

**- City of Sunnyvale -  
Sunnyvale Theatre Use Guidelines and Fees**

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

Use of the Sunnyvale Theatre is contingent upon the renter’s understanding, acceptance and adherence to the following policies. Please review these policies. Your signature on the application indicates you have done so. If you have questions, concerns or need further clarification, please contact the Theatre Technical Coordinator listed on the front of this packet.

**For rental availability and general information, please contact:**

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

**Rental Rates**

All rates are per hour cost unless otherwise noted. Discounted rates, where offered, apply to Sunnyvale residents and Sunnyvale non-profit organizations. We also require proof of insurance for all activities in the Theatre. Please see Insurance Requirements for Renters for details.

<b>Basic Facility Rental</b>	<b>Peak Hours</b> Friday after 6:00 p.m.; Saturday-Sunday		<b>Off-Peak Hours</b> Monday-Thursday; Friday before 6:00 p.m.	
	<b>Basic Rate</b>	<b>Discounted Rate</b>	<b>Basic Rate</b>	<b>Discounted Rate</b>
<p align="center"><b>Theater</b></p> <p>This includes services of up to two theater technicians and access to use stage, auditorium, lobby, rehearsal room, dressing rooms and green room only. Box Office is not available to rent.</p>	<ul style="list-style-type: none"> <li>▪ \$247 per hour</li> <li>▪ Minimum rental time is 3 hours; minimum rental cost is \$741.</li> <li>▪ Time over 3 hours may be rented in 30 minute increments.</li> </ul>	<ul style="list-style-type: none"> <li>▪ \$232 per hour</li> <li>▪ Minimum rental time is 3 hours; minimum rental cost is \$696</li> <li>▪ Time over 3 hours may be rented in 30 minute increments.</li> </ul>	<ul style="list-style-type: none"> <li>▪ \$191 per hour</li> <li>▪ Minimum rental time is 3 hours; minimum rental cost is \$573.</li> <li>▪ Time over 3 hours may be rented in 30 minute increments.</li> </ul>	<ul style="list-style-type: none"> <li>▪ \$175 per hour</li> <li>▪ Minimum rental time is 3 hours; minimum rental cost is \$525.</li> <li>▪ Time over 3 hours may be rented in 30 minute increments.</li> </ul>

**Additional Charges:**

**Security Deposits\***

- Single day use.....\$350/day
- Multiple day use.....\$500 flat rate
- Food or drink service .....\$100 flat rate

\* For cancellations more than three months in advance, we will make a full refund of the deposit, less a \$25 administrative fee. For cancellations, 1-3 months in advance, we refund 50% of the deposit, less a \$25 administrative fee. For cancellations less than 30 days in advance, 100% of deposit will be withheld. Use fees will be refunded.

**Staffing**

- Additional technical staff \* .....\$40/hour per person
- House manager .....\$25/hour per person

\* Sunnyvale Theatre’s Technical Director will determine if additional technical staff are required and how many. In general, additional staff is required for all dance and theater performances and for bands larger than three people.

**Optional Equipment & Services:**

- Yamaha Grand Piano (includes tuning) .....\$100/event
- Upright Piano (includes tuning) .....\$85/event
- LCD Projector.....\$100/event
- Installation of dance floor or risers.....Please inquire

**Before the event**

- Any changes after you have submitted your application (including, but not limited to, change of start or end time, number of performers, number of house staff) must be approved the Theater Technical Coordinator in writing.
- Four weeks before the event, you must review all technical aspects of the show with Sunnyvale Theatre’s Technical Coordinator.
- Any changes since the application was made (including, but not limited to, equipment and scenery you are bringing, number of stage crew, stage set-up) must be approved by the Theatre Technical Coordinator in writing.
- Any scenery, including hanging scenery and rigging, must be approved by the Theater Technical Coordinator four weeks in advance.
- Glitter of any kind is not allowed on costumes or scenery.
- Any lighting beyond the scope of Sunnyvale Theatre’s general plot must be approved by the Theater Technical Coordinator two weeks in advance.

- Any sound beyond a standard two microphone set-up must be approved by the Theater Technical Coordinator two weeks in advance.
- All rentals must be paid in full in advance. A deposit is due at the time of application, and a reservation will not be confirmed until the deposit has been paid. The balance of the rental fee for one day rentals is due 30 days before the event. The balance on multiple day rentals is due 90 days before the first event day.

