



For Office Use Only	Performance Date	<input type="text"/>
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Poway Center for the Performing Arts

Application for Use

-PUSD Events-

Thank you for considering the Poway Center for the Performing Arts for your upcoming performance. To help facilitate planning, please complete the following Application for Use

Please return the completed application to:

PCPA Administrative Assistant
business@powaycenter.com
858-668-4693

Incomplete applications will be returned.

Please note, completion of this application represents only a request to use the facility. Confirmation is based on theatre availability and will be communicated to you in writing upon approval.

School Information

School Name

Representative:	Email:
Address:	Phone:

Ticketing Contact:	Email:
*If applicable	
Address:	Phone:

Front of House:	Email:
*Must be available and in the lobby when the lobby doors open and throughout the show.	
Address:	Phone:

Technical Contact:	Email:
Address:	Phone:

Event Information

Performance title as you would like to see it on your ticket (max 35 characters):

of Performances **Requested Date** Alt. Date Alt. Date #2

Type of Event: Musical Concert Dance Choral Play Other

Event Description:

*This information will reside on your event page on powaycenter.com

Please provide a JPG image for your event page (421x 266 pixels) in landscape format.

Marquee Wording:

*5 lines of 15 characters max

Rehearsal Information (If Applicable)

Rehearsal open to the public/parents? (Fees apply)

Date	Arrival/Set Up Time (min. 1 hr before start)	Rehearsal Start Time	Rehearsal End Time	Total Time in Facility

Yes

No

How many performers are in your performance?

Performance Information

Date	Arrival/Set Up Time	Curtain Time	1st Half Length	Length of intermission	2nd Half Length	Anticipated Audience Size (max 797)	Departure Time	Total Time in Facility

Parking passes issued by the Poway Center for the Performing Arts are required for cars parked in the parking lot on weekdays from 7:30am to 2:30pm.

If applicable, how many passes will you be requesting for your event? (Max 12)

Ticketing Information

**PUSD events are permitted to print their own GENERAL ADMISSION tickets, use no tickets, or utilize the PCPA Box Office services.
Please select which method you will be utilizing. Please select only ONE option.**

I will not be using tickets.

I will be printing my own general admission tickets.

**Infants (0-12 months) must have a ticket but do not count as a seat.
Will Infant Lap Tickets to be paid or complimentary?
(10 max)**

Paid Complimentary

If selecting an option below, please complete the remainder of the fields on this page.

I would like the PCPA to print the tickets but I will be selling them. (Consignment)

- \$100 printing fee applies

I would like the PCPA to print some tickets for me to sell (consignment) and the PCPA Box Office will sell the rest.

- \$100 fee for the first order. \$52 fee for additional requests/shows.
- A minimum of 50 tickets to remain for sale at Box Office.

Number of consignment tickets I would like printed:

I would like the PCPA to print and sell all of the tickets.

Choose only ONE: **Reserved Seating** **General Admission** Desired On-Sale Date

(Printed on ticket)

(Child, Senior, etc)

Base Ticket Price Handling Fee *Total Ticket Price Rows Price Type Age Requirement

Base Ticket Price	Handling Fee	*Total Ticket Price	Rows	Price Type	Age Requirement

Infants (0-12 months) must have a ticket but do not count as a seat.

Would you like Infant Lap Tickets to be paid or complimentary? (10 max)

Paid Complimentary

Will you be utilizing Promo/Discount Codes?

