



Old City Hall Facility Request Form:

The Facility Reservation Form, along with the \$25 non-refundable processing fee must be completed and returned to the SCAC Facility Manager. Upon SCAC Executive Director approval a Security Deposit of \$350 must be submitted with the Facility Agreement as well as ½ of the rental deposit. Dates may be set at this time. The Shasta County Arts Council reserves the right to refuse rental of the Facility for any reason.

User Information:

Legal Name of User (Organization/Business): _____

Authorized User Representative: _____

User Address: _____

Phone: _____ Fax: _____ Email: _____

Corporate Status of User: For-profit Non-profit (If first time use of Facility, User must attach a Copy of it 501(C)(3) IRS determination letter.)

Event Information:

Event Name: _____

Event Date: _____

Description of the Event:

Production Schedule:

Load in Time: _____ Technical/Sound Check: _____

Event Time: _____ Strike: _____

Box Office:

Date Tickets go on Sale: _____ Number of Tickets Consigned to User: _____

Performance /Fundraiser/Workshop /Meeting / Recital

Date(s) & Time(s): _____

Performance(s) _____ Date - Time: _____

Length: What is the approximate running time of the Event? Total: _____

Part 1: _____ Intermission: _____

Part 2: _____ Intermission: _____ Part 3: _____

Total Number of Use Hours of Facility: _____ Total : ½ day/4 hrs. Full/8 hrs.

Room/Equipment Needs:

- Performance Hall Kitchen Pocket Park
 Basic Hall Lighting Slide Projector Power Point Projector Cameras
 Projection Screen Stage Lighting Sound Equipment Yamaha Piano

*Pianos are tuned once a month. Payment for additional tuning is \$150 - paid directly to the tuner.

Room Capacity:

The numbers listed below are capacities determined by the Fire Marshall.

	<u>Standing:</u>	<u>Sitting:</u>
<u>Performance Hall</u>	165	130
<u>Gallery</u>	100	75
<u>Kitchen/Classroom</u>	30	20
<u>Courtyard</u>	100	75
<u>Video Studio</u>	8/10	5/8

Explanation of Fees:

SCAC Members will receive a discount on the Facility Use Fee which will be determined by type of membership with the facility coordinator. The Discount does not apply to the security deposit, technician or equipment.

Facility Use Fee: \$650 Full Day / \$400 Half Day

Stage Lighting Fee: \$100 to \$200.00 (Use of House Lights is free)

Sound Equipment Fee: \$100 TO \$200.00 (depending on hours of service)

Technician Fee: \$150.00 to \$250.00 (depending on hours of service)

ABC liquor License: \$125.00 for Spirits, \$100.00 for Beer and Wine (required for use)

Facility Manager/Technician is required at any use of the facility where the public is present. He is responsible for the safety of the public, the coordination of the event, operation of all equipment, security of the building and overseeing clean-up of the Facility.

The SCAC Contact is **Agata Maruszewski** Email contact: agata@shastaartscouncil.org

Liaison: One person from the event shall be designated as liaison to **SCAC** and will assume all responsibility for communication, etc.

Set-up and Clean-up: The User is responsible for the set-up and clean-up of the event. Set-up and Clean-up time must be included in the use time. Appropriate fees will be charged.

The User is to leave the Facility in the same condition as it was found upon entering the Facility.

Certificate of Insurance:

City of Redding is the certificate holder. (Please see attached addendum)

Concessions: All food and beverage concession sales for events held in the Facility, both public and private, will be held by SCAC or by their discretion, the proceeds retained by SCAC.

Standard Concession needs for Events:

1. Alcoholic Beverages (Beer, Wine, Champagne, Alcohol) _____
2. Soft Drinks, Juices, Water _____
3. Food Items _____
4. No Concessions _____

Set Building: Sets should be built elsewhere and assembled here.

Official Video request:

SCAC has the ability to offer an official video for SCACTV purposes for nonprofit organizations. This video will be used only if we have written permission from all performers. There will be a charge to the arts organization if they wish to have a copy of the video. Video cost will be negotiated with the facility manager based upon the length of the video and the editing of the content.

Programs: The User supplies all programs.

Lobby Displays and Merchandising: You are responsible for your own display. SCAC has 6ft. tables for use during the rental of the facility. The 'USER' will be responsible for the setup of tables and chairs for their event unless the setup is included in the rental fee.

General Regulations:

- Facility Manager shall be present during all hours of Facility use.
- Groups composed of minors must be supervised by one (1) adult for each ten (10) minors they are using the Facility.
- The use of nails, screws, etc. on walls, tables or other equipment is not permitted. Tape, if used, must be carefully removed immediately following the event.
- Users will be responsible for any damage to the Facility and must leave the Facility in the same condition it was found, including areas outside the building.
- The City of Redding and the Shasta County Arts Council, its members, officers or employees are not liable for accidents, injuries or loss of individual property in connection with the use of Old City Hall.
- Users shall observe, obey, and comply with all applicable City, County State and federal laws.
- Approval for use will not be granted to persons less than 21 years of age.
- SCAC reserves the right to cancel or pre-empt events up to 30 days prior to the event.

Audience Policy: We strive to maintain a consistency of expectations from our patrons. We expect our audience members to be respectful of each other, of the Facility and Facility policies, and of the management and staff.

