

# 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 be done by 12am*): \_\_\_\_\_

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 \$25 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 \$25? \_\_\_\_\_

Do you plan to use our risers?

Not at all  Standard "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.**
- 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 \$25 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 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 for 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