

# VAN SINGEL FINE ARTS CENTER

## Application/Contract for Facility Use

8500 Burlingame SW, Byron Center, MI 49315

Voice: (616) 878-6801 Fax: (616) 878-6820

Box Office: (616) 878-6800 [boxoffice.vansingel@bcpsk12.net](mailto:boxoffice.vansingel@bcpsk12.net) www.vsfac.com

Organization \_\_\_\_\_ Today's Date \_\_\_\_\_  
 Organization Type (check one): Non profit 501C3 [ ] Byron Center Schools [ ] For-profit [ ]  
 Resident organization [ ] Non-resident organization [ ]

Contact name \_\_\_\_\_  
 Billing address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
 Event Name and purpose of activity \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date of Event	Time In	Performance/Stage Time(s)	Time Out	Rehearsal time?

Est. attendance (not to exceed 796) \_\_\_\_\_ Will we conduct your ticket sales? Y/N  
 Ticket prices: Adult \_\_\_\_\_ Children \_\_\_\_\_ Seating: General Admission/Reserved.

**Rooms requested:**

VSFAC theatre _____	Band or choir room _____	Scene shop _____
Box office _____	Other rooms _____	Green Room _____
Lobby _____	Dressing/Make Up room _____	
Concessions _____	Gainey Gallery _____	

**Check any equipment/services you will need, indicate quantity when indicated:**

Piano _____	Lighting system _____	Choir Risers _____
Audio tape player _____	Follow spots _____	Acoustical shell _____
VCR/with monitor _____	Tables, size & # _____	*Video Recording _____
CD player _____	Table covering(s) _____	*Contact BCTV at 878-6860 or 878-6864
Podium/Lectern _____	Table covering/skirting _____	
Sound system _____	Chairs # _____	*Catering _____
Microphone # _____	Catering _____	*Contact Susan Meyer 878-6115
Video projector _____	Music stands # _____	Will you hang anything from the stage battons? Y/N
Powerpoint presentation _____	Stand lights # _____	

**Facility rental includes basic theatre facilities including the stage, dressing rooms, scene shop, audience chambers and the Gainey Gallery (lobby area). Any additional areas of the facility are subject to additional charges. The rental fee also includes general stage lighting with three specials, and the use of two tables in the lobby. Specific equipment usage is an additional charge (see rate schedule).**

I have read and am aware of all conditions pertaining to the use of the Van Singel Fine Arts Center. I agree to accept all liability for damage to the building and/or equipment, and to enforce all applicable VSFAC policies. I further understand that this is only an application and we are not entitled to use the facility and equipment, nor to advertise the dates of use until this application has been approved and returned with all necessary signatures, deposits, and insurance riders.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_  
 Van Singel Management signature \_\_\_\_\_ Date \_\_\_\_\_  
 Van Singel Technical Director \_\_\_\_\_ Date \_\_\_\_\_

**Lessee must pay a minimum 10% deposit when authorization is complete.**

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## Cost Estimate (to be used by facility staff only)

Rental Room/Item	Hours/#	Rate/Hour or Flat Fee	Total
VSFAC Theatre – performance			
VSFAC – dark			
Dressing/Make Up Rooms			
Band Room , Choir Room, one other room			
Scene Shop			
Piano 7' Yamaha Grand/upright Yamaha in the orchestra pit			
Video projector			
Microphones			
Microphone or Boom Stands			
Lectern			
Follow spot(s)			
Acoustical Shell			
Choir Risers			
Tables			
Table coverings w/skirting			
Chairs			
Music Stands			
Concessions			
Washer/Dryer			
BCTV – contact BCTV 878-6860 or 878-6864			
Catering – contact Susan Meyer 878-6115			
Box Office Ticket Sales <small>An additional 4% will be added for credit card sales</small>			
Other			
<b>TOTAL</b>			

Staff Needed	Number	Rate/Hour	Total
Technical Director			
House Manager			
Box Office Coordinator			
Marketing Coordinator			
Lighting Technicians			
Sound Technicians			
Stage Hands			
Ushers/House Attendants/Concession			
Custodians			
Security			
Other			
<b>TOTAL</b>			

Total estimated<sup>‡</sup> cost \_\_\_\_\_

Deposit required (10%) \_\_\_\_\_

TOTAL invoiced \_\_\_\_\_

For office use only:

Class 1 \_\_\_\_\_ Class 2 \_\_\_\_\_ Class 3 \_\_\_\_\_

Estimate Approved By: \_\_\_\_\_

Date Estimate Quoted: \_\_\_\_\_

Other comments: \_\_\_\_\_

\_\_\_\_\_

<sup>‡</sup>Please note, this is only an estimate. A final bill will be processed after completion of the event.