SCAC FACILITY USE REQUIREMENTS

The Old City Hall Arts Center is owned by the City of Redding and managed by **Shasta County Arts Council**. Listed on the National Register of Historic Places, the building is also represented in America's City Hall Exhibit in the Library of Congress. The City of Redding, with support from the McConnell Foundations, various donors, volunteer works, and organizations have, with much care, renovated this historic building and created a unique showplace for visual and performing presentations as well as activities of community and cultural interest. The Shasta County Arts Council (SCAC) has been appointed as steward of the building—a position of great responsibility—and has taken steps to protect its uniqueness while still offering it as a venue for arts and culture within the community. Definite uses of the building. All users must receive, sign and abide by the rules, as outlined in the following documents:

FACILITY USE AGREEMENT

Outlines needed information for both User and SCAC to guarantee smooth and proper presentations. Both SCAC and User retain completed and signed copy of facility use agreement with SCAC copy in "facility user" file under name of event. All uses of the facility must be arts and/or culturally related and of non religious and/or sectarian interest. Any other use by the individuals or agencies must be approved by the SCAC Executive Director. To ensure booking of facility, contract must be signed and returned, with deposit and use fees no less than ten days from receipt. Contract mailed/given to the user on _____.

CERTIFICATE OF INSURANCE

Lessee shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Lessess's operation and use of the leased premises. Certificates must be supplied to SCAC no less than ten days from receipt of facility use contract in order to guarantee use. **MINIMUM LIMITS OF INSURANCE**

1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury, and property damage.
2. Full liquor Liability: \$1,000,000 per occurrence for bodily injury and property damage. If liquor, beer or wine is available for consumption and money is transacted in any form (i.e. for donation, for ticket, for meal, for entry to the event, for beverage) then full liquor liability coverage shall be supplied.

OTHER INSURANCE PROVISIONS


1. The City of Redding and the Shasta County Arts Council, its officers, officials, employees and volunteers are included as additional insured. You may include a reference to the rental of a specific building, area, or event.
2. Coverage shall not be canceled except after thirty (30) days prior if written notice has been given to the City.
3. Certificate holder shall be: City of Redding 777 Cypress Ave. , Redding CA 96001. Attach the certificate to the SCAC Facility Use Contract and SCAC will fax a copy to the City.

VERIFICATION OF COVERAGE

A certificate evidencing such insurance or a special use permit from the Dept. of Risk Management shall be supplied to SCAC and the City not less than thirty (30) days from receipt of contract to the use of the facility. Should said documentation not be supplied by the designated time, the event shall be canceled.

Please contact the RISK MANAGEMENT office at 225-4348 if you need further clarification.

SCAC FACILITY RENTAL FEES 2022-23

	<p>The SCAC fees below reflect the following: For Profit organizations, businesses or individuals.</p> <p>SCAC Artists/individual and nonprofit members:</p> <ul style="list-style-type: none"> ○ 25% off of regular rental fee. <p>*Prices subject to change.</p>	
<p>Security Deposit</p>	<p>\$350</p>	
<p>Performance Hall</p>	<p>\$400 (Half day/4hrs)</p>	<p>\$650 (Full day/8 hrs)</p>
<p>Stage Lighting Fee</p>	<p>\$100 to \$200 based upon hours of rent</p>	
<p>Sound Equipment Fee</p>	<p>\$100 to \$200 based upon hours of rent</p>	
<p>Required Facility Manager Technician Fee</p>	<p>\$150 to \$250.00 depending on hours rented</p>	
<p>Video Capture</p>	<p>\$25 an hour for filming Additional cost for editing</p>	

<p>Piano Tuning</p>	<p><i>The Yamaha piano can be rented for use-an additional tuning is \$150.00 prior to the rental event.</i></p>
<p>Gallery Rental/Pop-up show rental available</p>	<p><i>Prices determined by the Gallery Curator</i></p>
<p>Studio Rental</p>	<p><i>Studio Rental Fee is \$25.00 per hour for a maximum of 6 hours during normal hours of operation. (10 to 5pm M-F) After hours and weekends there will be a fee of \$50.00 an hour.</i></p>
<p>Park Rental</p>	<p><i>Park Rental Fee is \$50.00 per hour. For a 4 hour rental packet it is 150\$ and an 8 hour rental packet is \$300.00. Maximum of 8 hours. Only available during normal business hours.</i></p>



SCAC FACILITY REQUEST AGREEMENT

I have seen all appropriate Documents and understand all rules and regulations pertaining to the Facility Use and Procedures for OLD CITY HALL ARTS CENTER.

Signature of User: _____

Date Signed: _____

Signature of SCAC representative: _____

Date Signed: _____

(OFFICE USE ONLY)

Security Deposit Amount:\$ _____ Rental Deposit:\$ _____ TOTAL DEPOSIT:\$ _____

Deposit Amount Due:\$ _____ Date Due: _____

CHECKLIST:

- Processing Fee Paid Date: _____ Check /CC Auth.# _____ Cash _____
- Security Deposit Paid Date: _____ Check/ CC Auth.# _____ Cash _____
- Facility Rental Form Date: _____
- Facility Fee Paid Date: _____ Check/ CC Auth.# _____ Cash _____
- Certificate-Insurance Date: _____ Check/CC Auth.# _____ Cash _____
- Liquor License Date: _____
- Facility Walk-through Date: _____
- Pick-up Key Date: _____
- Return Key Date: _____
- Refund Date: _____ Check# _____ Amt: _____