



PERFORMING ARTS CENTERS

Grand Haven High School-Lakeshore Middle School-White Pines Middle School Basic Rental Rate Structure

Space Rental:

GHHS PAC	\$500/performance day \$350/rehearsal day (stage only)
LMS PAC	\$400/performance day \$250/rehearsal day (stage only)
WPMS PAC	\$300/performance day \$150/ rehearsal day (stage only)

Definition of Performance/Rehearsal Day:

A Performance or Rehearsal Day is defined as:

MTWTF	2:25PM – 11:00PM
Sat/Sun	10:00AM – 11PM

(Access times prior to end of the school day are negotiable dependent on school based activities. Time before scheduled opening or after scheduled closing is at a rate of \$60.00 per hour or any portion there of.)

Rental of the space includes:

- Use of the sound system.
- Lighting system. (We replace burned out lamps)
- Fly system. [If equipped] (House soft goods included)
- Dressing Rooms. [High school only] (Showers, restrooms, etc.)
- Green Room/Ensemble Room. [High school only]
- Initial clean up and opening of the facilities.
- Cleaning of the Auditorium prior to each performance on performance days.
- Trash receptacles, dust mop, wet mop, push broom, dust pan, access to slop sink, sweeping compound.

Rental of the space does NOT include:

- Gels for lighting.
- Gaffer tape.
- Spike tape.
- Glow tape

- Intercom Headsets, cables and belts (not available @ WP or LS)
- Microphones
- Microphone cables
- Tools
- Hardware (hinges, screws, nails, casters, non-lighting C-clamps, etc.)
- Rigging hardware or materials (Cable, hanger irons, crosbys, turnbuckles, etc.)
- Hanging/focusing/patching or running either lights or sound
- Clean up or restoration after your final strike
- Lighting system cabling (There are no loose cables. There are 6 adapters for Edison plug to pin plug. As well as 6 adapters for Edison to 3-prong twist lock for entry to Non-Dim board circuits. These are available for use with the lighting system.)
- Use of the scene shop. (Use is negotiable. Dependent on availability.)
- Use of chairs, tables, podiums, musical instruments, music stands, risers, etc.
- Hydraulic lift. (Lift is negotiable. Your operator must be certified.)

Rental Rates for Extras:

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| • Spotlight (One spots available) | \$35.00/day/ each |
| • Hard wire microphone with cable. | \$15.00/day |
| • Wireless microphone (Including battery) | \$35.00/day |
| • Microphone stand. (Floor, no boom, no goose neck) | \$5.00/day |
| • Chairs/Music Stands. | \$.25/day |
| • Tables. (2' x 8' banquet) | \$1.00/day |
| • Podiums. (Conductor and speaker) | \$5.00/day |
| • Pair head sets with single cables & belt packs | \$15.00/day |
| • Additional head set with single cable & belt pack | \$5.00/day/ each |
| • Grand Piano (With bench and music stand)
includes moving . | \$50.00/day |
| There is an additional fixed charge for tuning. | \$65.00 |
| • Tuning of piano by school approved personnel additional at the schools prevailing rate arrangement. (Currently \$65). If you do not wish to have the piano tuned after it is moved into place you will still be charged for re-tuning the piano after your rental period has expired. Instrument will be in tune prior to moving. (Normally the piano does not require tuning after moving it onto the stage because it's storage area is adjacent to the stage proper and the environment is identical.) The piano may only be used on the stage floor proper it may not be raised onto a platform or lowered into the orchestra pit nor may it be used as a "prop" or for sitting on. If such things are required for your production it is suggested that you arrange rental and set up of an instrument from a private sector source. | |

Theater Technician:

Advice of a theatre tech is available with the rental of the space. Their job is to answer questions and generally aide you in the use of the facility, as well as to see that the use is appropriate and that at the end of the daily rental period the facility is left in good condition. The “techie” is familiar with all systems within the PAC. The “techie” is not available to run/operate those systems for your group.

