

NAPA VALLEY COLLEGE
Performing Arts Center Event Rental Details Form

This form is NOT your rental application, but allows event staff to better understanding the needs and details of your request. This must be completed and submitted to BOTH Samantha Maddox (Samantha.Maddox@napavalley.edu) and Matthew Cowell (MCowell@napavalley.edu) prior to submitting the formal on-line application.

1. Event Information

Organization / Group Name:

Primary Contact Name:

Phone:

Email:

Event Name / Description:

Estimated Attendance:

Type of Event: ☐ Performance ☐ Presentation ☐ Rehearsal ☐ Other: _____

2. Requested Spaces & Schedule

For each space requested, list date(s) and time(s), including load-in, event, and load-out.

Space	Date(s)	Start Time	End Time
PAC Main Theater- Rehearsal (No audience)			
PAC Main Theater- Performance/Presentation (Audience)			
Paul Ash Lobby (Shared)			
Paul Ash Lobby (Exclusive)			
Black Box (Studio) Theater - Rehearsal (No Audience)			
Black Box (Studio) Theater - Performance/Presentation			
Silvagni Recital Hall			
Orchestra Room			
Actors Lab			

3a. Rental Package Selection for Main Theater

Packages exclude costs for facility rental fee or staffing hours.

Select One:

☐ **Presentation Package (\$75 or \$150/day)**

(For lectures, meetings, film screenings, panels, and basic presentations)

Includes:

- Stage access (front of curtain only), Green Room access
- Shared lobby access
- House lighting
- Basic podium/microphone (up to 2)

- Limited AV support (projector/screen)

☐ **Performance Package (\$150 or \$300/day)**

(For theatrical, musical, or staged performances)

Includes:

- Full stage, green room, and dressing room access
- Shared lobby access
- House lighting
- Full theatrical lighting system
- Full theatrical sound system

3b. Rental Package Selection for Black Box (Studio) Theater

Packages exclude costs for facility rental fee or staffing hours.

Select One:

☐ **Presentation Package (\$25 or \$50/day)**

(For lectures, meetings, film screenings, panels, and basic presentations)

Includes:

- Stage access (front of curtain only), Green Room access
- Shared lobby access
- House lighting
- Basic podium/microphone (up to 2)
- Standard seating configuration
- Limited AV support (projector/screen)

☐ **Performance Package (\$50 or \$75/day)**

(For theatrical, musical, or staged performances)

Includes:

- Full stage, green room, and dressing room access
- Shared lobby access
- House lighting
- Full theatrical lighting system
- Full theatrical sound system

4. Add-On Services & Equipment

*(Check all that apply — subject to additional fees) **Please note:** If you select one of the AV packages above, only choose items listed below if they are in addition to those already included in your selected package.*

- ☐ Additional microphones (wireless/lavalier) #/type _____/_____
- ☐ Projection system/screen
- ☐ Video recording
- ☐ Live streaming support
- ☐ Riser/Platform
- ☐ Podium
- ☐ Tables # _____ Only 90Wx30Dx29H Banquet Tables available (max: 30)
- ☐ Chairs # _____ Only BLACK folding chairs available (max: 300)
- ☐ Other _____

Will you have:

- ## 7. Special Requests / Notes

8. Acknowledgement/Signature

Name: _____ Date: _____

College Police Overtime ☐ Yes ☐ No (If yes, list total hours): _____

Custodial Staffing Overtime ☐ Yes ☐ No (If yes, list total hours): _____

Technician Overtime ☐ Yes ☐ No (If yes, list total hours): _____

Production Assistant Hours ☐ Yes ☐ No (If yes, list total hours): _____

Front of House Staff Hours ☐ Yes ☐ No (If yes, list total hours): _____