



Facility Application

Return this form and accompanying materials at your earliest convenience.
PLEASE NOTE: Application submission does not imply Event Confirmation.

PAC OFFICE USE ONLY
EVENT DATE: _____
EVENT NAME: _____

Name of Organization: _____

Organization Representative, title: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____ Email: _____

Description or Name of Show: _____

Anticipated Cast / Crew Size & Special Needs (Please Note: stage capacity limited to 200): _____

Anticipated Audience Size and Special Needs (Please Note: seating capacity limited to 780): _____

Concessions and/or Vendors and Special Needs: _____

First Act Length: _____ Intermission Length: _____ Second Act Length: _____

SPACE REQUESTS

Circle the PAC Facilities you anticipate using: Theatre Green Room Dressing Rooms Star Dressing Room Production Office

Use the following charts to help *us* determine your needs and help *you* determine your expenses.

Circle the Category that best describes your Event →	Youth On Stage	Regular	Business
Set Up / Tear Down / Rehearsal (Work Lights Only)	\$25	\$50	\$150
Tech Rehearsal (Sound &/or Light Systems On)	\$50	\$100	\$300
Performance (Lobby Opens)	\$75	\$150	\$450

Based upon your Organization's Category above complete the Timeline Chart below for your Event (use separate sheet if needed)

Date	Usage	In	Out	Total Hours	Hourly Charge	Estimated Charge

The PAC shares Additional Spaces with JHHS (i.e., rehearsal studio, commons area, band room, kitchen, etc.). These spaces must be agreed upon with JHHS through the PAC Rental Coordinator. The Commons Area is often needed for set-up, intermission and after events. The Rehearsal Studio is often needed for warm-ups or as a holding area for large casts. Remember to list these spaces below if applicable.

Date	Additional Spaces Requested	Usage	In	Out

Bart Lovins, Director
Eric Pope, Box Office Manager
Diane Hafer, Scheduling Coordinator
Aaron Taylor, Technical Director
Facsimile

(270) 769-8837 ext. 3
(270) 769-8837 ext. 4
(270) 769-8837 ext. 5
(270) 769-8838
(270) 769-8973

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TECHNICAL NEEDS
 Failure to fill out the next two pages can prevent acceptance of your application, result in additional charges, and seriously jeopardize the success of your Event. Our staff is happy to help if you have difficulty completing the Application.

AUDIO/VISUAL

Support Item	Charge	Needed		
Video Cassette Recorder/Player		Yes	No	
DVD Player		Yes	No	
Projection Screen (center stage 14' X 17')		Yes	No	Front or Rear Projection? _____
LCD Projector	\$20	Yes	No	
Laptop		Yes	No	

Special Audio/Visual needs (be as specific as possible): _____

SOUND

Support Item	Charge	Needed		Quantity	Location/Purpose
CD Player		Yes	No		
Cassette Tape Player		Yes	No		
Hand Held Wired Microphones		Yes	No	_____	_____
Hand Held Wireless Microphone	\$5 flat	Yes	No	_____	_____
Wireless Lapel Microphones	\$10 flat	Yes	No	_____	_____
Stage Monitors		Yes	No	_____	_____
Additional inputs		Yes	No	_____	_____
Headsets/Intercom		Yes	No	_____	_____

Special Sound needs (be as specific as possible): _____

LIGHTING

Support Item	Charge	Needed		Quantity	Location/Purpose
Cyclorama		Yes	No		white curtain at rear of stage
Follow Spots	\$5 flat	Yes	No	_____	used for moving targets

Special Lighting needs (be as specific as possible): _____

FABRICS

Support Item	Charge	Needed		Location/Purpose
Main Curtain		Yes	No	red curtain at front of stage
Mid-stage Traveler		Yes	No	black curtain 1/2 way across stage
Black Out Drop		Yes	No	black curtain at rear of stage

Special Fabric needs (be as specific as possible): _____

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MISCELLANEOUS SET ITEMS

Support Item	Charge	Needed		Quantity	Location/Purpose
Podium		Yes	No		_____
Orchestra Shell*		Yes	No		_____
Grand Piano*	\$150	Yes	No		_____
Electric Keyboard*	\$25	Yes	No		_____
Costume Racks (4)		Yes	No	_____	_____
3X5 Tables (5)		Yes	No	_____	_____
Black Chairs (32)		Yes	No	_____	_____
Band Equipment (separate paperwork required)		Yes	No		_____

* - Special conditions apply. See Technical Addendum.

