

COMMUNITY SERVICES DEPARTMENT

Menlo-Atherton Performing Arts Center Facility Rental Information

701 Laurel Street, Menlo Park, CA 94025 (p) 650.330.2223 (f) 650.330.2242



FACILITY DESCRIPTION

The City of Menlo Park is allowed to use 55 days each year at the Menlo-Atherton Performing Arts Center. The Performing Art Center is a 493-seat theatre with professional quality sound and lighting, rehearsal and music rooms, a lobby and box office, green room, orchestra pit, loading dock and parking. The Menlo-Atherton Performing Arts Center is located on the campus of Menlo-Atherton High School at 555 Middlefield Road, Atherton, CA, 94207.

RESERVATIONS

Facility Application: Applications are accepted in person only on a first come, first serve basis and can be submitted up to one year in advance. To secure a reservation, payment must include the security deposit **and** a minimum of three hours rent. The remaining balance is due two weeks prior to the date of your reservation. Reservations are not accepted with less than **60 days**. Verification of residency must be provided at the time of reservation and the applicant must be at least 18 years of age. We reserve the right to refuse rental or use to groups or individuals who have previously used the facility and left it in poor condition. In the event that the reserved theater is needed for City or school district use or maintenance, the City of Menlo Park and M-A High School reserves the right to reschedule, relocate, or deny a request previously approved. In this event, the group or individual will be given as much advance notice as possible.

Liability Insurance: A Certificate of Liability Insurance is required for all facility rentals. The renter must bring proof of insurance from their insurance company for one million dollars, naming the City of Menlo Park as additionally insured. The certificate must be submitted at least **30 days** prior to the rental date. No reservation will be confirmed without proof of insurance. A Certificate of Liability Insurance can be issued by the renter's homeowner's or other insurance carrier. In order for the certificate to be valid, it must contain the following:

- ✓ *The renter's name must be listed as the one "insured."*
- ✓ *The policy must not expire before the event date.*
- ✓ *The policy must be for \$1,000,000.*
- ✓ *The "description" should list the rental location, day, and event planned.*
- ✓ *The City of Menlo Park at 701 Laurel Street, Menlo Park, CA 94025 must be listed as "additional insured."*

Confirmation: No reservation is confirmed until the completed reservation form has been approved, all fees and security deposit have been paid, and the insurance certificate is submitted. Approval is dependent upon intended use, availability, and applicants' agreement to abide by the terms and conditions listed herein.

Cancellations: For all cancellations, a \$25.00 service & handling fee will be assessed. Any cancellation within 30 days of the rental date will result in forfeiture of the deposit. Any cancellation within 2 weeks of the rental date will result in forfeiture of the deposit and 3 hours rent.

Refunds: Refunds on security deposits are based on compliance with the rental contract, as well as the security and clean-up requirements. To receive a full refund on the security deposit, the building must be cleaned and cleared of all guests, rental party, and vendors at the agreed upon time. The renter will be billed for any damages or extra staff time not covered by the deposit. Deposits are generally refunded within 2-3 weeks.

RULES & REGULATIONS

Hours: Any time in the building, including set-up and clean-up, is chargeable to the renter. Facilities will be opened only at designated opening time and must be completely vacated by designate closing time. The requested hours will be strictly observed and should it be necessary to extend the time beyond what is specified on the application, special permission will be obtained from the administrator in charge of the facility before the event convenes, and in such instance additional charges may be made.

Fees: All renters will work with city staff and theater staff to complete a *Tech Worksheet* to determine the rental fees. If additional equipment or staff hours are needed for the rental, the renter will be invoiced for those charges.

Food & Drink: No food or drink is allowed in the theater. Food and drinks may be served in the lobby or patio areas but required prior approval. Menlo-Atherton Arts Program reserves the right to run the concession area for events as fundraising for their department.

Alcohol: No alcohol will be allowed at any time on school premise.

Smoking: Smoking is not allowed on any premises, including patios and entry areas.

Renter Conduct: The renter is solely responsible for any and all accidents or injuries to persons or property resulting from the use of the facility. The renter is responsible for the control and supervision of all people in attendance. The renter shall take care that no damage is done to the facility and that all of the attendees conduct themselves in an orderly manner in and around the facility including the surrounding areas and parking lot. If damages or behavior of the group are deemed inappropriate or unsafe for any reason, the function may be stopped in progress and denied further use of the facilities. In addition, if it becomes necessary during the course of the function to summon the police for any reason, all or part of the security deposit will be forfeited. Groups composed of minors (under the age of 18) must be supervised by 1 adult for every 20 minors. Minors must be under adult supervision at all times.