### **Day of the Event**

- The person whose name is on the application as renter must be the first person in the door on the day of the event, and must remain on site throughout the entire event.
- Any starter pistols or prop guns must be approved by the Theater Technical Coordinator before they are brought into the building.
- The City of Sunnyvale is not responsible for accidents, injury, illness or loss of group or individual property. Please remind all participants to take safety precautions.
- Make sure all of your participants are familiar with exits. In an emergency, please listen for instructions from Sunnyvale Theatre staff. If instructed to evacuate the building, please calmly walk (do not run) to the nearest exit. In the event of an earthquake, remain seated or take cover under seats.
- If there is an accident, injury, illness, theft or other incident, immediately notify onsite Sunnyvale Theatre staff.
- Groups with minors (under age 18) must provide adult backstage supervisors at a ratio of 1 for every 20 minors. Backstage supervisors are in addition to your regular production staff. Adults who have other “jobs” associated with the performance (director, crew, ushers, etc.) may not serve as backstage supervisors.
- Rental includes two Technical Staff members to assist with set-up and provide standard theater technical support.
- For larger events, including all dance and theater performances and bands larger than three people, additional Technical Staff will be provided at a charge to the renter. Sunnyvale Theatre’s Technical Coordinator will determine additional staff needs.
- Sunnyvale Theatre Technical Staff on duty for the event will enforce all theater operation policies and safety rules.
- Basic set-up requires at least 30 minutes. Basic set-up consists of Sunnyvale Theatre’s general light plot, up to 3 microphones set and tested, up two headsets plugged in and playback (CD, mini-disc) will be adjusted to performance levels.
- Any technical adjustments (including light and sound cues) must be factored into your rental time and discussed in advance with the Theater Technical Coordinator to determine if extra set-up time is needed.
- Dance groups may bring and lay marly, but they must provide their own crews and include an extra one hour rental for set-up time and an extra 30 minutes rental for strike.
- Food, drink and chewing gum are not permitted in the auditorium at any time. Food and drink are permitted onstage only as part of the production and only with advance written permission. Food and drink are permitted in the lobby only with advance written permission and

appropriate deposit. Food and drink are permitted in dressing rooms and green room, but it is the renter's responsibility to clean up. Food and drink are not permitted in the booth.

- Alcohol is not permitted anywhere in the building, except the lobby, and then only with advance written permission and appropriate deposit.
- Animals, with the exception of working service animals assisting persons with disabilities, are not permitted in the building.
- Smoking is not permitted anywhere in the building.
- Fire (including lit cigarettes, candles, incense and matches) is not permitted onstage.
- Do not offer gratuities to Sunnyvale Theatre staff, as they have been instructed not to accept any tips.

### **During the Event**

- Renter is responsible for providing adequate house staff. At minimum, you must provide 1 house manager, 1 box office staff person and 2 ushers. If serving food and drink, renter must provide 2 additional ushers and 1 concession counter worker. The City of Sunnyvale does not provide house staff, unless arranged in advance at the renter's expense.
- Renter's house manager is responsible for "training" renter's house staff on Sunnyvale Theatre policies. One very important duty of your house staff is insuring that food, drink and chewing gum are not brought into the auditorium. Evidence of food, drink or gum in the auditorium may result in forfeiture of your entire security deposit.
- Renter's house staff must be "on duty" and throughout the event, not there as audience members. Two ushers (one on each side aisle) should remain standing at the back of the house throughout the performance, ready to assist in an emergency. The house manager should remain in the lobby throughout the performance, ready to assist in an emergency.
- After receiving an "all clear" from Sunnyvale Theatre's Technical Staff on duty, open the lobby and house. The house is normally opened 30 minutes before show time, but at least 20 minutes before show time. The lobby is normally opened 35 minutes before show time, but up to an hour early if weather is inclement and audience members are waiting.
- Renter is required by state Health & Safety code to make an announcement immediately prior to the performance informing audience of the location of emergency exits. Failure to do so is a misdemeanor and could result in fine up to \$500 and up to six months imprisonment. Announcement can be incorporated into any pre-show curtain speech or a recording can be played. City has a standard recording in English that you may use. However, if your audience is primarily non-English speaking, please have someone who speaks English, plus the primary language of the audience, available to make this simple announcement.
- Sunnyvale Theatre's auditorium seats 200 people. Every person, including infants and toddlers, must have his or her own seat, even if the child is held on a lap.
- Sunnyvale Theatre cannot accommodate "standing room" audience. The only people permitted to stand at the top of the aisle during the performance are the two on-duty ushers and Sunnyvale Theatre staff.
- In the event of a black-out, wait 10 seconds for emergency lights to come on. Then listen for instructions from Sunnyvale Theatre staff.

