

Theatre Rental Application

Department of Library and Recreation Services



Rental Application Procedures

Contact the Sunnyvale Community Center to confirm availability and before submitting this application. Once you have confirmed that availability for the date(s) and time(s) you requested, please submit this completed application, directly to the Recreation Services Coordinator.

Your reservation is not guaranteed until you are notified in writing that your application and deposit have been accepted. Proof of insurance is required 30 days before your rental.

Sunnyvale Theatre has a very busy calendar, accommodating as many as three events per day in its facility, so renters are encouraged to submit their applications as early as allowed. The season calendar runs September-August. Arts organizations that have an active partnership agreement with the City may request dates in the Sunnyvale Theatre one year in advance (in September for events the following season). Applications from other renters will be accepted beginning nine months in advance (in January for events the following season).

For rental availability and general information, please contact:

Nathan Truitt, Recreation Services Coordinator

City of Sunnyvale – Department of Library and Recreation Services

550 E. Remington Drive

Sunnyvale, CA 94088-3707

408-730-7472

ntruitt@sunnyvale.ca.gov

Sunnyvale Theatre Rental Application

Please type or print neatly. Applications must be accompanied by the appropriate deposit and signed Theater Use Guidelines from this application packet. Reservation is not guaranteed until you receive written confirmation from the Recreation Services Coordinator.

Application date _____

Preferred Rental Date(s):

Please circle weekday and write dates//desired time block.

M	Tu	W	Th	F	Sa	Su	_____
M	Tu	W	Th	F	Sa	Su	_____
M	Tu	W	Th	F	Sa	Su	_____

*** Please note:** Rental start time **must be at least 1.5 hours before show start time**, allowing for 60 minutes minimum set-up time and 30 minutes house open before show start time. Rental end time **must be at least 45 minutes after show end time**, allowing 15 minutes for audience and performers to vacate the premises and 30 minutes to clean the lobby and dressing room areas.

Renter's Contact Information

Renter's name (must be a person*) _____

***Please note:** The person named here on the Rental Application is responsible for the permitted event and must be the first person to arrive on the day of the event and must stay onsite the entire time.

Organization name (if applicable) _____

Purpose of the organization _____

Is the organization a Sunnyvale-based nonprofit? ☐ Yes* ☐ No

*If yes, please attach 501(c)(3) documentation.

Is the renter a Sunnyvale resident ☐ Yes* ☐ No

- If you are a Sunnyvale resident or Sunnyvale-based nonprofit, you are qualified for a discounted rate, but you must use your Sunnyvale address on all correspondence associated with this rental to receive your discount.

Street address _____ Apt or Suite # _____

City _____ State _____ ZIP _____

Day phone _____ Evening phone _____

Email address _____

Event Information

Show Title or Event Name _____

Rental start time* _____

Rental end time* _____

House open time _____

Show start time _____

Show length _____

Show end time _____

Will you have intermission?

☐ Yes (How many minutes? _____)

☐ No

Is the event open to the general public?

☐ Yes*

☐ No

* If yes, renter must provide Sunnyvale Theatre with list of places/publications where the show is advertised, and sample of any published flyers or press releases. This is so that we can answer the public's basic questions about your event, including where and how to obtain tickets.

Will you charge admission?

☐ Yes

☐ No

If yes, list prices, including any Sunnyvale resident or student/senior discounts: _____

Will food or drink be served?

☐ Yes*

☐ No

* **Note:** Under no circumstance may food or drink be sold.

Will alcohol be served?

☐ Yes*

☐ No

Type: _____

* **Note:** Wine and Champagne are allowed only with appropriate permitting and deposit. Beer requires permitting, deposit and City-approved caterer. Hard liquor is not allowed in the theatre at any time.

Type of event:

☐ Solo or duet music concert

☐ Dance concert

☐ Theater performance

☐ Music concert by 3+ performers

☐ Film or slide show

☐ Lecture or reading

☐ Other (Please indicate: _____)

Number of performers: _____

Brief description of the event:

Will you sell souvenirs (including CDs) or advertise any goods/services? ☐ Yes

☐ No

If so, please describe: _____

Technical Details

All technical details must be disclosed on this application and/or approved by Theatre's Recreation Services Coordinator in writing before the event.

