

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 you 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.
- 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

(Page 3 of 3)

Updated 5/20/25