safety policies:

- ☒ Only approved theatre staff may operate the fly system.
- ☒ Only approved production staff may occupy the booth and catwalks.
- ☒ The Client may not run wires or cables into Eagle Theatre at any time.
- ☒ The Client may not alter or modify any equipment owned by the facility.
- ☒ The Client may not construct scenery that requires anchoring it into the stage or paint on the stage or in the Eagle Theatre at any time.
- ☒ No open flame (candles or lighted fire) or pyrotechnics are allowed in the Eagle Theatre at any time.
- ☒ All banners, props, and decorations must be fire-resistant.
- ☒ The Client may not exceed the maximum seating capacity of the Eagle Theatre.

The Client agrees to indemnify and hold harmless from as well as defend the Mountain View Los Altos High School District, their agents, and employees against any and all claims for liability or judgment for any injury to or death of any person(s) or damage to property whatsoever caused by, created by, or in any way connected with the use of the Eagle Theatre and surrounding facilities.

The Los Altos High School Eagle Theatre also requires the Client to agree to and abide by the following production rules and policies:

- ☒ The Client must provide a list of production staff 24 hours prior to the event.
- ☒ The Client must become familiar with emergency procedures and evacuation routes for the Theatre.
- ☒ The Client must designate an Event Coordinator who will be present during the entire event.
- ☒ A production meeting with the Theatre Manager should take place four (4) weeks prior to the event.
- ☒ The Client is required to have all lighting, staging, rigging, and sound needs approved by the Theatre Manager prior to the event.
- ☒ All banners and signs need approval by the Theatre Manager and may be hung in designated areas.
- ☒ The Client must leave the facility (Eagle Theatre, Stage, Dressing Rooms, Bathrooms, Booth, Lobby, Hallways, and Outer Facilities) in an orderly fashion. In the event the Client fails to comply, they will be charged for excess cleaning and/or repairs determined by the Theatre Manager.

(Initial)

✖ The Client agrees to accept and assume sole responsibility for all royalty payments and copyright clearance. The Client will additionally accept responsibility for and absolve the Mountain View Los Altos High School District from any liability or expense arising out of the use of any work or composition material covered by copyrights.

(Initial)

✖ The Client must return the stage to the state it was found prior to the event. Regardless of previous wear and tear, in the event construction and/or painting have taken place on stage or in the Eagle Theatre, a fee of \$650.00 may be added to the Client's final invoice per the Theatre Manager.

(Initial)

The Client has the right to determine the ticket price for their event.

Los Altos High School Eagle Theatre requires a deposit equal to 50% of the estimated rental fee to validate each reservation. Once a reservation has been confirmed, all payments must be made in the form of a certified check, cashier's check, or company check made payable to Los Altos High School. The Client will be issued a final invoice 14 days following the event where the non-refundable deposit will be reflected. In the event any credits are to be issued, they will be issued 14 days following the event in the form of a check. The Los Altos High School Eagle Theatre may honor certain discounts for Non-profit organizations. Non-profit groups must provide written proof of non-profit status from the IRS (a copy of the IRS Determination Letter or 501c.3) to qualify for non-profit rental rates. Non-profits may not rent on the behalf of anyone else and a verified representative from the non-profit must be present at all times.

(Initial)

In the event that the Client fails to pay any remaining balance owed to LAHS Eagle Theatre or MVHS Spartan Theatre, they will be charged a late fee of 15% of the entire rental cost. This is to include overtime as well as any extra charges incurred or requested. All late fees must be paid within 30 days receipt of final payment or as determined by the Theatre Manager.

(Initial)

LAHS and MVHS are non-smoking campuses. The Client **must** advertise this on all production material as well as on programs. The Client agrees to adhere to all California State Law as well as Los Altos High School and Eagle Theatre rules and policies forbidding the use and sales of tobacco as well as the consumption of any alcoholic beverages at any time. If the Client does not adhere to state law prohibiting alcohol and tobacco, their show will result in the cancellation of their performance or of any further activity on their contract.

(Initial)

Excluding plain bottled water, no food or drinks are allowed inside the Eagle Theatre at any time. Performers and Patrons are required to consume their food and beverages outside the Eagle Theatre at all times. The Client may however provide its own catering outside of the Eagle Theatre for intermission and post-show concessions.

In accordance with the Mountain View-Los Altos High School District and Los Altos High School Eagle Theatre rules and regulations, and on behalf of the Client, we hereby accept the terms as written in this agreement. We furthermore agree to the required deposit equal to 50% of the estimated rental fee to validate this reservation.

The Eagle Theatre reserves the right to cancel any event due to the Client's breach of contract and forfeit a non-refundable deposit. Additionally, the Client may at any time cancel a contract and forfeit their non-refundable deposit.

