

**CONEJO RECREATION AND PARK DISTRICT (CRPD)
HILLCREST CENTER FOR THE ARTS
THEATRE ON THE HILL
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**SUMMARY OF 2005-2006 RENTAL FEES AND SERVICES PROVIDED FOR A
THREE-WEEK RUN THEATRE PERFORMANCE**

**SCHEDULE OF SERVICES PROVIDED FOR PERFORMANCE RENTAL OF
THE THEATRE ON THE HILL (Black Box Theatre)**

FACILITY USE DEPOSIT:

Each group must make an \$850.00 deposit (\$100.00 refundable Cleaning and Security Deposit and a \$750.00 Advance Rental Deposit) along with the application for use. Should a group not receive a theatre booking, this deposit will be returned. For selected groups, this deposit will be kept along with ticket sales proceeds in the Hillcrest Center for the Arts Box Office Fund. At the conclusion of the performance run, these funds will be used to pay all rental fees and other charges. Any remaining funds will be returned to the group no later than 5 days after the final performance. (See Box Office Below.)

RENTAL FEES:

Non-profit ACCV Member Organizations: \$315.00 per performance

Non-ACCV Member Organizations fall into two groups:

In-District Organizations	\$630.00 per performance and up to 25% of profits
Out of District Organizations	\$945.00 per performance and up to 25% of profits

GENERALLY THE USE FEES ABOVE SHOULD BE THE ONLY FEE THAT A GROUP WILL NEED TO PAY. EXCEPTIONS INCLUDE:

- It is assumed that groups will provide their own theatre technicians (lighting operators, sound operators, stage crew, electricians, and carpenters.) Use of Hillcrest Center for the Arts theatre technical equipment requires training prior to use. CRPD will provide training at no charge in the use of the lighting and sound equipment. Groups can choose to hire CRPD Technicians. The fees for this are listed below.
- Basic custodial service is provided. Groups are expected to clean up after all set construction, and must clean and straighten the dressing rooms and theatre after each use. Groups can elect to hire a custodian to do the cleanup for them. The current fees for this are listed below and may increase with notice.

The following Services are included for performance rental:

- Up to 3 Weekends of Performances per show and Rehearsals for up to 6 weeks (up to five hours per day during non-performance operating hours.) The normal rehearsal schedule is Sunday through Wednesday nights from 7:00pm to 10:00pm. Includes 5, 8-hour technical load-in days and 6, 8-hour technical/dress rehearsals. (Subject to availability.)
- Up to 4 weeks use of the Scene Shop during non-performance rental hours. The Scene Shop use must be scheduled separately.
- Use of all available theater lighting, sound, video equipment and curtains.
- Use of seating platforms and chairs. CRPD will provide staff assistance in setting up and striking of the seating platforms and chairs. User groups must provide at least two workers. Workers must be able to lift heavy seating platforms (at least 50 lbs.) Additional CRPD Staff is available for an hourly fee.

- Box Office Service including: printing of tickets, telephone, in person, Internet (pending), and gate ticket sales until 1 hour after curtain. All ticket sales money will be kept in the Hillcrest Center for the Arts Box Office fund. Cash advances from ticket sales can only be made once the combined total of Facility Use Deposits and collected tickets sales is greater than the Estimated Total Use Fees for the contract. Approval and funding of advances will take 10 working days. Upon performance completion, funds in excess of Facility Use Fees due will be refunded by check no later than 5 working days from the final performance. **Groups may chose not to use the Hillcrest Center for the Arts Box Office Services. If this is the case, payment in full of all rental fees is due prior to the first rehearsal.**
- General publicity services including: listing in Hillcrest Center for the Arts publications, web sites, press releases and advertising. (Subject to space availability and publication deadlines.)
- Rehearsal and performance House Management and safety supervision
- Liability Insurance for activities taking place at the Hillcrest Center for the Arts

NOT INCLUDED IN THE RENTAL FEE:

- Additional technical staff needed for construction, load in, strike, and operation of theater equipment.
- Ushers are not included in the rental fee. User groups are required to provide two (2) ushers per performance. **CRPD Ushers** at an additional fee.
- Scenic, lighting, sound, and video designers are not provided.

OTHER FEES (Subject to change with notification):

Custodian: \$14.00 per hour, minimum of 4 hours

Stage Worker I \$12.00 per hour, minimum of 4 hours. After 40 hours in a week and on Holidays, the overtime fee is \$18.00 per hour. (High School/College Level Technician. These technicians are able to run lighting and sound boards, work stage crew, and assist with load in and load out of scenery.)

Stage Worker II: \$16.00 per hour, minimum of 4 hours. After 40 hours in a week and on Holidays, the overtime fee is \$24.00 per hour. (Profession Stage Electricians, Carpenters, and Sound Operators.) These technicians are able to work in any capacity as a stage worker and some specialize in lighting, sound, and scenic construction/painting.)

Lighting/Sound/Scenic Designers: We can provide a list of qualified contractors. Each group will need to negotiate design fees directly with the contractor.

Ushers: \$12.00 per hour, minimum of 4 hours. (You may use your own volunteer ushers.)

PRODUCTION SCHEDULE:

- Each group will asked to provide a scenic design (down plot and description.)
- The set design will need to comply with all Fire and Building Safety Laws and will need safety approval prior to construction.
- Each group will be asked to provide a production schedule including rehearsal dates and times, a set building schedule, and a set, lighting, and sound load in schedule.
- Each group will also be asked to provide a publicity plan and schedule so that the Hillcrest Center for the Arts Staff can assist in coordinating publicity effort to maximize success.