***Box Office will contact you to arrange**

Yes No

Video Recording Policy

Will there be a professional photographer? Yes No

Location: How many: 1 2

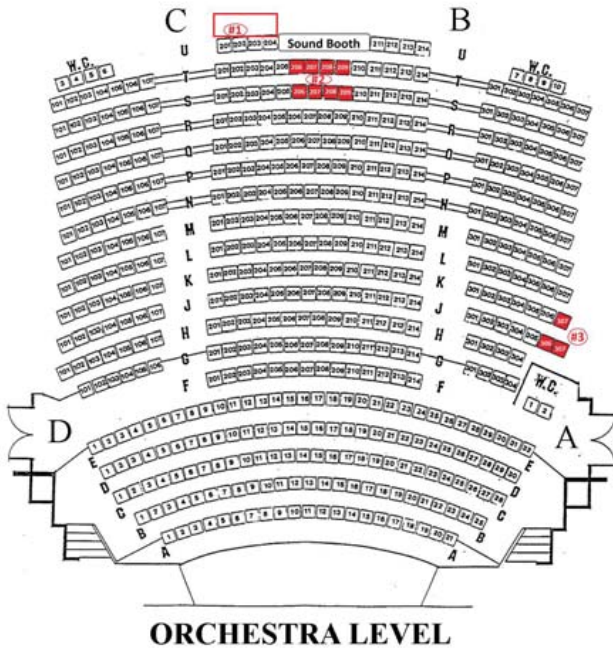
Will there be a professional videographer? Yes No

Location: How many: 1 2



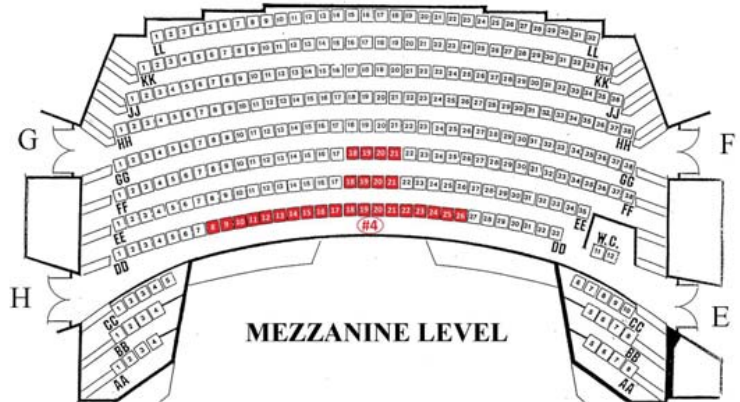
Video Locations:

1. Tech Booth = 0 seats
2. S206-S209, T206-T209 = 8 seats
3. J306-J307, K307 = 3 seats
4. DD8-DD26, EE18-EE21, FF18-FF21 = 27 seats



Video Locations:

1. Sound Booth = 0 seats
2. S206-S209, T206-T209 = 8 seats
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Location 1

In Sound Booth

Location 2

In front of Sound booth

Location 3

Door A - House left

Location 4

Mezzanine

If you are planning to record this performance, you must agree to the following conditions:

- The recording will credit Poway Center for the Performing Arts and the City of Poway.
- The video crew will record only from the areas designated by the management of the Poway Center for the Performing Arts, and will in no way interfere with the audience view of the performance or evacuation routes.

I understand and acknowledge the recording policy:

Applicant/Authorized Representative Signature:

Date:

Organization/group

Technical Information

Lighting System

House Plot Client's Plot ****Must be restored to the house plot at the end of the event at client's expense**

Follow Spots Needed

Special Quantity Needed

Other:

Sound System

Microphones Quantity Needed

Monitors Quantity Needed

CD

Other:

Fly System

Line sets Quantity

Items to be flown (i.e.set pieces, drops, etc):

Other:

