



## POWAY CENTER FOR THE PERFORMING ARTS – Step 2

Owned and operated by the City of Poway as a division of the Community Services Department, the PCPA staff are here to ensure your event is successful. Congratulations on completing PCPA Step 1 and receiving confirmation of your date request. This **PCPA Step 2: 90-Day Advance Form** is required and must be completed and submitted to [business@powaycenter.com](mailto:business@powaycenter.com)

### ORGANIZATION INFORMATION

Organization Name

For Profit

Non-Profit

Tax ID#

FULL Mailing Address including City, State and Zip Code

Primary Contact

Email

Phone

### EVENT INFORMATION

Event Type (concert, musical, dance, choral, play, other)

Event Title

(35-character MAX)

Date(s) of Theatre Use

**A W-9 Internal Revenue Service Tax Form is required.**

Required W-9 Attached

**USE DETAILS**

- We utilize the following information to prepare and execute your contract. Please be complete in providing the required details. *\*Fee reminder: A six (6) hour minimum rental (per day) is required and you will be charged accordingly even if theatre less than 6 hours.*

**REHEARSAL INFORMATION**

Date	Arrival/Set Up Time	Rehearsal Start Time	Rehearsal End Time	Total Time in PCPA

**EVENT/PERFORMANCE INFORMATION** More than one performance on a single day? A 3-hour interval is required between end time of 1st performance and curtain time of 2nd performance to allow for theatre cleaning.

Date	Arrival/Set Up Time**	Curtain Time	1 <sup>st</sup> Half Length	Intermission ***	2 <sup>nd</sup> Half Length	Time needed for Load Out	Departure Time	Total Time in PCPA	Anticipated attendance

\*\* Must be at least 1 hour before Curtain Time

\*\*\* Minimum 20-minute intermission: If you choose to **not** have an intermission, you will be charged a non-intermission fee (see **Fee Schedule**)

## PRELIMINARY TICKETING INFORMATION

The PCPA offers professional box office services and two options for all events. We use information provided in advance by you to successfully begin the process for selling tickets.

**Please note: This is *preliminary* ticketing information.**

**Once your Facility Use Agreement is executed, the Box Office Coordinator will contact you to finalize ticketing information, pricing, etc.**

Ticketing Contact

Email

Phone

### Ticketing Options (check one box)

Box Office Sells All Tickets	We create tickets for your event, and sell them at powaycenter.com, at a box office, and at your event (s). In addition to the price of the ticket, the patron pays a \$5 handling fee.	<input type="checkbox"/>
<b>Consignment:</b> Organization Sells Their Own Tickets	We create tickets for your event and your organization sells them. Your contact information for ticket sales is on our website. Your organization pays \$2 per ticket for either 600 tickets or full house (max. 801).	<input type="checkbox"/>

Tickets for your event will be available for sale on Friday or Saturday at 1:00 p.m., approximately 30-days in advance of your event.

Theatre policy: All funds or exchanges are processed by the Box Office. Refunds, if any, must be processed by the client.

## TECHNICAL AND FRONT OF HOUSE SERVICES

The PCPA is professionally equipped and operated, and our staff are here to ensure your event is successful. The remainder of this form is critical to our ability to provide professional technical and front of house services.

### CONTACT INFORMATION

Technical Contact

Email

Phone

Front of House Contact

Email

Phone

### STAFF INFORMATION

All Technical, Box Office, and Front of House staff must be disclosed on this form. The Manager, in collaboration with the staff, will then determine the appropriate schedule and staffing to properly accomplish the needs and requests of your organization. Fees are determined by the Poway City Council and staffing costs are the responsibility of the event organizers. The Manager reserves the right to adjust staffing and/or schedules should the parameters of an event change after receiving this form.

**SAMPLE**

**FRONT OF HOUSE INFORMATION**

Please answer the following questions to the best of your ability. Final details will be confirmed at a required pre-show meeting four (4) weeks prior to your event.

	Yes/No	Details
Do you need tables & how many? (up to 5 available)		
Do you need chairs & how many? (up to 12 available)		
Will you sell merchandise? (fees apply)		
Is the audience permitted to take photographs and/or record the during the event? (box office determines video & photography hold locations)		

**Concession & Bar Sales**

The Front of House will operate a concession and bar (optional) before your event and during intermission. All proceeds are retained by the PCF. Intermission will be a minimum of twenty (20) minutes. Per the Facility Use Agreement, no intermission fees may apply.

**Lobby/Courtyard Activities**

Will there be any other activities hosted by your organization in the lobby or courtyard during the time that you are scheduled to use the PCF? If yes, please provide detailed information below.

## TECHNICAL INFORMATION

Please let us know what you need and/or designate the type of equipment and support requested for your event. The Technical Theatre Coordinator responsible during your use will contact you approximately six (6) weeks before your event to further discuss and confirm details.

### Lighting Details

	Yes/No	Details
Do you require a light hang/focus that is different from the house plot? <i>*must be restored to the house plot at the end of the event at client's expense</i>		
Follow Spots (2)		
Specials		
Bringing Lights for Temporary Installment		
Other Lighting Information		

### Sound Details

	Yes/No	Details
Microphones? Quantity?		
Monitors? Quantity?		
Playback? (audio files via computer, through our audio system)		
Other Sound Information		

**Fly System Details**

	Yes/No	Details
Fly system? Quantity of Line Sets?		
Items to be flown (i.e. set pieces, drops, etc.)?		

**Miscellaneous Equipment & Details**

	Yes/No	Details
Video Projection?		
Acoustic Shell System?		
Platform Riser System?		
Choral Risers?		
Concert Grand Piano?		
Special Effects?		
Number of Performers?		
Number of Parking Passes Needed (max 10)		
Other Miscellaneous Requirements?		

I have read, understood and agree to all requirements within the PCPA Planning Guide, including the access control procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date