

BOOKING CRITERIA

AUBURN PERFORMING ARTS CENTER THEATRES

1. A ***Minimum of two months advance notice*** is required to *request a date* at one of our theatres. If a hold is placed on a date, the hold expires after thirty days without a signed contract.
All signed contracts, insurance and rental fees must be received no later than 30 days prior to the scheduled event. *Call theatre office at 253-931-4827 for date availability*
2. **BEFORE APPROVAL OR CONTRACTING PROCESS BEGINS:**
 - A FULL & DETAILED TECHNICAL RIDER (*sound, lighting, staging requirements, etc.*) must be submitted for review by the Theatre Director & Technical Director.
 - **Mandatory 2 references for NEW CLIENTS or RETURNING CLIENTS who haven't held an event in three or more years** —Names, contact numbers, and venues that your group has most recently rented.
 - After receiving and reviewing the Rider, a **pre-production meeting must be scheduled with the TD of performing group** and the Technical Director of our venue.
3. It is mandatory that a primary liaison/stage manager is provided for every event.
4. A designated Front of House/Lobby EVENT COORDINATOR from your group is required to be on-site during event to supervise **ushers, box office, food concessions and/or gift sales, etc.** (*see Director for approved food items*).
5. SECURITY is required for your event and is assigned and scheduled by the Auburn School District.
 - A Safety Officer or Officers will be assigned to your event at a rate of \$60/hour per Safety Officer.
6. ALCOHOL IS STRICTLY PROHIBITED ON AUBURN SCHOOL DISTRICT PROPERTY. The presence of or use of alcohol at any Theatre event could result in the client's permanent booking ban.
7. SMOKING and VAPING are prohibited on Auburn School District Property *including parking lots*.
8. **TICKETING AGENCY**— Seating charts are available on request or can be found online at: auburn.wednet.edu/district-departments/theatres ***We do not handle box office or ticketing.***