Miscellaneous Equipment

Prop Tables Quantity Needed Movie Screen Choral Risers Quantity Needed

Lecturn/Podium Concert Grand Piano

Acoustic Shell System Video Projector

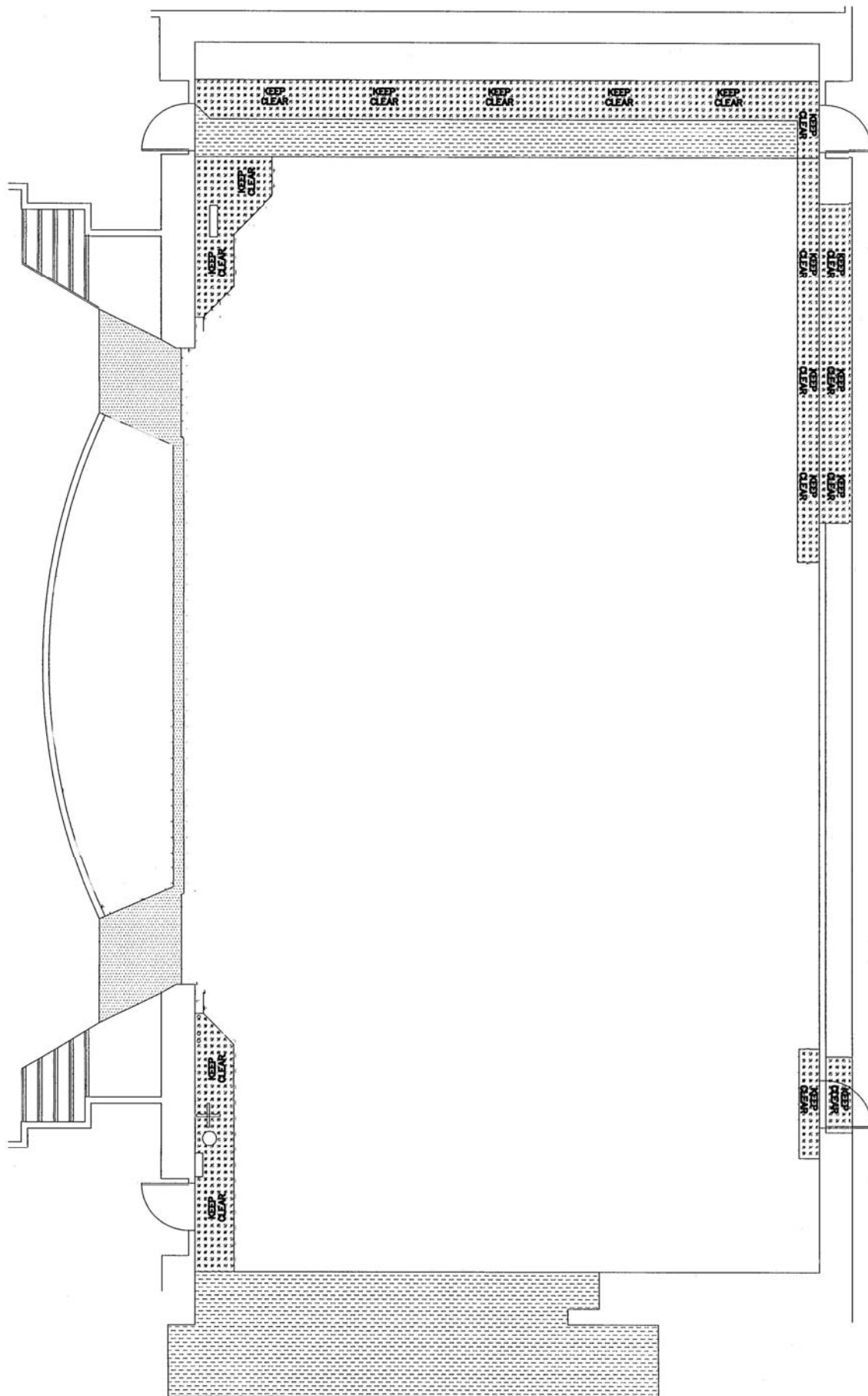
Wenger Riser System:

Size	8" height	16" height	24' height
3' X 8' tops			
4' X 8' tops			

Will you be using special effects? (fog/smoke, snow, balloons, etc)

*****Please provide a stage plot*****

Audience



Front of House Information

Lobby

Do you need tables?

Yes No

Lobby tables:

Ticketing tables:

The total number of lobby and ticketing tables must not exceed 5.

Do you need chairs?

Yes No

Quantity (max 12)

Will you be selling merchandise?

Yes No Items Sold:

How would you like to handle late arrivals?

Any Time Between numbers/acts Other:

Will any performers be seated in the theater?

Yes No ~Performers must have a ticket to enter the theater. ~

How many?

Where?

Sections A-E

Mezzanine

How will performers exit the building?

Artist Entrance Green Room

Will you be providing programs to your patrons?

Yes No

Will you be running the concession stand?

