

- City of Sunnyvale -
Sunnyvale Dance Studio Rental Application

550. Remington Drive • P.O. Box 3707 • Sunnyvale, CA 94088-3707
(408) 730-7350

Rental Application Procedures

Please contact the Sunnyvale Community Center listed below to confirm availability before submitting this application. Once you have confirmed that availability for the date(s) and time(s) you requested, please submit this completed application, with appropriate security deposit, directly to the Theater Technical Coordinator.

Your reservation is not guaranteed until you are notified in writing that your application and deposit have been accepted. Proof of insurance must be submitted 30 days prior to your rental date.

Sunnyvale Dance Studio has a very busy calendar, with City-programmed classes offered seven days a week. Applications from renters will be accepted beginning three months in advance.

For rental availability and general information, please contact:

Sunnyvale Community Center
Monday through Friday, 9 a.m. to 6 p.m.
(408) 730-7350

For technical questions or to submit a rental application, please contact:

Bill Rupel, Theatre Technical Coordinator
City of Sunnyvale – Department of Community Services
550 E. Remington Drive
P.O. Box 3707
Sunnyvale, CA 94088-3707
(408) 730-7354
brupel@sunnyvale.ca.gov

Sunnyvale Theatre Rental Application

Please type or print neatly. Applications must be accompanied by the appropriate deposit and signed Dance Studio Use Guidelines from this application packet. Reservation is not guaranteed until you receive written confirmation from the Theatre Theater Coordinator.

Application date _____

To be completed by City Employee
Permit # _____

Preferred Rental Date(s):
Please circle weekday and write dates//desired time block.

Issued by _____

M	Tu	W	Th	F	Sa	Su	_____
M	Tu	W	Th	F	Sa	Su	_____
M	Tu	W	Th	F	Sa	Su	_____

Renter's Contact Information

Renter's name (must be a person*) _____

***Please note:** The person named here on the Rental Application is responsible for the permitted event and must be the first person to arrive on the day of the event and must stay onsite the entire time.

Organization name (if applicable) _____

Purpose of the organization _____

Is the organization a non-profit? Yes* No

*Please attach 501(c)3 documentation.

If yes, is the organization located in Sunnyvale? Yes* No

Is the Renter a Sunnyvale resident Yes* No

- If you are a Sunnyvale resident or non-profit, you are qualified for a discounted rate, but you must use your Sunnyvale address on all correspondence associated with this rental in order to claim your discount.

Street address _____ Apt or Suite # _____

City _____ State _____ ZIP _____

Day phone _____ Evening phone _____

Fax _____ Email address _____

Event Information

Class or company name _____

Rental start time* _____

Rental end time* _____

* Please note: If you require time to set-up or clean-up, you must rent the time needed.

Is the event open to the general public? Yes* No

* If yes, renter must provide City of Sunnyvale Theatre Theater Coordinator with list of places/publications where the show is advertised, and sample of any published flyers or press releases. This is so that we can answer the public's basic questions about your event, including where and how to register. Please note that because the City offers classes in the Dance Studio, we do not allow outside renters to hold classes for which they will charge.

Will you charge admission? Yes No

If yes, list prices, including any Sunnyvale resident or student/senior discounts: _____

Will food or drink be served? Yes* No

* **Please note:** If food and drink will be served, an additional \$100 deposit is required. Food or drink may not be sold.

Will alcohol be served? Yes* No

Type: _____

* **Please note:** Wine and champagne are allowed only with appropriate permitting and deposit. Beer requires permitting, deposit and City-approved caterer. Hard liquor is not allowed in the theatre at any time. If you are serving alcohol, you will be required to show proof of general liability insurance (\$1 million, with City of Sunnyvale additionally insured).

Type of event:

Troupe rehearsal

Show rehearsal

Choreography session

Free class

Other (Please indicate: _____)

Number of dancers: _____

Brief description of the event:

Will you sell souvenirs (including CDs) or advertise any goods/services? Yes No

If so, please describe: _____

Technical Details

All technical details must be disclosed on this application and/or approved by Sunnyvale Theatre’s Technical Coordinator in writing prior to the event.

Will you use the Sunnyvale Dance Studio sound system? Yes No

Will you use a Sunnyvale Theatre LCD projector? Yes No

Do you have any special sound or lighting requests not indicated above?

Will your event include any of the following special effects or items requiring special caution?
(Please check all that apply to your event.)

- Water or soap bubbles Food or drink in the studio Glitter, confetti or snow
- Other (please indicate: _____)

Name of person in charge of event: _____

Please note: If you do not have all names at the time of application, please provide those you have. You will have an opportunity to add to the list or update it when your event is confirmed by phone the week prior and upon arrival.

SUNNYVALE THEATRE LIABILITY STATEMENT

In submitting and signing this application, I certify I have read, understand and will abide by the facility rules and regulations set forth. I certify that the use detailed on the enclosed permit is in compliance with the City’s rules and regulations and certificates of insurance requirements and is subject to approval by the Director of Parks and Recreation or the assigned representative. Applicant/Permit Holder hereby agrees to hold the City of Sunnyvale, City Council, Boards and Commissions, and individual members thereof, all officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise during and related in any way by the use and occupancy of said facility, to the extent such loss, damage, liability, cost or expense arise out of negligent acts or omissions of Applicant/Permit Holder. I, the undersigned, or the company I represent, will be responsible for any damages sustained to the facility. Any lost equipment or damages sustained to City property shall be compensated within seven days. I agree that this reservation is granted with the understanding that the City may cancel when the facility is needed for City programs.

Full payment must be given 30 days prior to the reservation date for one-day rentals and 90 days prior to two or more day rentals. Failure to submit payments by the designated date will result in loss of the contract, and the room/area will be released. It is my responsibility to notify the City of any cancellations or revisions on my part

within 30 days prior to the one-day reservation date or 90 days prior to the two or more day reservation date. Failure to do so will result in my fees being withheld.

Renter's signature _____ Date _____

Renter's name (printed) _____

PATRONS WITH DISABILITIES AND NON-DISCRIMINATION STATEMENT

I understand that, pursuant to the Americans with Disabilities Act, the City of Sunnyvale will make reasonable efforts to accommodate persons with disabilities. I understand that Sunnyvale Theatre has limited wheel chair capacity (max 4, recommended 2) and a limited number (4) of Assisted Listening Devices. If I become aware that someone in my group or audience requires special accommodations, I will notify the Theater Technical Coordinator at least 5 days in advance of the event.

I understand that if my event is open to the general public, I may not prohibit any audience member because of race, religion, creed, color, gender, sexual orientation, age (persons 40 years of age or older), disability, national origin or any other basis to the extent prohibited by federal, state or local laws.

Renter's signature _____ Date _____

Renter's name (printed) _____

AGREEMENT TO ABIDE BY THEATER USE GUIDELINES

I have received, read, understand and agree to abide by the Sunnyvale Dance Studio Use Guidelines.

Renter's signature _____ Date _____

Renter's name (printed) _____