



**LEEWARD
THEATRE**

LEEWARD THEATRE

Tech Rider/Rental Application FOR THEATRE OFFICE USE ONLY

Date application received: _____ Approved: Y N
Deposit amount: _____ Deposit received: Y N

APPLICANT INFORMATION

Organization (Event Producer): _____ Website: _____
Address: _____
Primary Contact Name: _____ Email: _____
Mobile Phone: _____

EVENT INFORMATION

Event name (as advertised): _____
Brief description of event/show: _____

DATES AND TIMES REQUESTED

- A standard day is 12 hours, and hours must fall between 8:00am and 10:45pm. Overtime charges will be assessed for crew and facility rentals at an hourly rate above 12 hours.
- Note that our staff must have a 1.5-hour meal break every 5 hours. Please plan accordingly.

Please list your full tech and performance schedule here:

DATE	ACTIVITY (Perf., reh, setup, tech)	THEATER DOORS UNLOCKED TIME	EVENT START TIME	EVENT END TIME	DEPARTURE TIME (NO LATER THAN 10:45PM)

If the dates above are unavailable, are you interested in finding other dates? Yes No

If YES, please list alternative dates: _____

Total # of performances: _____ Estimated audience size: _____

Number of Performers: _____ Run time of Performance: _____

Number of Intermissions: _____ Length of Intermission(s): _____

Will you need access to the loading dock for unloading/loading of sets/equipment/etc.? Yes No

GENERAL INFORMATION

- Public or private event? Public Event Private Event
- Free or paid ticket event? Free Paid Ticket
- Estimated ticket prices: _____
- General or Reserved Seating? General Seating Reserved Seating
- Recording? Video Recording Audio Recording
- Will this event be live streamed or broadcast? Yes No
- *Event Producer must acquire all rights and royalties prior to event.*
- Will your event use any pyrotechnics on stage? Yes No
- *The use of pyrotechnics requires advanced approval from the Honolulu Fire Department and also requires Event Producer to provide a licensed/permitted pyrotechnics technician.*
- Will your event use any fire or open flames on stage? Yes No

TECHNICAL INFORMATION

FACILITIES - check all spaces requested

- | | |
|--|--|
| <input type="checkbox"/> Women's Dressing Room (12-16 ppl) | <input type="checkbox"/> Solo Dressing Room B (1-2 ppl) |
| <input type="checkbox"/> Men's Dressing Room (12-16 ppl) | <input type="checkbox"/> Green Room |
| <input type="checkbox"/> Solo Dressing Room A (1-2 ppl) | <input type="checkbox"/> Small Dance Studio (no shoes allowed) |
| <input type="checkbox"/> Large Dance Studio (no shoes allowed) | <input type="checkbox"/> All Rooms Above |
| <input type="checkbox"/> Lab Theater (NOT a performance space) | |

OTHER EQUIPMENT:

- | | |
|---|--|
| <input type="checkbox"/> Dance Floor | <input type="checkbox"/> Grand Piano (tuning separate cost) |
| <input type="checkbox"/> Hazer & Fluid | <input type="checkbox"/> Smoke Machine & Fluid |
| <input type="checkbox"/> Projector & Screen | <input type="checkbox"/> Lectern |
| <input type="checkbox"/> Choir Risers (Qty) | <input type="checkbox"/> Choir Shell |
| <input type="checkbox"/> Backstage Tables (Qty) | <input type="checkbox"/> Chairs (Qty) |
| <input type="checkbox"/> Platforms 4'x8' (Qty) | <input type="checkbox"/> Use of Orchestra Pit as Stage (seats 566) |

SOUND – Select your package below

Basic Sound Package

Includes house mixer and sound system, two onstage side fill speakers, four microphones with stands (wired or economy grade wireless), two DIs, CD player, and input for computer or music devices. (Does not include operator)

Extended Sound Package (\$125/day)

Includes any additional sound equipment, such as: premium wireless microphones, choir/floor mics, stage monitors, extra DI boxes. (Does not include operator)

LIGHTING - select your package below

Will you be using our two Follow Spots?