Yes* No

*** A San Diego County Health Permit is required. Public events providing food must contact the County Health Department at least 30 days prior to event date. The Poway Center for the Performing Arts must be given a copy of the permit no later than 3 weeks prior to the event date.**

More information can be found at:

<http://www.sandiegocounty.gov/content/sdc/deh/fhd/food/tempevents.html>

Will there be any activities in the lobby or courtyard*?

If yes, please include a timeline and description.

Will you be chartering buses?

Yes No

If Yes, please include any information on bus schedule, number of buses, where buses will be parking, etc.

Checklist

Have you.....

Completed every question in the application? **Please note: "Same as last year" is not a sufficient response.**

Included a JPG image for your event web page? I will send separately.

Included a detailed stage plot? I will send separately.

I certify that the information I have given on the Application for Use is true and correct to the best of my knowledge and belief. I, applicant, or representative for the applicant, understand and agree to obey all facility rules, regulations, and policies.

I understand this application serves only as a request and should the application be approved, I will be contacted in writing by the Poway Center for Performing Arts.

I understand that any changes to the information in this application must be communicated in writing to the Performing Arts Center. Failure to do so, will result in additional staff charges at the completion of your event.

Applicant/Authorized Representative Signature:

Date:

**Please return the completed application to :
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858-668-4693

Optional

Should the Poway Center for the Performing Arts plan a "Festival of the Arts" would your group be interested in participating?

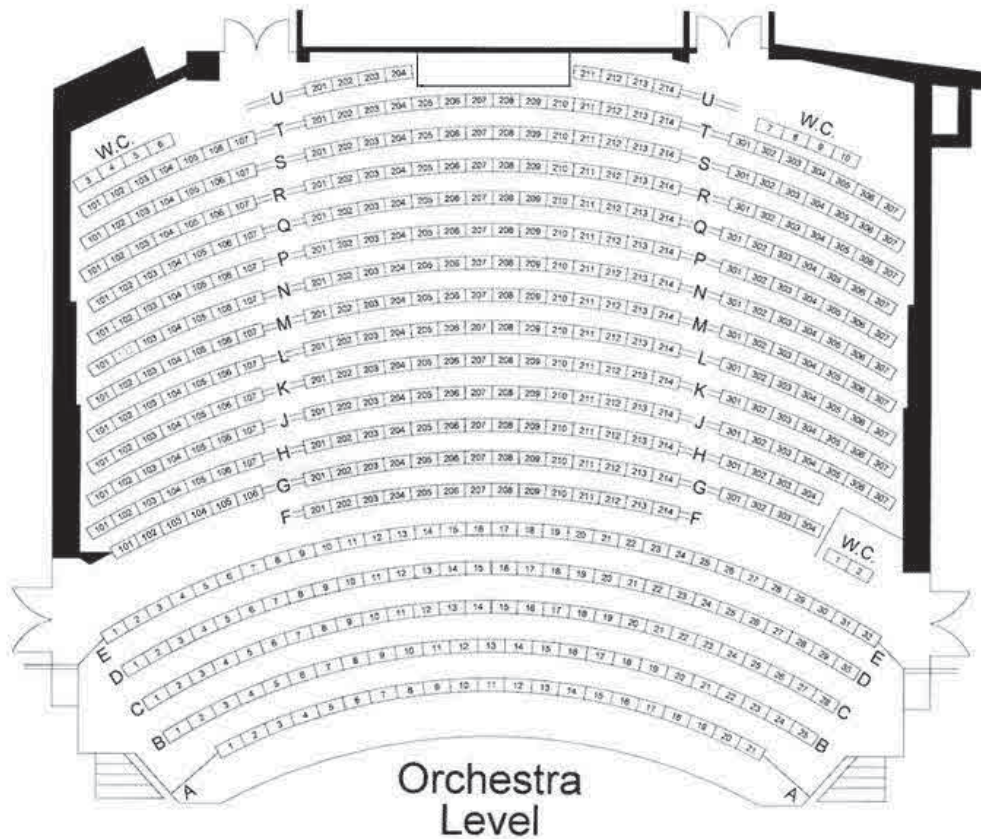
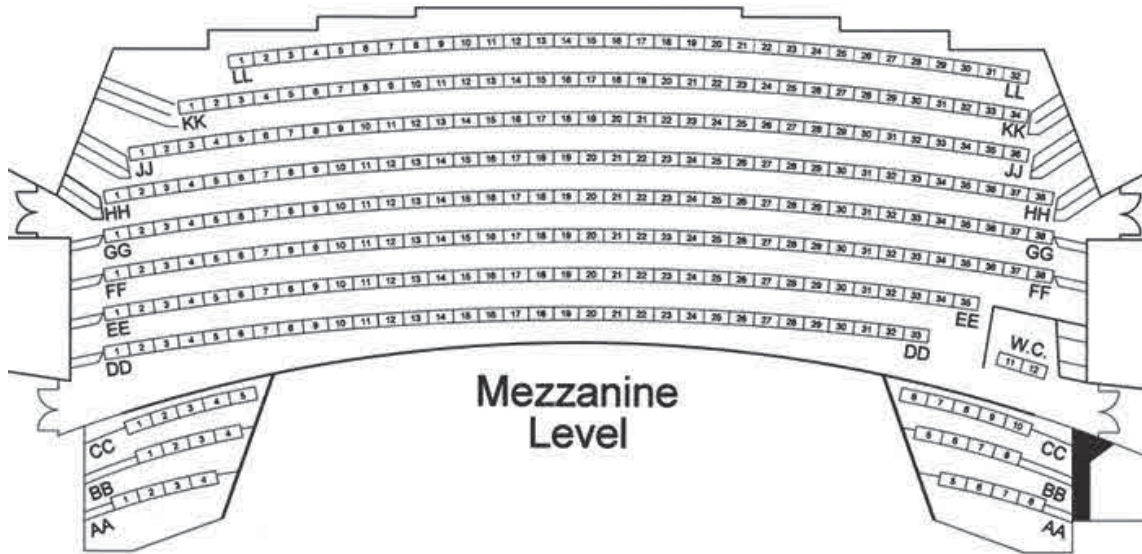
Yes No