Special Miscellaneous Set needs such as extension cords, ladders, etc. (be as specific as possible): _____

Bringing your own.... (Be as specific as possible): _____

EVENT RECORDING OPTIONS

	Arrival Time
HCECTV Recording (call 769-8855 to make arrangements)	_____
Video Recording (Other: _____)	_____
Audio Recording (Other: _____)	_____

PERSONNEL

As Renter, *you* must have one adult representative on duty at all times. At least one PAC staff person per event will be provided. However, larger scale events may require additional personnel to ensure that your event runs as smoothly as possible. To assist you in determining manpower requirements, we have listed below possible job functions you may need for your event.

THESE POSITIONS ARE INCLUDED AT NO ADDITIONAL CHARGE

Position	Location/Purpose
Sound Board Operator	Sound Control
Light Board Operator	Lighting Control
House Manager	Front of House Control
Ushers	Audience Control

THESE POSITIONS CAN BE PROVIDED AT AN ADDITIONAL CHARGE OR YOU CAN PROVIDE A VOLUNTEER

Position	Providing		Needed		Quantity	Location/Purpose
Stage Manager	Yes	No	Yes	No	_____	Production Control
Follow Spot Light Operator	Yes	No	Yes	No	_____	<u>Required</u> if follow spots are used
Ropes	Yes	No	Yes	No	_____	<u>Required</u> if curtains are being opened or closed

Please contact us one month prior to your event in order to schedule volunteer stage crew training.

STAGE FLOOR PLAN & ADDITIONAL NOTES

On a separate sheet of paper, please list any concerns / needs not covered within this application. Use the Stage Floor Plan provided to draw a rough layout of your staging plans. Be sure to include things (backstage and onstage) such as chairs, tables, costume racks, podium, piano, risers, flags, plants, drops, etc.

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AGREEMENT TO TERMS

I, _____
 the undersigned, a representative of the renting organization,

 do hereby agree to all terms outlined herein. I agree to abide by these terms with the understanding that failure to comply could result in the cancellation or rescheduling of the event outlined above. I understand that under certain circumstances, my organization's failure to abide by these terms could result in ejection and/or restriction from the Hardin County Schools Performing Arts Center.

 Signature of Renting Organization Representative _____
 Date

APPLICATION CHECKLIST

- PLEASE SIGN AS INDICATED.
- MAKE A COPY OF THIS ENTIRE DOCUMENT FOR YOUR PERSONAL REFERENCE.
- RETURN THIS ENTIRE DOCUMENT ALONG WITH SIGNED CONDITIONS OF RENTAL AND ANY OTHER APPLICABLE SUPPORTING MATERIALS.

IF YOU NEED OUR HELP...
 This Application is designed to assist you in planning your event. We will make every attempt to provide for your needs. Given the importance of scheduling and the need for planning, every effort should be made to provide as much information as possible to our staff prior to your event. Should unforeseen circumstances arise, be sure to inform us ASAP. Try to remember, our staff works on planning many different events many months in advance. It is extremely helpful to plan your event as thoroughly as possible. If you are unsure of your needs, feel free to contact any of the staff listed at the bottom of this page for further assistance.

PAC OFFICE USE ONLY

Accepted by PAC Scheduling Coordinator: _____ _____
Date

Accepted by PAC Technical Director: _____ _____
Date

Accepted by PAC Box Office Manager: _____ _____
Date

Accepted by PAC Director: _____ _____
Date

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