

Lane Community College
Music, Dance and Theatre Arts Department

Performance Hall Reservation Information (Seating Capacity 490)

Please Call James McConkey at (541) 463-5643 to discuss your event before submitting this form!

Lane Community College provides a professional venue available to community, local, and touring performance groups.

Rental Fees:

Performance dates \$650 (If multiple performances are done in one day, the fee is the same. 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 dates \$150

Event Services \$150/production (This covers basic equipment and services. This is only charged once per production whether for one night or one month.)

Hourly rate for the Technical Director \$30/hr. (This is accrued for each hour on stage)

Extra equipment used beyond the Standard Set-up (See Equipment Rental Fees)

Examples- One date, one show- \$650 + \$150 (services) + \$25/hr.

Two dates, one rehearsal, two shows- \$650 + \$150 (rehearsal date) + \$150 (services) + 30/hr.

The Auditorium, Dressing Rooms, Lobby and Stage must be left clean or a \$100 Cleaning Fee will be charged.

The following are some rules and tips to aid in the pursuit of a successful show.

The producing group will provide all of their own stage, rigging, costume and technical crew, stage managers, lighting designer, sound board operator, and light board operator. Lane's Technical Director must approve people occupying these positions as capable of working on LCC equipment. Additional technical help may be arranged through the Technical Director. All lighting and set designs must be pre-approved.

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.

Producing groups must 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 booth behind the audience, knowing all sound, light and fly cues.

Producing companies will provide their own publicity including posters, ads, press releases and so on. All publicity by the producing group must include:

1. The Lane Community College logo*
2. It must state that the event is partially sponsored by LCC Performing Arts

In an effort to avoid unnecessary work on the part of the LCC staff please also use the following:

3. Phone numbers other than LCC where information and tickets are found.
4. A return address other than LCC on all direct mailings.

*LCC logo information is available on Lane's web site at: www.lanecc.edu/mpr/logo.htm

The Producing Group assumes liability for any member of their company or their company's production crew.

Items included in the rental fee:

The rental fees provide the producing group with the use of:

The Performance Hall, Lobby, Blue Door Theatre (if available), Dressing Rooms, Student Help (if available) and the Standard Set-up. The Box Office is not available.

Standard Stage Set-up

Dance-Dance flooring, black legs & borders, black velour and/or white cyclorama “Cyc” background.

Music- Black legs & borders, black velour and/or white cyclorama “Cyc” background, choral risers, podium, chairs, music stands and tables.

Theatre- Black legs & borders, black velour and/or white cyclorama “Cyc” background, assorted scenic units and props.)

Standard Lighting Set-up-Amber-colored front lighting, red, amber, and blue “Cyc” light, 3 “specials”, lighting console, unlimited available gels. Dance add: 5 colors of sidelight, 1 color of back-lighting, stage wash with breakup gobos.

Standard Technical Set-up-Headsets, 2 CD players (no tape, DAT etc.), on-stage monitors, 2 wired microphones, professional sound console.

ANY ADDITIONS OR CHANGES TO THE STANDARD SET-UP WILL NEED TO BE ARRANGED AND SCHEDULED AHEAD OF TIME. (SEE EQUIPMENT RENTAL FEES)

Standard Rental Rates

Performance Date \$650

Rehearsal Date \$150

Event Services Fee \$150

(Includes equipment and supply maintenance, repair and replacement.)

Technical Director Hourly Rate \$30

(Meetings, Design, Cueing, Rehearsal, Performance, Restore etc.)

Custodial Services \$100

(Will be waived if the spaces are left clean.)

Equipment Rental Fees (THESE PRICES DO NOT INCLUDE HOURLY RATE FOR INSTALLATION)

Lighting Instruments

4-6 Specials \$40

7-10 Specials \$80

Follow Spot (Operator required) \$20

Gobos (3 included in basic rental) \$3 each

Creation of lighting cues will be charged on an hourly time basis

Sound Equipment

Microphones (2 included in basic rental) \$10 each

Wireless (lapel) Microphone \$40 each

Wireless (handheld) Microphone \$30 each

Other Equipment

Projection Screen and/or Overhead Projector \$10

Black Act Curtain \$30

White Scrim \$40

Video Projector \$70/day (Reserve 3 days in advance)

Pianos (If available and must be arranged ahead of time)

9’ Steinway Grand \$100 Tuning \$75

7’ Yamaha Grand \$60 Tuning \$65

Upright \$35

Performance Hall Reservation Request Form

Please fill out this form as completely as possible so that we may give you the best estimate for renting the space. Please also include a proposal of your event to expedite an approval for your request. Your request will not be completely approved until a signed contract is received.

Today's Date: _____ Event Date(s): _____

Function/Event: _____

Organization/Group: _____

Contact: _____ Contact Email: _____

Contact Address: _____

Contact Phone#(s) _____

Arrival Time (Day of event): _____

Event Start Time: _____ Approx. Running Time: _____

Number of Audience Anticipated: _____ Number in Company: _____

Rehearsal Dates: _____ Hours: From: _____ To _____

_____ From: _____ To _____

_____ From: _____ To _____

_____ From: _____ To _____

Technical Requirements: (Video, projection screen, overhead projector, number of microphones, special lights, followspot, piano, sound, tables, chairs, music stands, etc) _____

Department Use Only	
Approvals	
Admin. Asst/Calendar _____	
Technical Director _____	
Discipline Leads _____	Department Chair _____
Music Dance Theatre	