Signed: _____
(Client)

Date: _____

Signed: _____
(Theatre Manager)

Date: _____



Application for Theatre Use

Name of Organization: _____

Address: _____

Street Address

City

State

Zip

Billing Address (if different from above):

Street Address

City

State

Zip

Person Submitting Request: _____

Phone: _____ Cell Phone: _____ Email: _____

Primary Contact (Event Coordinator):

Phone: _____ Cell Phone: _____ Email: _____

Secondary Contact: _____

Phone: _____ Cell Phone: _____ Email: _____

Type of Organization: (*Check one*)

_____ School or district organization (*must be officially recognized*)

_____ Off campus non-profit (*with proof of non-profit status*)

_____ Other off-campus organization

Event Information:

Dates	Times

Description of the event:

Will admission or registration be charged or a donation requested? ____ Yes ____ No

Audience information: Anticipated Audience Size _____

Event will be attended primarily by: _____ MVLA students, parents, and staff
_____ Off campus audience

Equipment/Set-up information:

Describe your set-up and equipment needs: _____

I have read and agree to abide by the rules and policies regarding use of the Mountain View-Los Altos High School District Eagle Theatre and will be present for the entire event.

Event Coordinator: _____
Signature Date

+++++

OFFICE ONLY

Date Received	_____		
Date Approved	_____		
Estimated Fee	_____		
Proof of Insurance (<i>Date Received</i>)	_____		
Proof of Non-Profit Status (<i>Date Received</i>)	_____		
Meeting Date with Theatre Manager	_____		
Deposit Amount	_____	Date Received	_____
Total Fee Due	_____		
Final Payment		Date Received	_____
Amount	_____		

Notes:

MOUNTAIN VIEW-LOS ALTOS HIGH SCHOOL DISTRICT

FACILITY USE GROUPS

<p>GROUP 1</p> <p>District/School Sponsored Events</p>	<ul style="list-style-type: none"> ☒ Games, Practices, Meetings, Performances, and any other event that is sponsored by Mountain View-Los Altos High School District and supervised by a district employee. ☒ Auxiliary Organization (e.g. PTSA). ☒ Recognized school club.
<p>GROUP 2</p> <p>Activities oriented toward community youth that are sponsored by non-profit organizations</p>	<ul style="list-style-type: none"> ☒ Scout Meetings. ☒ Parks and Recreation Activities. ☒ Other Public School Districts. ☒ YMCA/YWCA Activities for youth. ☒ Youth Sports Leagues.
<p>GROUP 3</p> <p>Other Community activities sponsored by recognized non-profit organizations or other public agencies.</p>	<ul style="list-style-type: none"> ☒ City or other Governmental Agencies. ☒ College or University Groups. ☒ Civic Organizations and Service Clubs. ☒ Social Clubs or Educational Groups. ☒ Church or Religious Organizations. ☒ Adult Sports Leagues.
<p>GROUP 4</p> <p>Activities and events that are sponsored by for-profit organizations, individuals requesting the facilities for personal use, and all fundraising events that are not for the benefit of Mountain View-Los Altos High School District Students.</p>	<ul style="list-style-type: none"> ☒ Commercial use of Facilities (e.g. Jazzercise, music lessons, private tutoring, or summer camp). ☒ Activities sponsored by for-profit organizations (e.g. sports leagues). ☒ Private Dance or other event. ☒ Any fundraising events that are sponsored by a non-profit organization where receipts are not expected for the welfare of the Mountain View-Los Altos High School District Students.
<p>GROUP 5</p> <p>Meetings or Seminars that are under four (4) hours. This includes the time it takes to load in as well as load out.</p>	<p>This Group is not intended for performances requiring heavy A/V needs. Permission to rent the Theatre under this qualification will be determined by the Theatre Manager.</p>



EAGLE THEATRE FEE CHART

Performance Day				
	Group 1	Group 2 & 3	Group 4	Group 5
Facility Use	N/A	\$300.00	\$500.00	\$200.00
Basic Equipment	\$50.00 or \$1 per ticket	\$200.00	\$300.00	\$100.00
Admission		\$50.00	\$100.00+	\$50.00
Theatre Manager	N/A	\$256.00	\$256.00	\$128.00
2 Technicians (8/h)	N/A	\$176.00	\$176.00	\$88.00
Custodian (4/h)	N/A	\$140.00	\$140.00	\$70.00
Security	N/A	\$124.00	\$124.00	\$60.00
	\$50.00 or \$1.00 per ticket	\$1,246.00	\$1,596.00+	\$696.00

Non-Performance Day			
	Group 1	Group 2 & 3	Group 4
Facility Use	N/A	\$100.00	\$400.00
Basic Equipment	\$50.00	\$100.00	\$200.00
Admission			
Theatre Manager	N/A	\$256.00	\$256.00
2 Technicians	N/A	\$176.00	\$176.00
Custodian	N/A		
Security	N/A		
	\$50.00	\$632.00	\$1,032.00