# VAN SINGEL FINE ARTS CENTER

## 2009-2010 Rate Schedule

**Non-Profit Organization** – An established 501C3 or government organization whose purpose is civic, cultural, or religious in nature, including, but not limited to: other theatre groups, church groups, Lions Club, Rotary Club, etc.

**For-Profit Organization** - Any private and/or for-profit making firm whose interests are limited exclusively to the membership of said group.

NOTE: Any organization/resident within the Byron Center Public School System will receive a 20% discount off the performance and dark time hourly charges. Assignment of application groups to an above classification shall be at the discretion of the House Management.

	Non-Profit	For Profit
VSFAC "Performance" Rate	\$250 per hour	\$500 per hour
VSFAC "Dark Time" Rate	\$100 per hour	\$200 per hour
Gainey Gallery only	\$50 per hour	\$75 per hour
Band Room	\$75 per hour	\$150 per hour
Choir Room	\$75 per hour	\$150 per hour
Technical Director	\$30 per hour	\$50 per hour
House Manager/Box Office Mgr	\$25 per hour	\$36 per hour
In-House Lighting-Sound	\$20 per hour	\$25 per hour
Technicians/Stage Hands – <b>class B</b>		
In-House Lighting-Sound	\$25per hour	\$36 per hour
Technicians/Stage Hands – <b>class A</b>		
^IATSE Labor	Current Rates plus 15% payroll fee	Current Rates plus 15% payroll fee
House Attendants/Ushers/Concessions	\$15 per hour	\$20 per hour
Custodians	\$28 per hour	\$45 per hour
Security	\$25 per hour	\$30 per hour

### EQUIPMENT USAGE AND RENTAL

6' Tables	\$5 each (rental includes the use of 2 tables in the lobby area)
Table covering and skirting	P.O.A.
Piano 7' Yamaha Grand (Yamaha upright in pit)	\$175 per piano, includes tuning
Video projector (Powerpoint/video presentations)	\$75 per hour, includes large video screen
Portable Stage or Portable Screens	\$75 set up fee
Wireless Microphones (check availability)	\$70 each/day (require outside rental source)
Wired Microphones	\$10 each/day
Microphone/Straight Stands/Boom Stand	\$4/stand
Lectern	\$10/day
American Flag (15"x30")/Scrim	\$35/day
Cyclorama (blue or white)	\$50/day
Follow-spots	\$35 per light per day
Mirror Ball or Strobe Light	\$20/day
Large Scrim	\$40 /day
Fog Machine/Snow Machine	\$30/day + Fluid or dry ice/carbon dioxide
Acoustical Shell (includes set up)	\$100 per event (not to exceed three days)
Orchestra Pit Setup	\$75
Chairs with music stands	\$50 set up fee
Choir Risers (includes set up)	\$15 per section
Washer/Dryer	\$25/day
Concessions area	\$50/day
Box Office Ticket Sales	\$750 for complete management which includes reserved seating; \$400 for management of general admission seating; \$200 ticket printing only
An additional 4% will be added for credit card sales	
Lighting Design – Choir/Band/Orchestra	\$300 flat fee + cost of color media
Lighting Design – Plays & Musicals	\$600-\$1,000 + cost of color media
Color Media	P.O.A.
Set Construction	P.O.A.
Misc stage scenery, supplies & props	P.O.A.
BCTV (video taping; live feed)	Contact Julie Vanderlaan 878-6860 or Patrick Vidro at 878-6864 at least 2 months prior to event
Marketing event	\$30 per hour + expenses (ie postage, printing promotional materials)
Catering	Contact Food Services Director Susan Meyer 878-6115
Internet access	Not available
Helium Balloon Retrieval Fee	\$50 per balloon

^Union Labor may be used when in-house stage technicians are not available. Contact House Manager for details.