- Videotaping is only permitted from the sound booth or the back row of the house. If you opt to tape from the back of the house, please allow six seats empty for your videographer. You will need to block the seats on either side of the videographer and the three seats in front of those, to give an ample buffer so the videographer's movements do not disturb other patrons. One videographer is permitted for each production. Renter assumes all responsibility for legality of taping, including securing appropriate releases from performers and from copyright holder, in the case of copyrighted music, scripts or choreography.

### **After the Event**

- Sweep stage, rehearsal room and dressing room floors. Wipe dressing room counters clean. Dispose of all trash in garbage cans. Remove all personal and group belongings that you brought to the theater.
- Refund of the theater security deposit is contingent upon the renter vacating the premises at the agreed upon time and leaving the facility free of damage or debris. Events that run over the permitted time will be charged appropriate rental fees and staffing charges in minimums of 30-minute increments. This will be deducted from the security deposit.
- Refund of the concession stand security deposit, if applicable, is contingent on the concession stand and lobby being left in good order, with all trash disposed of in garbage cans, all counter and table surfaces wiped clean, all food and drink removed from the premises, coffee pots turned off and cleaned.
- Evidence of food or drink being taken in the auditorium may result in automatic forfeit of the theater security deposit and, if applicable, the concessions stand security deposit.
- In the event that all or part of the security deposit is being retained, renter will be mailed written notice of the fees assessed within one week of the event.
- Assuming the theater is left in good condition, security deposits paid by check will be refunded by mail to the renter in the form of a City of Sunnyvale check, approximately four to six weeks after the event. Security deposits paid by credit card will be refunded the next working day on the credit card.

## CLEAN-UP CHECK LIST

Area to be Cleaned	Tasks	Done
<b>Stage and Wings</b>	Remove any props, set dressing, equipment you brought.	
	Remove any personal belongings left by your cast, crew.	
	Sweep floor.	
<b>House</b>	Remove any personal belongings left by your audience.	
<b>Lobby</b>	Remove any lobby décor you brought.	
	Remove any personal belongings left by your audience, cast, crew.	
	Dispose of trash in trash cans and recycling bins.	
	If trash is excessive (will not fit in receptacles), take excess trash with you.	
	Vacuum lobby.	
	Put any furniture you moved back where you found it.	
<b>Dressing Room A</b>	Remove any personal belongings left by your audience, cast, crew.	
	Dispose of trash in trash cans and recycling bins.	
	Sweep floor.	
	Wipe counters clean.	
<b>Dressing Room B</b>	Remove any personal belongings left by your audience, cast, crew.	
	Dispose of trash in trash cans and recycling bins.	
	Sweep floor.	
	Wipe counters clean.	
<b>Rehearsal Room</b>	Remove any personal belongings left by your audience, cast, crew.	
	Dispose of trash in trash cans and recycling bins.	
	Sweep floor.	
	Wipe counters clean.	
	Put any furniture you moved back where you found it.	
	Stack extra chairs and store along wall.	
	Cover the rehearsal piano.	
<b>Green Room</b>	Remove any personal belongings left by your audience, cast, crew.	
	Dispose of trash in trash cans and recycling bins.	
	Put any furniture you moved back where you found it.	
	Stack extra chairs and store along wall.	
<b>Concession Stand (if used)</b>	Dispose of trash in trash cans and recycling bins.	
	Sweep floor.	
	Wipe counters clean.	

To ensure your full deposit is returned, please do not leave until Theatre Technical staff has confirmed that you have satisfactorily cleaned up and nothing has been damaged by your group.