

Redwood Raks Special Event Rental Application

YOUR INFO

Renter: _____

Type: Individual Non-Profit Org. or School Business Other: _____

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 end by 12am): _____ (There is a \$25 staff fee for checkout after 11pm)

Set-Up time: _____ Time cleanup will be completed: _____

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? If yes, explain what you would want

Do want to have a site manager onsite to help you during your event for \$30 per hour? YES NO

Other notes: _____

SPACE AND EQUIPMENT

Do you need chairs for your event? (We have 120 folding chairs and 4 benches) _____

Do you need tables for your event? (We have six 6' rectangles, 3 card tables, four 4' round tables) _____

Do you want to rent tablecloths for your event at a flat rate of \$20? _____

Do you want to rent our risers to convert the studio to a theatre? (\$50 labor charge)

NO Theatre set-up Other: _____

Will you need a backdrop? If yes, please describe your plan _____

Will you need to hang anything for decorations, set, projection, props? _____

Will you need access to our green room? YES NO

If yes, do you need it for: Dressing Room Storage Area Coat Check Other: _____

Do you know which studio you would like to use? Jade (40'x 60' left side) Bella (40'x 50' right side)

LIGHTING NEEDS:

Regular lights in the studio will be fine.
 We plan to use the "free" party lights such as mirror ball/spotlight, strings of lights, colored DJ lights
 We would like to rent theatrical lighting for our event (\$50/night).
Who will you be hiring to set up and run your lights? _____
(Technician must be approved. If you need a recommendation, please ask.)

SOUND SYSTEM NEEDS:

We will not need a sound system, or using the studio stereo system is fine.
 We will bring in our own sound equipment.

Any notes about your sound needs? _____

OTHER:

- Will there be food served? YES NO Will there be alcohol served? YES NO
If yes to alcohol, you must have an ABC Permit for public events.
- 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
No open flames are allowed inside the building. Fire shows outside must be approved by Site Managers, building owners, fire department and have all required permits in order.

I UNDERSTAND THAT:

- **My date is not fully reserved until I have paid the rent and deposit for this event.**
- I need to have appropriate **liability insurance** for my event. **Redwood Raks needs a copy 1 week before the event.**
- If the site manager has to wait for me more than 15 minutes from the time we arrange to meet to open the building, I will cover this cost at \$30 per hour from the deposit.
- I will call the site manager when I am ready for a final cleaning checkout.
- Any cleaning still needed is charged at \$35/hour weekdays, \$60/hour evenings & weekends. Bags of trash or recyclables left by the renter are charged at \$15 per bag and taken out of the deposit.
(Check the Bright & Green program to reduce landfill waste! <https://brightandgreenhumboldt.com>)
- I need to do all strike and cleaning right after the event, and it 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 an Arcata Police Department **DANCE PERMIT** for public dances, on file and available at the event. *These are free at APD. Get the application 2 weeks ahead.*
- I need to have proof of an ABC Permit if the event is public and we are planning to serve alcohol.
This must be arranged by, operated by, and benefit 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 damage!**
- I am responsible for noise levels, ending music by midnight, and respecting other tenants.
- I will have security to prevent loitering near all doors, courtyard/parking lot and protection for the space. I will make sure no one goes on the roof, the outside staircase, or the lofts inside the studios.
- I will leave the studio and outside property as it was found, clean, free of decorations and debris from the event. I will be sure to check the whole courtyard for bottles, cigarette butts, garbage, etc.

Event Approval and Rental Contract

Name _____ Event _____ Date _____

I have read and agree to all of the rental terms on the Special Event Application.

The rent for this event is \$ _____ (Contact site manager to confirm price)

Rent is due when the event is approved and will formally reserve your booking on the calendar.

- Cancellations may receive a full refund of more than 7 days before the event.
- Cancellations less than 7 days in advance forfeit 50% of the payment.

A fully refundable cleaning deposit of \$200 is also required for larger, one-time events, at the discretion of the Program Committee. Deposit required: Yes _____ No _____

- Cleaning deposits will be returned promptly as long as the space is left as clean as you found it and everything has been put away.
- Deposit will be returned to the person and address listed on p. 1 as "renter" unless you tell us otherwise
- Please ask if you need information about how to do the cleaning!

RENTER EVENT CHECKLIST:

- _____ Meeting with a Redwood Raks representative to discuss the logistics of your event
- _____ Proof of Liability Insurance (due at least 1 week before event)
- _____ Arcata Police Dept. Dance Permit (if applicable)
- _____ ABC Permit (if serving alcohol) apply at least 3 weeks before the event
- _____ Email event details and photos to a site manager at rakscollective@gmail.com and bring in flyers to Redwood Raks if you would like us to help you publicize!

I agree to the rental plan and requirements listed on the Special Event Application.

Signature of Contact Person / Event Coordinator

Date

Signature Redwood Raks Representative

Date

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Updated 7/29/25