If yes, what value would the event hold for your group? What would you hope to gain?

If not, why?

Appendices

Seating Chart

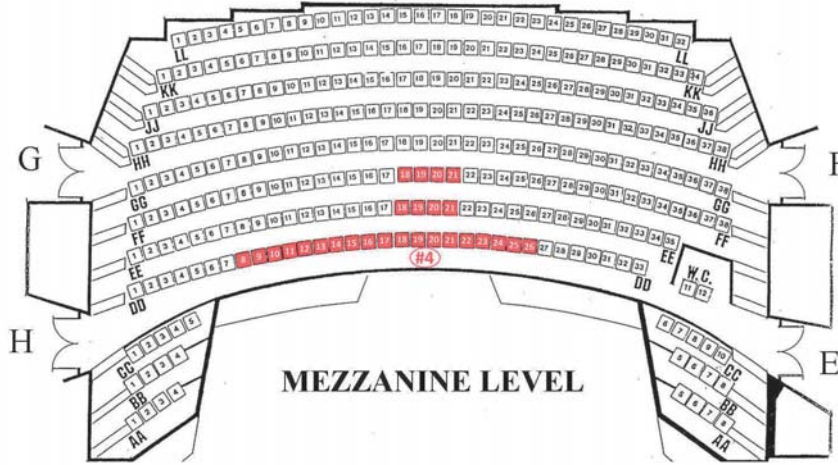


Video Locations



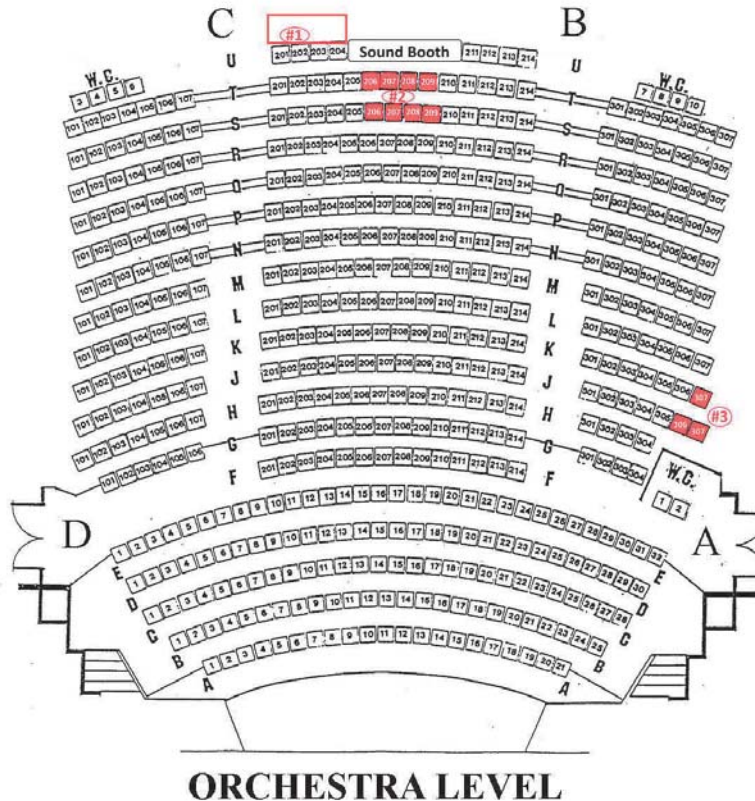
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Ticketing Information

- Ticketing: PUSD is permitted to:
 - Print and sell their own tickets-General Admission only
 - use no tickets-- collect entry fee at door
 - have the box office print and sell all tickets--\$2 per ticket sold by the box office/Internet will be charged to PUSD-Reserved or General Admission
 - PCPA to print all tickets for PUSD to sell-Reserved or General Admission (Consignment- fees below)
 - May use Groupon, Goldstar, etc. with this option only
 - both PCPA and PUSD to sell tickets (Consignment-fees below)
- Consignment tickets:
 - Fees- first order \$100, additional requests or shows \$52
 - A minimum of 50 tickets to remain for sale at box office (if box office to sell tickets)
 - NO fee for consignment tickets returned
 - Return unsold tickets to box office the Tuesday prior to show date when both PCPA and PUSD selling tickets
- Will-call tickets: if both PCPA and PUSD selling tickets
 - Will call tickets (from consignment tickets) may be returned to box office for distribution night of show
 - For consignment sales- A list of patrons and assigned seats in last name order is needed. For General Admission there is an identifier number on each ticket.
 - For consignment sales-A representative from your organization will be needed in the box office night of show to resolve any ticketing concerns in regards to your ticket sales. Time needed in box office will be one hour before curtain and one hour after curtain. Total of two hours. Representative to remain in box office the entire 2 hour shift.
- Ticket fees charged to patrons:
 - Box office (window/phone)--NO fees charged to patrons
 - Internet-- NO fees charged to patrons. Tickets can be printed at home or held at will-call
- Website: items needed to post event on PCPA website www.powaycenter.com
 - An image size 421px X 266px in JPEG format, landscape orientation. Otherwise, a stock photo will be used.
 - a description of event
 - ticket sales contact (if PCPA not selling tickets)
- Marketing:
 - Your event will be displayed on the marquee the week of the event
 - Submit: a postcard or flyer (max size 8 ½ X 11) to be placed in lobby kiosk
 - Event will be displayed on monitor above box office windows
 - an email blast will be sent out to community members who have signed up through the City of Poway website approximately 2 weeks before your event
- Box office:
 - phone 858-748-0505
 - Open --Friday 12:00pm-5:00pm and Saturday 10:00am-3:00pm
 - Closed Sunday-Thursday
- Ticket sales day of show:
 - Box office will open 1 hour prior to show and remain open 1 hour after curtain time (when PCPA selling tickets)
 - If box office closed, client must be available for ticket sales 1 hour prior to show and remain open 1 hour after curtain time
- Infants: Ten lap tickets (not an actual seat) available for infants 0-12 months. Tickets will be available night of show at box office window and/or at the door when PCPA selling tickets.

10/9/2017