Over Time Rate after 8 hours	
Facility	\$100 / Hour
Staff	Time & A Half after 8 hours

HOLIDAY RATE	
Facility	\$500 / 8 Hours
Staff	Double Time per Hour

Additional Charges

- ✘ \$1.00 from each ticket sold will be collected from group 1 to cover facility use and admission. A \$50.00 facility use will be collected from school clubs.
- ✘ If the event is during a Holiday Break or during a Holiday time that is recognized by LAHS, there is an additional fee as well as the pay rate. Holiday rentals are at the discretion of the Theatre Manager.
- ✘ Group 4 will be charged a minimum of \$100.00 or 25% of the box office gross; whichever is greater, in addition to the final rental price.
- ✘ Group 5: A meeting or seminar under 4 hours including load in & load out. An overtime charge of \$100.00 plus staff labor will be charged for each hour after the fourth hour.
- ✘ **15% Late Fee** applied to payments later than the agreed date (14 days post performance).



Basic Theatre Package

- ☒ Use of theatre for 8 hours
- ☒ Stage set up (soft goods, up to 8 risers, podium)
- ☒ Use of dressing rooms
- ☒ Use of box office (day of event)
- ☒ Basic Sound (house P.A., up to 4 microphones, compact disc, & tape player, clear-com)
- ☒ Basic Lighting (full stage wash, cyc lighting, podium special)
- ☒ Theatre Manager
- ☒ 2 Technicians
- ☒ Custodian (4 hours)
- ☒ Security (4 hours)

Booking Theatres

Due Dates for Booking Theatre Facilities:

LAHS Performing arts	May 1 of preceding school year
LAHS school at large	May 15 of preceding school year
Categories 2, 3, 4, & 5	June 1 of preceding school year
Announcement of the theatre schedule	June 15 of preceding school year

These dates will be posted and announced as reminders to all LAHS staff in March and May of the proceeding school year.

The theatre year is August – July (dark time will be booked in annually at the Theatre Management team scheduling meeting. The length of time will be based on needed repairs. The Theatre Manager will determine this. Bookings will also be looked at monthly at Theatre Management meetings and all mid-year bookings will be handled by Lee Ann Norkoski (for LAHS use) and by The Theatre Manager for all other groups.

School Club Use

Upon availability, school clubs are able to use the Eagle Theatre for special events once per semester. To qualify for rental of the Eagle Theatre, each club must have a faculty sponsor for the duration of the event and all authorized members must complete and sign a club contract prior to the event.

Along with the contract, there is a nominal \$50.00 fee with an additional \$150.00 cleaning deposit. There may be a larger fee if the club books an event during a time when the Theatre Manager is not available otherwise.

Insurance

You may contact your personal Insurance Broker for assistance or refer to the following website.

<http://www.insurevents.com/events.htm>

LAHS EAGLE THEATRE SEATING CHART

	9	8	7	6	5	4	3	2	1	101	102	103	104	105	106	107	108	109	110	111	112	113	114	1	2	3	4	5	6	7	8	9	
10	9	8	7	6	5	4	3	2	1	101	102	103	104	105	106	107	108	109	110	111	112	113	114	1	2	3	4	5	6	7	8	9	10
10	9	8	7	6	5	4	3	2	1	101	102	103	104	105	106	107	108	109	110	111	112	113	114	1	2	3	4	5	6	7	8	9	10
10	9	8	7	6	5	4	3	2	1	101	102	103	104	105	106	107	108	109	110	111	112	113	114	1	2	3	4	5	6	7	8	9	10
	9	8	7	6	5	4	3	2	1	101	102	103	104	105	106	107	108	109	110	111	112	113	114	1	2	3	4	5	6	7	8	9	
	9	8	7	6	5	4	3	2	1	101	102	103	104	105	106	107	108	109	110	111	112	113	114	1	2	3	4	5	6	7	8	9	
		8	7	6	5	4	3	2	1	101	102	103	104	105	106	107	108	109	110	111	112	113	114	1	2	3	4	5	6	7	8		
		8	7	6	5	4	3	2	1	101	102	103	104	105	106	107	108	109	110	111	112	113	114	1	2	3	4	5	6	7	8		
			7	6	5	4	3	2	1	101	102	103	104	105	106	107	108	109	110	111	112	113	114	1	2	3	4	5	6	7			
			7	6	5	4	3	2	1	101	102	103	104	105	106	107	108	109	110	111	112	113	114	1	2	3	4	5	6	7			
				6	5	4	3	2	1		101	102	103	104	105	106	107	108	109	110	111	112	113	1	2	3	4	5	6				
				6	5	4	3	2	1		101	102	103	104	105	106	107	108	109	110	111	112		1	2	3	4	5	6				
					5	4	3	2	1			101	102	103	104	105	106	107	108	109	110	111		1	2	3	4	5					