STORAGE:

- Storage space is limited.
- Each group will be allowed a designated lockable storage cabinet for hand props.
- Groups must make arrangement for use of these cabinets.
- Groups must schedule load in of scenery stock into the shop (No earlier than 4 weeks prior to opening.)

- Groups must make special arrangements for load in and must provide and have an approved a construction/installation schedule.
- **All scenery items, props, costumes, and other group equipment must be removed from the Hillcrest Center for the Arts on the designated strike day.**

THEATRE USE BY OTHER GROUPS:

- During non-performance times, the Theatre on the Hill will be scheduled for other activities.
- These activities will include following groups: other theatre company rehearsals, YAE rehearsals, meetings, classes, and other performances.
- Other performances will generally be music concerts but may also include other kinds of performance.
- These groups will be required to work within the existing stage, lighting, and seating set up. Minor alterations may be permitted, but only with notification to the current theatre groups and CRPD will maintain the responsibility for full technical re-installation.
- In order to make room for rehearsals for other groups, your group will be asked to strike easily removed scenic elements. It is also possible that the first row of seating may be struck each Sunday night and restored for performances.
- Since it is almost certain that other groups will make use of the theatre during the week, we recommend that all valuable props be locked in the storage cabinet or removed from the facility.
- Dressing rooms will be locked during the week except for other performances. In the event of other performances, you will be asked to remove all personal items from the dressing rooms and to roll all clothing rack into a locked storeroom. (In many cases, only one dressing room will be needed and your items will be moved into one dressing room, which will be locked.

THEATRE SEATING CONFIGURATIONS: (Diagrams are attached)

- There are three approved seating configurations (diagrams below.)
- **Proscenium Seating** at 112 seats.
- **Thrust or ¾ Round Seating** at 98 Seats
- **Full Round Seating** at 148 Seats
- Many other configurations are possible but they must be approved in advance and will need to comply will all Fire Regulations and must be compatible with other concurrent theatre use.

SECHEDULING PROCESS AND CALINDAR:

- The Theatre on the Hill will be booked for Season running from July 1, 2005 through June 30, 2006.
- During each year, there will be 4 Young Artists Ensemble productions (3 weekends each) and 6 Community Theatre Shows (3 weekends.)
- Also up to 30 single date concerts are possible.
- Theatre performance applications are due by 5:00pm on Friday, January 28, 2005 for the Performance Season, running from July 1, 2005 to June 30, 2006.
- **An informational meeting is scheduled from 7-8:30pm on Wednesday, January 19, 2005 to discuss the issues related to booking the 2005-2006 season. Attendance is not mandatory, but additional consideration will be given those groups attending the meeting.**

*Hillcrest Center for the Arts
Theatre on the Hill
Proscenium Seating Layout*

STAGE

A		1*	2*	3*	4*	5*	6*	7*	8	9	10	11	12	13	14		A
B		1	2	3	4	5	6	7	8	9	10	11	12	13	14		B
C	A I S L E	1	2	3	4	5	6	7	8	9	10	11	12	13	14	A I S L E	C
D		1	2	3	4	5	6	7	8	9	10	11	12	13	14		D
E		1	2	3	4	5	6	7	8	9	10	11	12	13	14		E
F		1	2	3	4	5	6	7	8	9	10	11	12	13	14		F
G		1	2	3	4	5	6	7	8	9	10	11	12	13	14		G
H		1	2	3	4	5	6	7	8	9	10	11	12	13	14		H

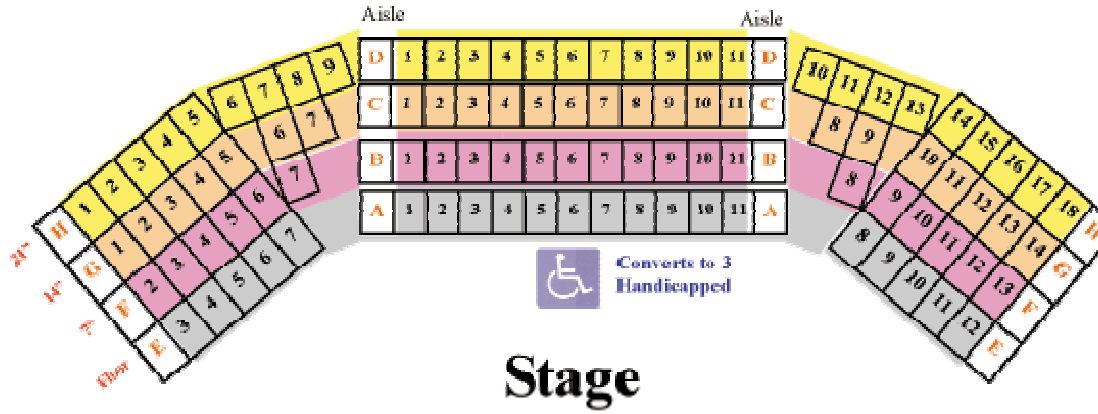


***Row A Seats: 1-7 are Reserved for Handicap Seating**

Row A is on the floor and each subsequent row (B, C, D etc) is elevated 7 inches.

Hillcrest Center for the Arts
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Thrust or 3/4 Round Seating Plan
98 Total Seats



Hillcrest Center for the Arts
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Full Round Seating Plan
148 Total Seats