- **Decorations:** There is no adhering anything to the walls, doors, windows or other parts of the building without the express permission of the Theater Manager. If permission is granted, only blue painters tape will be permitted. Use gaffers or appropriate stage tape only on or around the stage area (absolutely no duct tape, scotch tape, screws or other unauthorized fasteners will be allowed). No open flames, candles, or pyrotechnics are allowed. The renter is responsible for taking down all decorations and removing trash to the proper area.
- **Damages:** Any damage incurred to the walls, windows, tables, chairs, stage, lights, AV or sound system, or any of the property will be deducted from the deposit and is the responsibility of the renter. This includes litter in the parking lot, patio area, and lobby or any excessive cleaning done by our staff. Renter will be billed for damages, cleaning expenses, and staff overtime in excess of the deposit or for total damages.
- **Storage:** Storage may be available either before or after the rental; however, requires prior approval by the school.
- **Opening/Closing Checklist:** If the renter finds anything to their dissatisfaction upon entering the building, staff should be notified IMMEDIATELY so that prompt action can be taken to correct the situation. Failure to do so may result in all or partial withholding of the security deposit. In addition, the renter must check with staff before leaving and after cleaning up to ensure everything on the checklist has been completed.
- **Hours of Reservation:** In the event that the renter has not exited the building within the time parameters noted on the contract, a penalty will be assessed. It is not an option for the renter to add additional time to their reservation on the day of the event itself. Any and all time changes must be made at least one week in advance. There are no partial refunds/prorated fees if an event ends earlier than the scheduled time.

Facility Attendant: A city-staff attendant will be on duty for the duration of your event. They will ensure the building is unlock and lock, inform the renter the of equipment location, answer any questions, and enforce the rules of the facility. The attendant is there to assist the renter; however the renter is responsible for their own set-up and clean-up. Please report any facility issues to the attendant immediately.

Admission Fees: Facility users may charge an admission fee or entrance fee but requires prior approval.

Ushers/Lobby Attendants: The renter will be responsible for providing all of the required ushers, box office, and lobby attendants. At least one person must remain in the lobby area for the **entire** rental time. The renter will be asked to complete a *Staffing Worksheet* to ensure the appropriate numbers of staff or volunteers will be available for the size and type of event. The renter will be responsible for providing the ushers and lobby attendants.

School District: All renters are subject to comply with all of the Sequoia Union High School District rules and regulations

EQUIPMENT

City of Menlo Park and M-A Performing Arts Center staff reserves the right to determine if the renter or their designated vendor can operate the equipment or if it is required to use authorized theater staff or authorized vendor. The following is the list of equipment available at the Performing Arts Center:

- The sound system includes Midas Verona soundboard, 4 vocal (wired) microphones, 2 instrumental (wired) microphones, 6 microphone stands with booms, 4 large monitor speakers (EAW), 2 small monitor speakers, (EAW), 10 clear com wired headsets, CD player, Cassette player, Mini Disc player, lectern, acoustical curtains and 20 hearing impaired headsets.
- The stage camera projects to 5 closed circuit monitors.
- The lighting system includes use of a 25' man lift , ETC Ion light board, 22 source 4 ellipsoidal 19D, 46 source 4 ellipsoidal 26D, 40 source 4 ellipsoidal 36D, 2 source 4 ellipsoidal 50D, 20 source 4 PAR-ER, 7 sets of 4 cell Cyc, and 2 catwalks.
- The sets includes 33 line manual fly system, approximately 9 open line sets. All sets must be built before entering the scene shop. All props must be stored in the green room and the wings of the stage (not on stage or in orchestra pit). No sets shall be built at the Performing Arts Center.
- Other equipment available is a large podium, small podium, tables, portable chairs, LCD overhead projector with screen, laptop, VCR/DVD, rehearsal stairs, choral risers (4-step), dance flooring, and wireless microphones.

FACILITY FEE SCHEDULE

ITEM	FEE	REQUIRED/OPTIONAL
Theater Manager	\$25/hr	Required
Custodial Personnel	\$55/hr + 1 hr	Required
City Staff Coordinator	Varies	Required
Student Technicians	\$10/hr	Optional
Wireless, Hanging, or Boundary Microphones	\$50 each	Optional
LCD Projector	\$75	Optional
VCR/DVD with screen	\$25	Optional
Laptop	\$50	Optional
Overhead projector	\$25	Optional
Rehearsal Stairs	\$50 each	Optional
Choral Risers	\$20 each	Optional
Chairs	\$1 each	Optional
Tables	\$5 each	Optional
Dance Flooring	\$65 per roll(installed) \$40 per roll (uninstalled)	Optional
Band Shell	\$1200	Optional
Follow Spot	\$50 each	Optional