



# CONEJO RECREATION & PARK DISTRICT

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## Hillcrest Center for the Arts

December 30, 2004

Dear Community Theatre Group:

Performance rental applications are now available for theatre booking from July 1, 2005 to June 30, 2006. Applications are for Three-Weekend performance runs during the programming year running July 1, 2005 to June 30, 2006. **All applications are due by 5:00pm on Friday, January 28, 2005 at the Hillcrest Center for the Arts Office.**

There are two parts to the application. Part One provides with information about your group. Part II is where you list the name of the show your group would like to present and you also the requested timeslot when your group would like to perform. You will need to submit Part II for each show title that your group would like to retest. Your group must also attach a check payable to **CRPD** in the amount of \$850.00. This represents a \$100.00 refundable cleaning and security deposit and \$750.00 deposit on facility rent. You will only need to present one check for \$850.00 regardless of the number of show that you are requesting. ***Please Note: This check will be held and will not be cashed until all parties sign a performance rental contract. Those groups not chosen or drop prior to signing a contract will have their checks returned.***

**A Community Theatre Information meeting will be held on Wednesday, January 19, 2005 from 7:00 until 8:30pm at the Hillcrest Center for the Arts. While attendance is not mandatory, groups attending will be given additional consideration.**

Finally, a Summary of Rental Fees and Services is attached. Please read this over carefully prior to completing the enclosed applications. Rental fees have increased by 5% from programming year 2004-2005. Full information and downloadable application forms are available online at [www.Hillcrestarts.com](http://www.Hillcrestarts.com) or by calling the office at (805) 381-2747.

Please call if you have any questions.

Sincerely,

Scott Buchanan  
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Hillcrest Center for the Arts  
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