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.

CODE OF CONDUCT - I have read and agree to abide by the Redwood Raks Code of Conduct. (See last page)

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

Updated 7/29/25

REDWOOD RAKS COLLECTIVE CODE OF CONDUCT

The Redwood Raks Collective is a nonprofit organization committed to providing a safe, inclusive, respectful and professional environment for dance education and artistic expression. By using the facilities all parties agree to uphold these standards. This Code of Conduct applies to instructors, students, staff, volunteers, guests, and observers. Instructors are responsible for ensuring that their students and guests are aware of and comply with this Code of Conduct.

CORE VALUES: Treat others with dignity, respect, and courtesy. Foster an inclusive environment free from discrimination and harassment.

PROFESSIONAL CONDUCT: Maintain appropriate boundaries and a safe environment. Prioritize physical and emotional safety. Avoid disruptive, threatening or abusive behavior. Communicate respectfully with students and staff. Comply with all rules and policies.

PHYSICAL CONTACT: Physical contact will be instructional, consensual, age-appropriate and respectful.

HARASSMENT AND DISCRIMINATION: Redwood Raks has zero tolerance for harassment, discrimination or bullying based on race, color, ethnicity, national origin, religion, gender identity or expression, sexual orientation, age, disability or any other protected characteristic. This includes verbal or physical harassment, sexual harassment or misconduct, intimidation, coercion and retaliation. Harassment can include but is not limited to slurs, unwanted nicknames, threats, derogatory comments and unwelcome jokes which could make a reasonable person feel uncomfortable. Harassment includes verbal and physical conduct of a sexual nature creating an uncomfortable, intimidating, hostile or offensive environment. This may include but is not limited to inappropriate comments regarding an individual's body, appearance, attire, or sexual orientation. It also includes unwelcome flirting or propositions.

SUBSTANCE ABUSE: Use, possession and distribution of illegal drugs is strictly prohibited on the premises. Alcohol and drug use is prohibited during classes and rehearsals and may only be permitted during approved events in accordance with laws and policies. Individuals may not use the space while under the influence of substances that impair judgment or safety.

FACILITIES: Respect shared space and equipment. Leave studios clean and orderly. Follow schedule, noise and capacity limits. Use the space only for approved activities consistent with the rental agreement. Damage to property may result in financial responsibility or loss of rental privileges.

MINORS AND VULNERABLE POPULATIONS: Follow applicable laws and best practices for working with these groups. Avoid one-on-one situations that are not observable or able to be documented. Never engage in inappropriate physical or verbal interaction in person or via digital media.

ENFORCEMENT AND CONSEQUENCES: May include verbal and/or written warnings, suspension or termination from class participation, suspension or termination of rental privileges, removal from the premises, referral to authorities when required. The Redwood Raks Collective board will keep records of all reported violations of the Code of Conduct.

REPORTING: Anyone who experiences or witnesses behavior that violates this Code of Conduct is encouraged to report it promptly to their instructor, the Redwood Raks Site Manager or a board member. Reports will be handled with discretion and taken seriously. If you believe you are being harassed or know someone who is, please act promptly.

updated 7/13/26