

Northview Public Schools-2019
Performing Arts Center Application for Non-School Functions
 4451 Hunsberger NE Grand Rapids, MI 49525

Organization _____ Contact Person _____

Business Phone _____ Home Phone _____ Fax _____

Type of Event _____ Expected attendance _____

Use Schedule

Date	Day	Activity	Arrival time	Start time	End time	Departure
Example 9/12/99	Sunday	Rehearsal	9AM	11AM	2PM	2:30PM

Additional Rooms needed: (Subject to Approval)

Band Room Choir Room Dressing Room Scene Shop Box office

Other _____

If you need additional space not associated with the Auditorium, please contact the Theater Director at (616) 365-6114

Staging Needs: (include quantity)	Audio Visual Needs: (include quantity)
<input type="checkbox"/> Lectern	<input type="checkbox"/> Lectern Mic
<input type="checkbox"/> Orchestra Shell	<input type="checkbox"/> Wireless Handheld Mic
<input type="checkbox"/> Choral Risers for _____	<input type="checkbox"/> Wireless Lavalier Mic
<input type="checkbox"/> Grand Piano Tuned \$	<input type="checkbox"/> Hand held Mics
<input type="checkbox"/> Chairs _____	<input type="checkbox"/> Choir Mics
<input type="checkbox"/> Music Stands _____	<input type="checkbox"/> On Stage Audio Monitors
<input type="checkbox"/> Tables on stage 8Ft _____ (up to 2)	<input type="checkbox"/> CD Player
<input type="checkbox"/> Tables in Lobby 8Ft _____ (up to 6)	<input type="checkbox"/>
<input type="checkbox"/> Orchestra Pit	<input type="checkbox"/> DVD recording of Event
<input type="checkbox"/> Access to Fly System for Scenery	<input type="checkbox"/> Video Projection
<input type="checkbox"/> General Stage Lighting (White light)	<input type="checkbox"/> IBM Computer Projection (from booth only)
<input type="checkbox"/> Special Lighting (Contact P.A.C. Director)	
<input type="checkbox"/> Follow Spots (up to 2)	<input type="checkbox"/> Stage Technicians (Contact P.A.C. Director)

PROCEDURES

1. Application forms are available from the building administrator.
2. Complete application form and return to the **Northview Public Schools Performing Arts Center, attn: Theater Director** at least 30 working days prior to date requested. No reservation will be made until authorized representatives approve this application.
3. Upon approval, a rental agreement will be issued to the applicant and a signed copy must be returned within 15 days along with any deposits required.
4. Person completing the application or the one assuming responsibility for the group should be familiar with the Northview Public Schools Performing Arts Center Use Policy.
5. Any fees due should be paid to the **Theater Director**. Make all checks payable to Northview Public Schools.
6. Applicant must confirm all Reservations 48 hours in advance of event.

Building Approval by: _____ Date _____ over

Rental of Auditorium (based on a per day rental)

<u>Resident</u>	<u>Non-Resident</u>
\$173.25/hr	\$208.15/hr
\$693.00 Minimum	\$832.60 Minimum
\$1386.00/day Max.	\$1665.20/day Max.
\$5544.00/week Max	\$8326.00/week Max.

Rent amount includes: PAC, basic lighting, sound, PAC Director or assigned supervisor, custodian, and 3-student technicians.

Band or Choir Room	\$33.07/hr	\$33.07/hr
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Plus the following additional charges if used or assigned:

	<u>Resident</u>	<u>Non-Resident</u>
Wireless Mic	\$30/mic/day	\$30/mic/day
Piano	\$108.75/day	\$108.75/day
Piano Tuning	Current Rate	Current Rate
LCD Video Projector (DVD, and IBM Computer compatible)	\$72.50/day	\$72.50/day
Follow Spots	\$65.25/per day per light	\$79.35/per day per light
Stagehands (each additional)	\$17.40/hr	\$17.40/hr
Security	\$Current	\$Current
Custodian	\$29/hr \$43.50/hr on Saturdays and \$58/hr on Sundays	

Above labor rates subject to change without prior notice.

Cost of equipment rental, custodians, security and auxiliary personnel will be the responsibility of the person/organization renting the facility.