Yes No

Basic Lighting Package (included)

Includes house light plot use of white front light covering main stage and orchestra pit and a single-color wash on CYC. General on/off lighting cues provided with our in-house technician. No design services offered.

Intermediate Lighting Package (\$100/day)

Includes house light plot use of white front light covering main stage and orchestra pit, two color washes on stage (warm and cool), and use of LED CYC lighting. (Does not include designing/board programming. Does include board operator for show running if desired)

Advanced Lighting Package (\$200/day)

Full show lighting and use of our rep plot including changing or making additions to the rep plot. Strike and return to rep plot at end of event. Gel changes, additional color washes, use of gobos or any specialized lighting equipment. Depending on complexity may require additional staffing (Does not include lighting design or light board programming. Does include board operator for show running if desired.

FRONT OF HOUSE

Theatre Box Office use requested (user must provide staff): Yes No

6' Lobby Tables (qty): _____ Lobby Chairs (qty): _____

Setup date and time: _____

Will you be selling merchandise? Yes No

**Please note that merchandise sales will require a \$200/day fee on all goods sold.*

A minimum of 4 ushers (18 years or older) must be provided by the Event Producer. Usher must be available at least one hour prior to performance. Please provide the following information:

Usher coordinator name/number: _____

Leeward Community College's authorized concessioner (Da Spot) has right-of-first refusal for the sale of food for all public events. Food may only be consumed outside of the Theatre. Please indicate if you wish to have food and drink available for sale.

Food and drink sales: Yes No

Will you be having a reception prior to and/or post-show? Please explain: _____

Rental Procedure:

Leeward Theatre will review your request, contact you to discuss availability, and give you a rental estimate. To confirm your reservation, you must complete the UH Facilities Use Agreement, and pay 50% of your estimated rental costs, which includes a \$500 non-refundable deposit. **Deposits/payments may only be via a check** made out to: UNIVERSITY OF HAWAII. If mailing your deposit, please send to: Leeward Community College • ATTN: Theatre Office TH-207 • 96-045 Ala `Ike • Pearl City, HI 96782.

COVID-19 POLICY

The USER will adhere and enforce the current University of Hawaii's COVID-19 Guidelines (<https://www.hawaii.edu/covid19/>). Progressive action will be taken by the THEATRE if the USER fails to enforce the COVID-19 Guidelines (particularly for face masks), up to and including canceling the performance for non-compliance. No refunds will be issued in this event, and patrons will be asked to leave.

Authorized Signature: _____

Date: _____

IMPORTANT INFORMATION

DEPOSITS & BILLING

- Deposit of 50% of the estimated costs are due at least 30 days prior to rental. Deposits can only be made by check and should be made out to UNIVERSITY OF HAWAII. If mailing your deposit, please send to: Leeward Community College • ATTN: Theatre Office TH-207 • 96-045 Ala Ikae • Pearl City, HI 96782
- All Bills are to be paid by check within 30 days of the date of billing. Checks are to be made out to UNIVERSITY HAWAII and sent directly to: Leeward Community College • ATTN: Business Office • 96-045 Ala Ikae, • Pearl City, HI 96782.

THEATRE agrees to provide a COST ESTIMATE for the rental event. This estimate is NOT a final bill. You may be asked to pay more or less depending on the actual needs of your production. The actual needs cannot be assessed until after the event takes place.

CANCELLATION

Cancellation of rental must be made by written notice to Leeward THEATRE. If USER cancels less than 30 days prior to the event, deposits will not be refunded. USER must provide a W-9 form in order to receive a refund per the University's fiscal procedures. Cancellations made more than 31 days prior to the event are entitled to a refund minus the \$500 non-refundable portion.

RIGHTS & ROYALTIES

USER certifies that all requisite approvals and clearances have been obtained from the copyright owners for all musical and other works to be performed and/or livestreamed as part of the rental event, and that USER has been granted authority to perform such musical and other works. USER is responsible for payment of any and all royalties to be paid as a result of receiving authority to perform music, theater, and all other works.

