

Redwood Raks Special Event Rental Application

YOUR INFO

Renter: _____
Type: Individual Non-Profit Organization Business Other Group: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____ Website: _____
Person/People Coordinating Event: _____
Phone(s): _____ Email: _____

EVENT DETAILS

Event Name: _____
Date of Event: _____
Type of Event: Sit down show Dance Party Private Party
Anticipated Sound/Music Levels:
LOW: None Background/Quiet
MEDIUM: Sound System for a sit down show Band that is acoustic or not too loud
LOUD: Loud DJ with bassy/thumping music Loud Band with Big Drums!
Start Time: _____ End Time (*music must be done by 12am*): _____
Set-Up time: _____ Will be done with take-down by: _____
Admission: _____ Open to Public? YES NO
If people need info about event, who should they call? _____
Expected Attendance: _____ Age Range: _____
Describe your event: _____

Do you anticipate needing extra time for rehearsals? Please explain what you're looking for:

SPACE NEEDS

Do you need chairs for your event? (*we have 120 folding chairs and 4 benches*) _____
Do you need tables for your event? (*we have 3 3'x6' rectangles, 1 2'x4' rectangle, 1 60" round*) _____
How do you plan to use our risers?
 Not at all Standard "Theatre" set-up Other: _____
What is your plan for a backdrop? _____
Will you need to hang anything for decorations, set, projection, props...? _____
Will you need access to our office / dressing room? YES NO
If yes, do you need it for: Dressing Room Storage Area Coat Check Other: _____

Notes:

LIGHTING NEEDS:

___ Regular lights in the studio will be fine.

___ We plan to use the "free" party lights such as mirrorball/spotlight, xmas lights, colored dj lights

___ We need theatrical lighting for our event (\$50/night).

Do you plan to hire Adam to set up your lights? (\$15/hr) ___ YES ___ NO

Do you plan to hire Adam to run your lights? (\$15/hr) ___ YES ___ NO

If not, who will be your technician? _____

(must be approved – we have some recommendations or we can probably train your person to run lights... please ask.)

Any notes about your lighting needs? _____

SOUND SYSTEM NEEDS:

___ We will not need a sound system or background music on the studio stereo system is fine.

___ We would like to run music from the Light/Sound Booth using the regular studio stereo system.

___ We will bring in our own sound equipment.

___ We would like to rent the Redwood Raks sound system for \$50/night.

Our sound system includes: 5 Schur mics with stands (3 with booms), 3 di boxes, 3 Macke 350 speakers, 2 speaker stands, a medium size Macke mixing board and a small Behringer one, and lots of cable. We also have a wireless clip-on mic that can work with our system.

Our technician Adam must be present for set-up and orientation to our system, and you must have an approved technician to run sound. We recommend using our system for sit-down shows.

Any notes about your sound needs? _____

OTHER:

• Will there be food served? ___ YES ___ NO

• Will there be alcohol served? ___ YES ___ NO

If so, you must have an ABC Permit for public events. All events must ensure security & safety.

• What are your plans for Event Security: _____

• Will there be any kind of aerial art? ___ YES ___ NO

• Will there be any kind of fire performance? ___ YES ___ NO

There's no open flame at all inside the building, and fire shows outside must be approved by Shoshanna, building owners, fire department and have all required permits in order.

I understand that:

• My date is not reserved until I have paid the \$100 security deposit.

• Any cleaning that needs to be done will be charged \$15/hour and taken out of deposit and/or invoiced.

• I will need to do all strike/cleaning after my event, and can't wait until the next morning. I will have enough people there to facilitate a good take-down (we recommend at least 8-10 people).

• I need to have appropriate Liability Insurance for my event. Redwood Raks needs a copy 1 week before event.

• I need to have an Arcata Police Department DANCE PERMIT on file and a copy at the event.

These are free. Go to APD and get the application 2 weeks ahead. They'll let you know if there are issues you need to resolve.

• I need to have proof of an ABC Permit if planning to serve alcohol.

This must be arranged by, operated by, and benefitting a non-profit organization. There is a fee, and the building owner must sign the form. Do this at least 3 weeks before the event to get it done in time.

• I will not drag anything across the floor, and will protect it from metal objects or any damage.

• I am responsible for noise levels, ending amplified music by 12am, and respecting other tenants.

• I will ensure security to prevent loitering near back/front door, courtyard/parking lot & protection for the space.

• There is NO access to the roof or outside staircase or the loft in the studio where the heater is.

• I will leave the studio and outside property as it was found, clean, free of decorations, debris and recycling from your event and/or participants. Be sure to check the whole courtyard for bottles, cigarette butts, garbage, etc.