The PAC can and does provide trained and approved Theatre Technicians in the following areas at the following rates:

--Flyman	3/hour minimum @ \$17.00/hr
--Sound Operator	3/hour minimum @ \$15.00/hr
--Lighting Operator	3/hour minimum @ \$15.00/hr
--General Stage Hand.	3/hour minimum @ \$10.00/hr

Groups who wish to operate the fly, sound, and lighting system themselves must first arrange to have those individuals trained and approved by the PAC Administrator. Professional scenic design and lighting design services can be contracted for through the PAC on an individual project basis.

Facility Use Requirements:

Only Gaffers and PVC Tapes are allowed on the stage floor. NO DUCT TAPE, masking tape, scotch tape, packaging tape, etc. All cabling run on the floor must be covered. No screws, nails, stage screws, staples, etc. are permitted. All deck-level moving scenic items must have approved casters, skids or gliders. Installation and use of winches, hydraulics and other methods of mechanical scenic-element movement which may require a fixed base on the stage deck are to be arranged and approved by the PAC administrator.

If you so choose we can supply Gaff Tape, Gels, etc. at our bulk rate cost plus a 10% ordering/handling fee. Any gels or tapes provided for you in this way are available only in full sheets and full rolls and are, yours to take away with you. The cost will be reflected in your final billing.

We rely on each group to clean up after themselves each day, and at their final strike leave the facility in the same condition they found it. This includes:

- Removal from the building of any and all materials brought in.
- Placing trash in provided receptacles.
- Sweeping up the stage house floor.
- Damp mopping the stage house floor.
- Restore the house hang in the fly loft and properly balance all line sets used.
- Restore the house lighting hang, focus, patching, and gelling.
- Leave dressing rooms empty, counters cleaned, trash out, mirrors clean, and lockers empty and clean.

The entire facility and its grounds are by state law NO-SMOKING.

All decorations, set pieces, soft goods **must be flame retardant** and be installed and struck in a manner not destructive to the facility or its systems and within the dictates of safety (especially concerning use of the fly system and electrics).

The use of open flames, such as candles, or pyrotechnics is permitted only with written permission from the Fire Safety Division of the State Fire Marshall's Office. In addition notification must be given to the Grand Haven Township Fire Department at least 14-days prior to the first technical rehearsal at which such pyrotechnics are to be used. The Township will require an on site presence from their department. There will be a charge for this service. It may also be necessary to seek and receive approval for the selective defeat of fire sensors within the PAC. Charges from the alarm service company will also be applied to final billings. All PAC safety guidelines must be closely followed.

Should you require box office space it can be arranged on an individual basis.

Users are fully responsible for all loss or damage to district property, including property of students and employees.

Nothing may be attached to the floors or walls of either the stage house or the auditorium.

Facilities are normally opened 15-minutes prior to the beginning of your rental period. In the case of performances the building itself will be opened a half hour prior to the opening of the house. Earlier times may be arranged through PAC administration.

Sunday use will be for special circumstances only. Sunday rates apply and are available through the PAC administrator's office. Sunday use will be determined on a case-by-case basis.

Should you desire food service or concession service in conjunction with your event, it can be arranged through GHAPS Food Service Program. Food service personnel are required when kitchen facilities are used

A custodian is on duty whenever the facility is being used. Any custodial over-time, including clean-up time, will be charged at the contract prescribed hourly rate.

Group supervisor:

Each group requesting the use of the PAC must designate an individual, satisfactory to the PAC administrator, who will serve in a supervisory capacity of your group during facility use.

Supervisors are responsible for the enforcement of all rules and procedures regarding the use of district facilities and for insuring that participants stay in the vicinity of the area being rented.

PAC administration will not open the facilities for use by your organization until your group supervisor is on site. Likewise, before departing, the supervisor must check out the condition of the facility with the PAC administrator or the Theatre Technician in charge. There is a sign in/out sheet. Use of the facility includes the area of use, washrooms, and accessible halls and/or doors. Misuse of facilities and/or equipment will constitute grounds for denial of future use of district facilities.