



- Your copy
- PAC copy (please review, sign and return with rental contract)

**Win Granlund Performing Arts Center
Rental Information**

- 1) To guarantee your booking, the **rental packet** and **non-refundable deposit of \$50.00** must be submitted **one month** prior to event.
See the attached schedule for equipment use rates
The district will issue a use permit and estimate of personnel costs based on the following:
 - Technical Director - \$44.00 per hour
 - Student Technician - \$11.00 per hour
 - Custodial Service - \$34.50 per hour(Includes cost of mandatory benefits and Technical Director release time)
FINAL BILLING WILL BE DETERMINED AFTER THE EVENT IS HELD
- 2) You must have **\$1,000,000.00 (one million dollars) of liability insurance** in order to rent the theatre. The insurance certificate must cover all dates and times you will be using the theatre, list the South Kitsap School District as an additional insured, and be submitted one month prior to your event.
- 3) All **technical instructions**, including lighting, stage settings, sound needs, and special equipment requests, should be submitted in written and diagram form one month prior to the event. Confirmation of all technical requests will be dependent upon the resources of the facility, in terms of equipment and time. Once in rehearsal, *minimal* changes may be made. Renter will be charged for time required to rehang/regel lights.
- 4) All mail transactions should be directed to:
Sarah Lloyd
Win Granlund Performing Arts Center
South Kitsap High School
425 Mitchell Avenue
Port Orchard, WA 98366
- 5) Please check with the technical director before delivering any equipment, props, or costumes. With back-to-back usage, **we often have no room** for even short-term storage.
- 6) **Flame of any kind is not allowed in the theatre.** All combustible materials used on the stage must be flame-proofed (self-extinguishing). The Performing Arts Center (PAC) office can give you the name of theatrically-acceptable flame retardants.
- 7) **NO FOOD OR DRINK IS ALLOWED IN THE THEATRE AT ANY TIME.** You are welcome to have water in the dressing rooms, provided that it is in a sealed container. Any liquid on the lighting board, stage, or stage manager's console could be hazardous to equipment as well as personnel. A separate, refundable cleaning deposit of \$90.00 will be collected along with the rental deposit.
- 8) Please have your group arrive **at the time indicated on your building application. Do not arrive earlier**, as the theatre may be in use by another party, being cleaned for your event, or the Technical Director may not be in the theatre. **The Technical Director must be in at all times when the theatre is open!**



- 9) All user groups are encouraged to use facility-owned sound and lighting equipment, which **must be operated** by facility technicians.

- 10) You must provide the following personnel (if needed), unless otherwise arranged with the Technical Director:
 - Box Office personnel (and supplies)**
 - Concession personnel (and supplies)**
 - Parking attendants**Please **do not ask** PAC personnel to be responsible for ticket sales or handling money.

- 11) If there is an **emergency** during your show, please notify the **Technical Director** or **House Manager**. The Technical Director will call an ambulance, if needed, and fill out appropriate accident report forms.

- 12) Please make the **directions provided** in your rental packet **available to those in your group** and, if possible, **your intended audience**.

- 13) Please assign someone from your group to **supervise load-out** after your final performance. The time required by PAC crew will vary, depending on the nature of the production.

- 14) **TIME RESTRICTIONS**
 - Sunday-Thursday:
 - Rehearsal – Not to exceed 6 hours total per day
 - Performance – Not to exceed 8 hours total per day
 - EVENT MUST END AND THEATRE VACATED BY 10:00 PM**
 - Friday/Saturday
 - Rehearsal – Not to exceed 8 hours total per day
 - Performance – Not to exceed 10 hours total per day
 - EVENT MUST END AND THEATRE VACATED BY 11:00 PM**

- 15) Use of Win Granlund Performing Arts Center shall be in compliance with South Kitsap School District Board rules and regulations governing the use of School Buildings and Facilities.

- 16) Use of band and classrooms is **contingent on adult supervision** being provided. The food and beverage rule applies to these spaces as well.

- 17) Parking is allowed **in designated areas only**. Illegally parked vehicles are subject to towing at owners' expense.

ENJOY YOUR STAY AND BEST OF LUCK WITH YOUR PRESENTATION!

Renter's signature

Date

(I have read the above rules and the SK School District Facilities Use Informational Handbook)