

**Richard and Karen Carpenter Performing Arts Center**  
 CSULB, 6200 Atherton Street Long Beach, CA 90815-4500  
 Facility Rental: [patti.sanford@csulb.edu](mailto:patti.sanford@csulb.edu) (562) 985-8580

**FACILITY LICENSE APPLICATION**

**For an event to be considered for approval, please complete and sign this Event Application and return with a NON-REFUNDABLE Booking Fee/Deposit of \$500 for each date requested in the form of a cashier's check or money order payable to "CSULB" to: Events Coordinator, Carpenter Performing Arts Center, 6200 Atherton Street, Long Beach, CA 90815.**

CONTACT INFORMATION	
Organization:	Authorized Signator: (Person who will sign the contract)
Representative:	Email:
Address:	
Phone: Day :( _____ ) _____ Evening :( _____ ) _____ Fax :( _____ ) _____	
Website: _____	
Is organization non-profit <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please include a copy of the IRS 502c form)	

AUDITORIUMS, HALLS, AND/OR OTHER FACILITIES PREVIOUSLY USED BY APPLICANT				
Venue	City/State	Dates Leased	Contact	Phone Number
Have you produced this event before? <input type="checkbox"/> Yes <input type="checkbox"/> No				

GENERAL EVENT INFORMATION
Event Name:
Type of Activity: <input type="checkbox"/> Dance <input type="checkbox"/> Live Music <input type="checkbox"/> Theatrical Performance <input type="checkbox"/> Children's School Show <input type="checkbox"/> Conference <input type="checkbox"/> Reception <input type="checkbox"/> Other If other, please explain _____
Brief Description of Event:

<b>GENERAL PRODUCTION SCHEDULE</b>			
	Date(s):	Start Time(s):	Stop Time(s):
Load-In/Set-Up:			
Rehearsal:			
Performance:			
Strike/Load-Out:			
Total number of participants/performers?			
Generally, what ages are the event participants/performers?			
Are there children under age 18 performing?			

<b>EVENT PERSONNEL INFORMATION</b>	
Please provide the following contact information:	
	Name <span style="margin-left: 150px;">Phone Number</span>
Primary Producer <small>(person in charge of overall event)</small>	_____ ( ____ ) _____
Production Manager <small>(person in charge of all technical aspects of event)</small>	_____ ( ____ ) _____
Ticket Office Contact <small>(person in charge of ticketing)</small>	_____ ( ____ ) _____

<b>TECHNICAL REQUIREMENTS</b>
<p><b>LIGHTING:</b> Briefly describe your lighting needs for the stage (i.e. "A general wash of lighting on the stage in three colors with some special lights focused in certain areas.")</p>
<p>Will you need followspot lights? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many? <input type="checkbox"/> 1 <input type="checkbox"/> 2</p>
<p><b>SOUND:</b> Briefly describe your sound needs for the production (please include band instrumentation, monitor requirements, microphone requirements, and playback requirements).</p>
<p><b>SPECIAL EFFECTS, FIRE, FIRE ARMS, PYRO:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain:</p>
<p><i>- Request for the use or presence of any animals, firearms, or unique special effects must be submitted to CPAC at least four (4) weeks in advance for CSULB Campus Police approval. - Request for use of pyrotechnics and/or open flame of any kind must be submitted to CPAC no less than sixty (60) days in advance for State Fire Marshall approval.</i></p>

**RECORDING:**

Video Recording

- Yes, we will video record our event.
- No, we will not video record our event.

*Camera placement and positions are limited and must be approved with CPAC in advance*

Audio Recording

- Yes, we will audio record our event.
  - We will make our own arrangements to have the event recorded.
  - We would like the Carpenter Center to record our event (Additional costs may apply).
- No, we will not audio record our event.

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**PROJECTION:** Do you have any projection equipment in your production (i.e. projector, projection screens, television monitors, LED walls, etc.)  Yes  No (if yes, please describe below)

*The Carpenter Center does not have or supply projection equipment. CPAC can provide a vendor contact list.*

<b>THEATER &amp; STAGE CONFIGURATION</b>
Will you require an orchestra pit for musicians? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will you need stairs from the house (audience) up on to the stage? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Please note stairs can only be placed stage right</i>
Please describe your general stage set-up. Please include a stage plot if possible. (Example: "There will be one set with some pieces that move on and off stage.", "Stage set for a 5 piece band with risers for the drum set.", etc.)

