



This Form Can Be Completed Online and Submitted
Or Faxed to (925) 757-9501

El Campanil Theatre Rental Application

The information on this first page is required and must be completed before your application will be considered. Additional information is also requested (but not required initially). The more information we receive, the easier it will be to evaluate your request.

Applicant's Name (*Responsible Individual*)

Organization / Company Name:

Purpose of the Organization:

Is the organization a 501(c)(3) non-profit? Yes No

Street Address/Apartment or Suite #:

City/State/Zip:

Phone: Cell Phone:

Fax: Email Address:

General Event Information

When would you like to hold your event?

Please Select One:

- | | |
|--------------------|------------------------|
| Music concert | Lecture or meeting |
| Recital | Theatrical performance |
| Film or slide show | Church Service |
| Dance performance | Other |
| Graduation | |

Describe your event in detail:

Have you obtained the licensing rights (if needed) to produce this event ? Yes No

Will the event be open to the general public? Yes No

What is your expected attendance?

Will you charge admission? Yes No

If yes, how will tickets be sold ?

Additional Event Information

This information is not required to submit your application but will be required before a contract can be offered. Please provide as much information as you can at this time.

Show Title:

Event Schedule

Date	Rental Start	Doors Open	Performance Start	Intermission	Performance End	Rental End
<u>mm/dd/yy</u>	<u>Express these times as HH:MM (10:30) = 10:30 AM (20:00) = 8:00 pm</u>					

Describe Additional Rental Time Needed:

****Please note:** Rental start time must be at least one hour before show start time, allowing for 30 minutes minimum set-up time and 30 minutes house open before show start time. Rental end time must be at least 1 hour after show end time, allowing 30 minutes for audience and performers to vacate the premises and 30 minutes to complete load out.*

Amenities Requested (* = Additional Charge May Apply)

- Box Office *
- Marquee *
- Concessions

Box Office (if requested)

- Internet Sales
- Door Sales
- Both

Ticket Prices:

Website Address:

Will you sell merchandise or advertise any goods/services?

If so, please describe:

Technical Details

Please complete as much of this information as you can when submitting the application.

All technical details must be disclosed on this application and/or approved by El Campanil Theatre's Technical Director in writing prior to the event.

Who should our Technical Director contact regarding technical questions ?:

Name Phone: Email:

Do you expect to need:

- Dressing Rooms
- Grand Piano
- Digital Piano
- LCD projector and screen
- Follow Spot Operators ? 1 or 2 ?
- Vinyl Dance Floor

Describe your sound and lighting requirements:

Other requirements:

Please contact our Technical Director for a complete list of items available. call (925) 978-9653 or Email (johnnyhackenkamp@gmail.com)

What sound and lighting equipment and scenery pieces will you bring?

Will your show include any of the following special effects or items requiring special caution?
(Please check all that apply to your show.)

- | | |
|---------------------------|----------------------------|
| Water or soap bubbles | Strobe lights |
| Dry ice or chemical fog | Starter pistol or prop gun |
| Frightening effects | Food or drink onstage |
| Glitter, confetti or snow | Special rigging |
| Glass or mirrors | Other |

Please provide details:

Name of director or person responsible for performance content:

Name: Phone: Email:

Name of stage manager or person in charge of show:

Name: Phone: Email:

Please 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. If something other than an empty stage, please submit a diagram of how you would like the stage set. (Include microphone locations, monitors and piano if applicable, etc.) [Link to Stage Diagram](#)