RECEPTIONS, CONCESSIONS, SALES

USER shall obtain from the THEATRE written approval (at least 30 days in advance) for any onsite item sales (programs, T-shirts, etc.) USER's Promotional Materials will adhere to the Facilities Use Agreement (page 5). A \$200/day fee to sell merchandise will be charged.

STAFF BREAKS

A minimum 1.5-hour crew meal break must be scheduled for every 5 hours of work, unless you are providing staff meals, in which case it becomes 45 minutes.

- A 5-minute break every 55 minutes or a 10-minute break every 80 minutes.
- Arrival time is the earliest time you need the theatre to be opened. Doors will remain locked until this time.
- **Our campus closes at 11 pm and we have no authority to change this. Please note that all tenants must be out of the building NO LATER THAN 10:45pm in order to allow staff to close and lock the theater.**

REQUIRED STAFFING

THEATRE staff will have sole discretion in determining staffing needs for every event as well as the criteria for safe and suitable operation of all events. USER shall follow the directions of the THEATRE staff at all times. USER must provide a company stage manager, ushers, adult supervisors for children (see LARGE GROUPS), and additional security personnel as needed. USER must provide a minimum of 4 ushers, 18 years of age or older, who will be available at least one hour prior to performance time for safety briefing and during the entire performance. Non-compliance may result in cancellation of performance or additional charges.

MANDATORY PRE-PERFORMANCE/TECHNICAL MEETING

One person must be designated to be the contact between USER and the THEATRE staff (ORGANIZATION REPRESENTATIVE). This main contact and any other production staff are required to meet with the THEATRE staff 30 days in advance of your event.

OPENING & CLOSING THE THEATRE FACILITY

The arrival and departure times indicated on the APPLICATION should accurately reflect USER's start and end times in the THEATRE. The THEATRE staff will only open the facility at the arrival time indicated on the application. Please do not assume that the THEATRE will be available for USER's use earlier than requested. If USER wishes to make changes to the arrival time listed on the application, please do so by written notice to THEATRE management. Delayed departure from the THEATRE, or early arrival at the THEATRE will incur additional costs to USER's final bill.

HOUSEKEEPING

After your rental, the THEATRE must be in good repair, order and clean condition, with reasonable wear and tear expected. No alterations may be made to the facility without the express written approval of the THEATRE. Charges will be made to USER for any damage to equipment or facility.

FOOD & DRINKS

Absolutely no food or drinks are allowed in the lobby, house, or on the stage. During all rehearsals USER is responsible for the enforcement of this rule. During performances, USER's ushers must ensure audience members are aware of this rule. Secure permission from THEATRE staff for food backstage or in the basement (see RECEPTIONS).

SIGNS

USER is welcome to add signage to THEATRE facility, so long as the signage can be removed without damage to the THEATRE after completion of the USER's event. Signs can ONLY be taped to concrete walls backstage, bulletin boards, and room doors in the downstairs areas. Do not tape or pin signs to any walls or doors in the lobby and audience areas or to any hanging curtains on stage. No signs (other than those posted by THEATRE staff) are to be taped to any glass surfaces of the theatre lobby. Please remove all signs that you hang. A charge of \$100 will be assessed for failure to comply with this rule.

SMOKING

Hawai'i state law (SB 134, Act 160, SLH 2018) now prohibits the use of tobacco products on all University of Hawaii campuses.

STORAGE AT THE THEATRE

Prior arrangement must be made for storage of USER inventory. THEATRE does not encourage storage of personal items in the THEATRE. The THEATRE, Leeward Community College, the University of Hawaii, its officers, agents, employees or any person acting on its behalf will not be responsible for items stored at the THEATRE. USER waives all claims for anything left on premises.

RECEPTIONS

Receptions, both formal and informal, require prior written approval from the THEATRE 30-days prior to the event. USERS: please note your request clearly on the application form and go over requirements with the Theatre Manager during your pre- performance/technical meeting. This includes food backstage for the performers.