#### Other Notes:

All published laborers' rates are valid Mondays through Fridays. **Rates may increase to time and a half on Saturdays and Sundays. Each of the above rates, including flat fees, may be doubled on Holidays.** All rental rates will be rounded to the nearest half hour. Performance and dark time rental charges begin to accrue one half hour prior to show time and end one half hour after the show is completed. Contact house manager for specific rental rates.

# VAN SINGEL FINE ARTS CENTER

## Regulations and Usage Policies

1. **All parties interested in using the Van Singel Fine Arts Center must submit the facility use form to the house operations manager.** The rental fee is determined on a per room basis, and rentals are tentative until application contract, deposit, and insurance rider are received, and all required signatures are obtained. No advertising or promotion is allowed until application contract is complete and approved.
2. The Van Singel Fine Arts Center staff will check events and dates requested for conflicts, appropriateness of events, and ability to meet the needs of the events. The facility may be rented during the times the Van Singel Fine Arts Center staff determines it is available. The use of the facility may be denied when such use would interfere with above. You can check possible available dates at [www.vsfac.com](http://www.vsfac.com), click on "calendar of events."
3. The contract will be returned to the organization seeking facility use for their confirming signature. The signed form should then be sent to the house manager for final processing. As soon as possible thereafter, the organization seeking use should forward a set-up diagram/event details for all activities for use by Van Singel Fine Arts Center staff.
4. Any extraordinary equipment requests must be submitted with application. We will attempt to honor same and renter will be charged accordingly.
5. Nothing shall be sold, displayed, or given away without the prior, express, written permission from facility management.
6. The technical director, house manager, box office manager, security, and/or custodial staff will be on duty throughout each and every Van Singel Fine Arts Center event. The number of stage hands and other facility attendants necessary shall be determined by the technical director and house manager respectively. The renter will be charged for each staff member in accordance with the attached rate schedule.
7. Groups using the facility are responsible for medical or emergency care of their staff/participants. Van Singel has limited medical supplies (ice for injuries is not available at the facility) Van Singel staff is not responsible to attend to medical needs. The staff is available to call emergency services or to help in emergency medical situations.
8. All electrical, mechanical and stage equipment shall be used and operated only by trained Van Singel personnel or competent designee as approved by the technical director.
9. Set and scenery should arrive within a reasonable time, ready to hang and/or set up. Any use of the scene shop, etc. for set building shall be conducted under the supervision of the technical director and invoiced accordingly.
10. The use of open flames, such as candles, is prohibited, and fire resistant materials shall be used whenever possible. Combustible materials or materials that may incur a highly allergic reaction are not allowed in the facility unless prior approval has been obtained by theatre management.
11. Set removal must occur immediately after the final performance; or may be scheduled later at the discretion of the technical director or house manager.
12. Only the rooms or designated areas granted in the original request shall be used. All rooms and areas are to be left in an orderly condition after usage.
13. All groups agree to accept liability for damages, and must submit an insurance rider which documents liability coverage for injury, as well as \$100,000 in general liability and \$300,000 per incident. Replacement or repair charges will be added to the original bill in the event damage occurs. The Van Singel Fine Arts Center will accept no responsibility for lost or stolen items, nor will it bear any liability as a consequence of permitting access to this facility.
14. All groups must have a designated, responsible, and approved adult in charge who will take the total responsibility of discipline, protection of school property, etc. Facility users are solely responsible for the conduct and behavior of their groups. The Van Singel staff reserves the right to schedule additional security staff at the cost of the renter when large groups are anticipated and/or when several rooms are reserved for the rental.
15. No food or beverages of any kind are allowed in the theatre or on stage. An area can be provided to feed cast and crew if food is to be served back stage. Please contact the house manager to make the arrangements.
16. No smoking, alcoholic beverages, or illegal drugs are permitted on the premises at any time.
17. Parking for events must be limited to black top areas only.
18. Under no circumstances will organizations be allowed to sublease the Van Singel Fine Arts Center.
19. The managing director or house operations manager may cancel any contract for misrepresentation and/or violation of policies of the contract. The use of the Van Singel Fine Arts Center may be canceled due to inclement weather subject to Byron Center Public School District policy.
20. All of these guidelines/regulations shall be incorporated by reference in the contract agreed to and signed by the group.
21. Facility use deposits will not be returned for events cancelled by renter.