<b>FRONT OF HOUSE</b>					
Performance Schedule:					
Date(s)					
Lobby Open <i>Typically 1 hour prior to event start time</i>					
House Open for Seating <i>Typically 1/2 hour prior to event start time</i>					
Show Start					
Show Stop					
Is there an intermission? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long? _____ Minutes					
Will you be selling merchandise? (Souvenir programs, t-shirts, recordings, etc) <input type="checkbox"/> Yes <input type="checkbox"/> No <i>The Carpenter Center collects a 20% commission on all merchandise sales.</i>					

Will there be a printed program to be distributed to all patrons? Yes No  
 How/when will programs be delivered? \_\_\_\_\_

Do you plan to have any on-site receptions in conjunction with you event? (fee applies) Yes No  
 (if yes, please describe)  
 Time: \_\_\_\_\_  
 Describe: \_\_\_\_\_

**NOTE: Receptions must be negotiated in advance with management.**

**SECURITY**

The Carpenter Center will provide standard Ushers and House Management. Do you have any special security needs or concerns regarding your event? Yes No (If yes, please describe)

**TICKETING**

*General Ticketing Information*

For purposes of crowd control, tickets for your event(s) must be printed by the Carpenter Center Arts Ticket Office. Only Carpenter Center tickets will be accepted for admission to the event. Every patron (regardless of age) must have a ticket.

The Carpenter Center requires that a ticket order form be completed in order to receive tickets for your event. Once the order form is completed it should be sent to the Arts Ticket Office. After the order form is received, a sample ticket will be printed, and a copy sent to you for verification that it is correct. You **MUST SIGN AND RETURN** the verification before your ticket order can proceed. The Carpenter Center will retain a minimum number of house seats.

How will your tickets be distributed? You may have the Carpenter Center Arts Ticket Office sell the tickets or you may take all or part of your tickets on consignment and sell them on your own.

Tickets to be sold by the Carpenter Center Arts Ticket Office only.  
 Some tickets to be taken on consignment and sold by producer/promoter, the rest will be sold by the Carpenter Center Arts Ticket Office.  
 ALL tickets will be taken on consignment and sold by producer/promoter only. If you choose to take ALL tickets on consignment please provide a phone number for ticket information inquiries:(\_\_\_\_\_)\_\_\_\_\_

What will your ticket prices be?

Seating:  Reserved  General Admission      Is Event Free?  Yes  No

**MARKETING AND ADVERTISING**

*Advertising Requirements*

Please note that the Carpenter Center’s Marketing Director must review all marketing materials **PRIOR TO RELEASE**. We also ask that a copy of all advertisements/flyers/etc be sent to the Carpenter Center Arts Ticket Office.

How and where will your event be advertised and promoted?

WEBSITE CALENDAR LISTING
<p>The following information will be listed on the Carpenter Center’s website Monthly Calendar page. Any subsequent changes to the information you fill out here must be made in writing and submitted to the Events Coordinator. The event will be listed on the website after the Facility License Fee has been paid and Contract has been signed.</p>
<p>Event Name: _____</p>
<p>Event Date(s): _____ Event Start Time(s): _____</p>
<p>Brief synopsis of event (Sell your show!): _____</p> <p>_____</p> <p>_____</p>
<p>Phone Number for tickets/information: _____</p>
<p>Website link: _____</p>

BACKSTAGE/DRESSING ROOM INFORMATION
<p>CPAC has seven dressing rooms on three floors: 2 star dressing rooms on the 1<sup>st</sup> floor located close to the stage, 3 cast rooms on the 2<sup>nd</sup> floor and 2 cast rooms on the 3<sup>rd</sup> floor, all easily accessible by stairs or elevator. Each room is equipped with separate showers and restrooms. Room assignments are at Users discretion, although the <b>1<sup>st</sup> floor star dressing rooms are for adult use only</b>. All dressing rooms are equipped with a paging system.</p>

GENERAL POLICIES
<p>Please be aware of the following general policies:</p> <ul style="list-style-type: none"> <li>• No Smoking Facility. Smoking is prohibited in all areas of the building.</li> <li>• Alcoholic beverages are not permitted.</li> <li>• Food &amp; Drink Restrictions. Food and drink is permitted in the Lobby and Green Room areas only. No food or drink is allowed inside the stage, theater or dressing rooms at any time.</li> <li>• You may not use nails, hooks, tacks, screws or tape to post anything (signs, banners, displays, etc.) on any wall inside the Carpenter Center. If you have important information for your group, check with the Stage Supervisor or House Manager on how/where you may post it.</li> <li>• Adequate Supervision. Please provide adequate supervision for children participating in your event.</li> <li>• Performers’ Entrance: All event performers, event personnel, event workers, etc. are to enter through the Performers Entrance door at the far west of the building, not through the lobby doors.</li> </ul>

SIGNATURE
<p>I certify that the preceding information is complete and accurate. I understand that this questionnaire is not a legal contract and that the information provided is for use by the Carpenter Performing Arts Center to evaluate the needs and feasibility of the proposed event.</p>
<p>_____</p> <p>Signature</p>
<p>_____</p> <p>Print Name <span style="float: right;">Today’s Date</span></p>