TICKETING & ATTENDANCE

The THEATRE, the University of Hawaii, its officers, agents, employees or any person acting on its behalf will not be responsible for the security of cash receipts and tickets. USER must provide their own ticketing. USER cannot issue more tickets than seats. The seating capacity of the THEATRE is 566 or 628 depending on the use of the orchestra lift. DO NOT "oversell the house," (i.e. sell more tickets than we have seats). Failure to comply with this rule may result in the halting of USER's event and/or production. If USER does not issue tickets to attendees, USER must coordinate a method for counting the number of attendees and providing that count to the Theatre Office following the event.

EQUIPMENT/TECHNICAL

The THEATRE has a limited number of folding chairs and tables stored in the building. THEATRE staff will have the appropriate number of chairs and tables available based on USER's request. THEATRE may not be able to add more tables and/or chairs at the last minute.

USER acknowledges that lighting and sound control rooms, lighting beams, box boom areas, loading galleries and the grid are OFF LIMITS to everyone. These are dangerous areas and are marked Authorized Personnel Only. The THEATRE does not provide miscellaneous supplies, such as tape and scissors. USER must ask permission to use anything not assigned to the event (chairs, tape, etc.). Return everything to its original state or location.

LOBBY

USER acknowledges that the lobby is off limits during all rehearsals. The lobby is open only before, during, and after performances unless the user requests for specialized lobby setup. Any displays and all lobby arrangements must be discussed with the Theatre Manager at the pre-performance/technical meeting. Due to the nature of the lobby mural, nothing is to be placed on the lower ledge in front of it and absolutely nothing propped up against it. A charge of \$250 will be assessed for failure to comply with this rule.

COVID-19 POLICY

The USER will adhere and enforce the current University of Hawaii's COVID-19 Guidelines (<https://www.hawaii.edu/covid19/>). Progressive action will be taken by the THEATRE if the USER fails to enforce the COVID-19 Guidelines (particularly for face masks): **First Warning**; USER will be reminded of the policy and requested to enforce it. They will also be reminded of the three-strike policy. **Second Warning**; USER will be requested to enforce the masking policy or event will be cancelled. **Third Warning**; the event will be shut down and USER and patrons will be required to leave. No refunds will be issued.



**LEEWARD
THEATRE**

RENTAL RATE SHEET

(rev. 8/22)

FACILITIES RENTAL

performance/event (12 hours maximum)	\$1,650	per day
full rehearsal (with lights and sound)	\$1,000	per day
rehearsal/setup (work lights only)	\$750	per day
over 12-hour day	\$250	per hour
laboratory theatre (not to be used as a performance space)	\$150	per day
large dance studio	\$150	per day
small dance studio	\$75	per day
green room	\$75	per day
orchestra pit as stage (reduces seating to 566)	\$120	per event

TECHNICAL STAFF (all staff have 4 hour minimums)

site manager	\$40	per hour
technical crew - skilled	\$40	per hour
technical crew - semi skilled	\$25	per hour
house manager (required for use of theatre lobby)	\$35	per hour
ushers (minimum 2 required)	\$25	per hour
janitorial services (required for multiple weekend performances)	\$400	per service
holiday or overtime (over 12 hours)	1.5 x hourly rates	

STAGE & EQUIPMENT

dance floor (does not include crew setup/removal time)	\$350	per event
Basic Lighting Package	\$0	Included
Intermediate Lighting Package	\$100	per day
Advanced Lighting Package	\$200	per day
extended sound package	\$125	per day
follow spot (does not include operator)	\$80	each per day
platforms	\$20	each per day
choral risers	\$20	each per day
choral sound shell	\$10	each per day
projector & projection screen	\$200	per day
hazer (includes fluid)	\$25	per day
smoke machine (includes fluid)	\$25	per day
grand piano (does not include tuning)	\$250	per event



LEEWARD THEATRE - STAGE DIAGRAM

Please use the diagram below to indicate the approximate setup for your event. Note that the orchestra lift can be used as seating (default) or as additional performance space. Drawing is not to scale.