Will you use the Sunnyvale Theatre piano? ☐ Yamaha Grand ☐ Upright ☐ No piano

Will you use the Sunnyvale Theatre LCD projector? ☐ Yes* ☐ No

*If yes, additional rental time is likely required. Please describe intended use of LCD projector:

What special Sunnyvale Theatre sound and lighting equipment will you need?

* Please refer to Technical Specifications Packet for complete list of items available.

What sound, lighting equipment and/or scenery pieces will you bring? If rigging (the hanging of scenery or décor above the stage) is required, please describe below and expect additional rental time to be required.

Do you have any special sound or lighting requests not indicated above?

Will your show include any of the following special effects or items requiring special caution?

(Please check all that apply to your show.)

☐ Glass or mirrors ☐ Food or drink onstage ☐ Starter's pistol or prop gun

☐ Confetti or snow ☐ Dry ice or chemical fog ☐ Special rigging

☐ Strobe lights ☐ Frightening effects

☐ Animals* (please indicate): _____

☐ Other (please indicate): _____

* Use of animals onstage requires additional insurance and written permission from the City. Items are not allowed: water or soap bubbles, foggers, hazers.

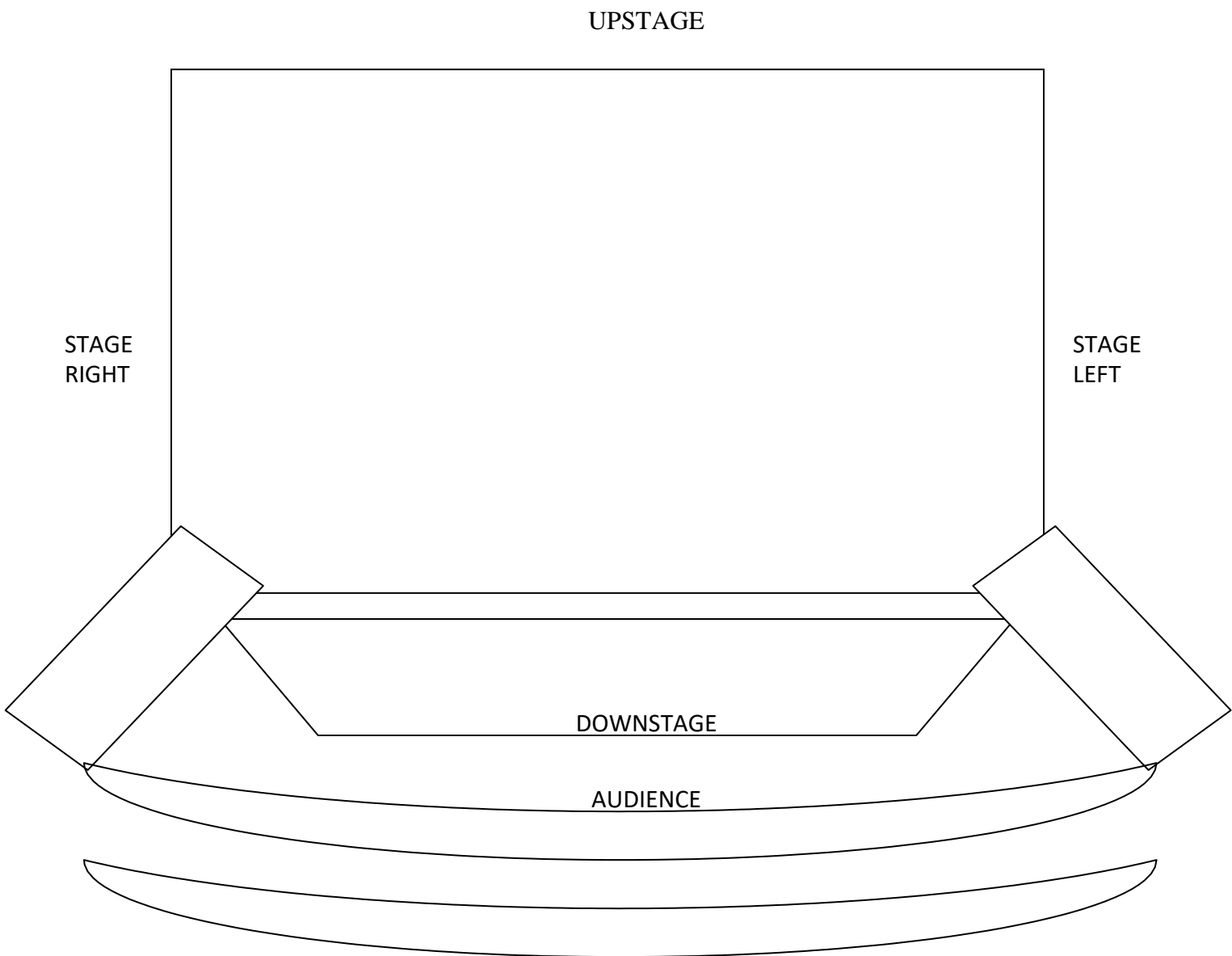
Name of director or person responsible for performance content: _____