I agree that I am the person or organization responsible for ensuring all Redwood Raks rules are followed, rent is paid, space is cleaned, and all permits and insurance requirements are met.

Signature of Contact Person / Event Coordinator

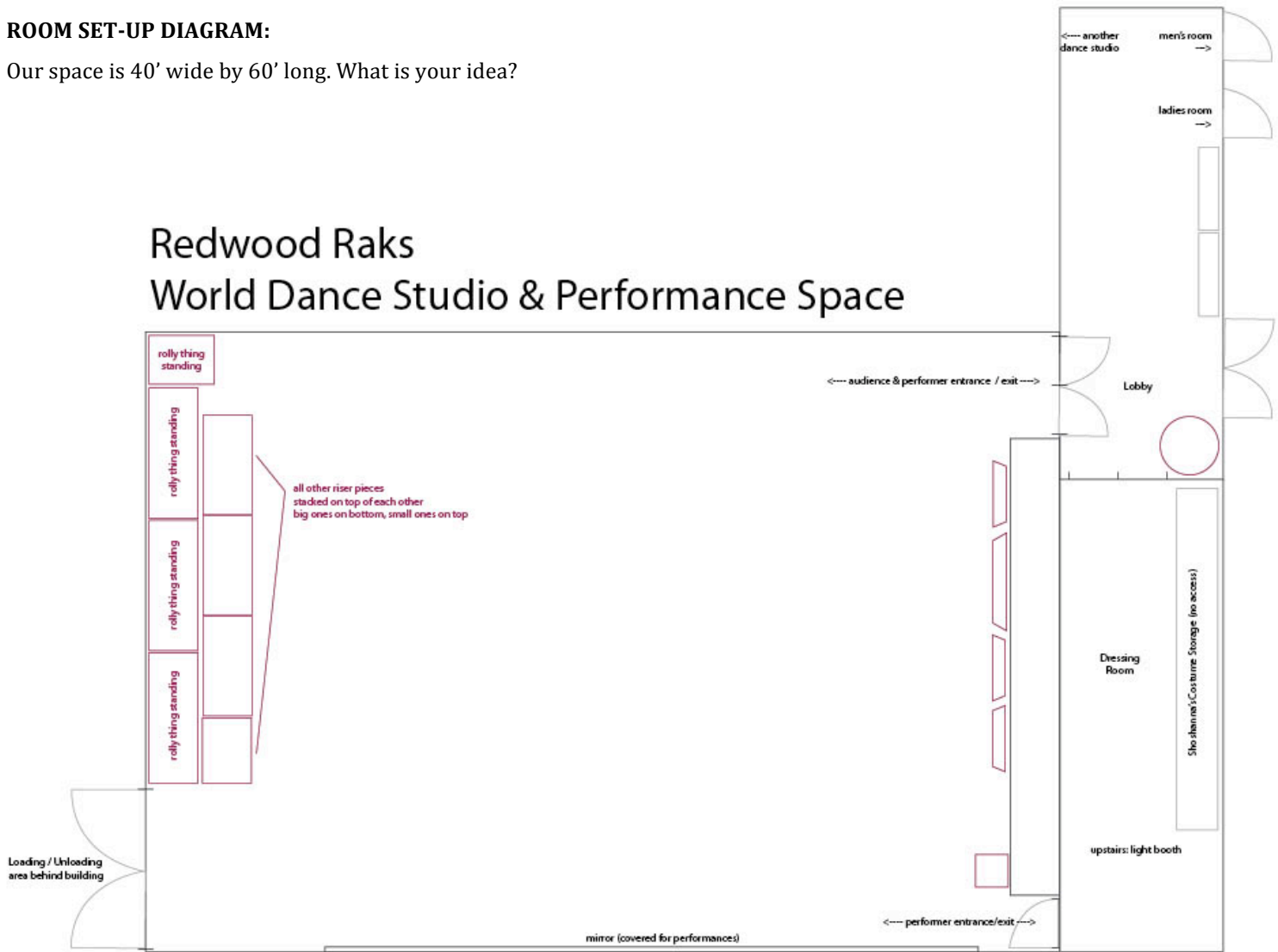
Date

Signature of Representative of Organization

Date

ROOM SET-UP DIAGRAM:

Our space is 40' wide by 60' long. What is your idea?



Notes:

EVENT CHECKLIST:

- _____ \$100 Reservation Booking Deposit
- _____ Room Set-Up Diagram
- _____ Arcata Police Dept. Dance Permit
- _____ ABC Permit (if serving alcohol)
- _____ Proof of Liability Insurance
- _____ Meeting with Shoshanna or Adam of Redwood Raks to discuss the logistics of your event
- _____ Email event details & photos to Shoshanna and bring in flyers to Redwood Raks so we can help you publicize!