



**The Richard and Karen Carpenter Performing Arts Center**  
 CSULB, 6200 Atherton Street Long Beach, CA 90815-4500  
 Facility Rentals: (562) 985-7007 FAX: (562) 985-7026

**FACILITY LICENSE APPLICATION**

**For an event to be considered for approval complete the highlighted sections prior to submitting the Application and Form. All other fields must be completed prior to first load-in/performance day.**

Event Name:
Requested Performance Date(s)/Time(s):
Requested Load-in/Rehearsal Date(s)/Time(s):

Organization:	Fed. Tax. I.D. # or SS#:
Representative:	Authorized Signator: (Person who will sign the contract)
Address:	
Phone: Day :( ) Evening :( ) Fax :( )	
Email: Website:	
Is organization non-profit <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, please include a copy of the IRS 502c form)</i>	

Please list auditoriums, arenas, halls, and/or other facilities previously used by applicant:				
Facility	City/State	Dates Leased	Contact	Phone Number
Have you produced this event before? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Please provide banking information:			
Name of Bank	City & State	Account Type or #	Phone Number

NOTE: In order to hold your requested date(s), this application must be submitted with your non-refundable booking fee of \$100.00, per date requested, made payable to "CSULB Foundation". It is subject to the approval of the CPAC and does not obligate either the CPAC or the applicant or confirm acceptance of the applicant or the event by the CPAC. Applicant warrants that all statements are true and correct to the best of his/her knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**EVENT INFORMATION FORM: THEATER RESERVATIONS**

Thank you for your interest in having your event at the Carpenter Performing Arts Center. In preparation for our first meeting regarding your event, please read and complete this form. The form has been developed to assist you in the planning of your event. All highlighted sections must be completed for consideration.

**GENERAL EVENT INFORMATION**

<b>Proposed Event Name:</b>			
<b>General Production Schedule:</b>			
	<b>Date(s):</b>	<b>Start Time(s):</b>	<b>Stop Time(s):</b>
<b>Load-In/Set-Up:</b>			
<b>Rehearsal:</b>			
<b>Performance:</b>			
<b>Strike/Load-Out:</b>			
<b>Type of Activity:</b>			
<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 _____			
<b>Brief Description of Event:</b>			
Total number of participants/performers?			
Generally, what ages are the event participants/performers (if minors)?			

**EVENT PERSONNEL INFORMATION**

Please provide the following contact information:

	Name	Phone Number
<b>Primary Producer</b> (person in charge of overall event)	_____ ( ____ ) _____	_____
<b>Production Manager</b> (person in charge of all technical aspects of event)	_____ ( ____ ) _____	_____
<b>Ticket Office Contact</b> (person in charge of ticketing)	_____ ( ____ ) _____	_____

**TECHNICAL REQUIREMENTS**

**LIGHTING:** 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.”)

Will you need followspot lights?  Yes  No If yes, how many?  1  2

**SOUND:** Briefly describe your sound needs for the production (please include band instrumentation, monitor requirements, microphone requirements, and playback requirements).

**SPECIAL EFFECTS, FIRE, FIRE ARMS, PYRO:**  Yes  No

If Yes, please explain:

- 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.

**RECORDING:** Do you plan to have your event recorded?

Video Recording

- Yes, we plan to have the event recorded on video.
- No, we do not plan to have our event recorded on video.

*Video taping with professional equipment may reduce the seating capacity; therefore, it must be discussed with CPAC in advance.*

Audio Recording

- Yes, we plan to have the event recorded on audio.
  - We will make our own arrangements to have the event recorded on audio.
  - We would like the Carpenter Center to include audio recording costs in estimate.
- No, we do not plan to have our event recorded on audio.

*The Carpenter Center can audio record your event on DAT or Cassette tape if supplied by you the client.*

AUDIO/VISUAL: Do you have any special audio/visual equipment requirements? (i.e. overhead projector, projection screens, television monitors, etc.)  Yes  No (if yes, please describe below)

*Please note the Carpenter Center does not supply audio/visual equipment. If it is needed for your event, you will be required to rent the equipment for use in the Carpenter Center.*

**THEATER & STAGE CONFIGURATION**

Will you require an orchestra pit for musicians?  Yes  No

Will you need stairs from the house (audience) up on to the stage?  Yes  No

*Please note stairs can only be placed stage right*

Please describe your general stage set-up. (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.)

**FRONT OF HOUSE**

Theater Operation Schedule

Time

\_\_\_\_\_ Event Start Time(s)

\_\_\_\_\_ Lobby Opens (1 hour prior to event start time)

\_\_\_\_\_ House Opens for Seating (1/2 hour prior to event start time)

\_\_\_\_\_ Event Stop Time(s)

Is there an intermission?  Yes  No If yes, how long? \_\_\_\_\_ Minutes

Will you be selling merchandise? (Souvenir programs, t-shirts, recordings, etc)  Yes  No

*The Carpenter Center collects a 20% commission on all merchandise sales.*

Will there be a printed program to be distributed to all patrons?  Yes  No

Will you allow patrons to use photographic equipment or recording devices during the event?  
 Yes  No

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

*NOTE: Receptions must be negotiated in advance with management.  
 To arrange catering for your reception, contact The Grand catering company at (562) 985-4039*

**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**

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 and Contract has been signed.

Event Name: \_\_\_\_\_

Presented by: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Start Time(s): \_\_\_\_\_

Phone Number for tickets/information: \_\_\_\_\_

Website link: \_\_\_\_\_

**BACKSTAGE/DRESSING ROOM INFORMATION**

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, though the **star dressing rooms are for adult use only**. All dressing rooms are equipped with a paging system.

**GENERAL POLICIES**

Please be aware of the following general policies:

- No Smoking Facility. Smoking is prohibited in all areas of the building.
- Alcoholic beverages are not permitted.
- Food & 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.
- 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.
- Adequate Supervision. Please provide adequate supervision for children participating in your event.
- 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.

**SIGNATURE**

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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name Today's Date

Please send completed questionnaire along with the Booking Fee of \$100, per date requested, made payable to "CSULB Foundation" to: Events Coordinator, Carpenter Performing Arts Center 6200 Atherton Street, Long Beach, CA 90815.  
THANK YOU!