Name of stage manager or person in charge of show: _____

Name of house manager or person in charge of lobby/box office: _____

Note: If you do not have all names at the time of application, please provide those you have. You will have an opportunity to add to the list or update it when your event is confirmed by phone the week prior and upon arrival.

Please diagram how you would like the staged layout, if something other than an empty stage. Include microphone locations, piano if applicable, etc. **Please be as detailed as possible!**



Office Use Only			
Rental Start	_____	Event Type	_____
House Open	_____	Number of Performers	_____
Show Start	_____	Intermission Length	_____
Rental End	_____	Notes	_____

SUNNYVALE THEATRE LIABILITY STATEMENT

In submitting and signing this application, I certify I have read, understand and will abide by the facility rules and regulations set forth. I certify that the use detailed on the enclosed permit is in compliance with the City's rules and regulations and certificates of insurance requirements and is subject to approval by the Director of Parks and Recreation or the assigned representative. Applicant/Permit Holder hereby agrees to hold the City of Sunnyvale, City Council, Boards and Commissions, and individual members thereof, all officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise during and related in any way by the use and occupancy of said facility, to the extent such loss, damage, liability, cost or expense arise out of negligent acts or omissions of Applicant/Permit Holder. I, the undersigned, or the company I represent, will be responsible for any damages sustained to the facility. Any lost equipment or damages sustained to City property shall be compensated within seven days. I agree that this reservation is granted with the understanding that the City may cancel when the facility is needed for City programs.

Full payment must be given 30 days prior to the reservation date for one-day rentals and 90 days prior to two or more day rentals. Failure to submit payments by the designated date will result in loss of the contract, and the room/area will be released. It is my responsibility to notify the City of any cancellations or revisions on my part within 30 days prior to the one-day reservation date or 90 days prior to the two or more day reservation date. Failure to do so will result in my fees being withheld.

Renter's signature _____ Date _____

Renter's name (printed) _____

PATRONS WITH DISABILITIES AND NON-DISCRIMINATION STATEMENT

I understand that, pursuant to the Americans with Disabilities Act, the City of Sunnyvale will make reasonable efforts to accommodate persons with disabilities. I understand that Sunnyvale Theatre has limited wheel chair capacity (max 4, recommended 2) and a limited number (4) of Assisted Listening Devices. If I become aware that someone in my group or audience requires special accommodations, I will notify the Technical Coordinator at least 5 days in advance of the event.

I understand that if my event is open to the general public, I may not prohibit any audience member because of race, religion, creed, color, gender, sexual orientation, age (persons 40 years of age or older), disability, national origin or any other basis to the extent prohibited by federal, state or local laws.

Renter's signature _____ Date _____

Renter's name (printed) _____

AGREEMENT TO ABIDE BY THEATER USE GUIDELINES

I have received, read, understand and agree to abide by the Sunnyvale Theatre Use Guidelines.

Renter's signature _____ Date _____

Renter's name (printed) _____