

L I V E R M O R E  
— *arts* —

2400 First Street, Livermore, CA 94550

Livermore Valley Performing Arts Center  
Bankhead Theater  
2018-19 Rental Information

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## Welcome

Thank you for your interest in the Livermore Valley Performing Arts Center's 507-Seat Bankhead Theater. Our staff is dedicated to making every effort to ensure the success of your event. The following information has been compiled to assist you in your planning.

Please feel free to contact Mike Johnson, Production Manager at 925-583-2308 or [mjohnson@lvpac.org](mailto:mjohnson@lvpac.org) with any specific questions that you might have. You are also welcome to visit our web site [www.lvpac.org](http://www.lvpac.org) to view additional information about the venue and our activities.

## Venues:

### *Bankhead Theater*

The 507-seat state-of-the-art performance hall, the Bankhead Theater, provides the ability to host orchestra, opera and theatrical productions or can be used for lectures, seminars and conferences. In addition to the traditional stage-to-audience configuration, the theater stage may be used for self-contained meeting, event and performance activities.

### *Grand Lobby*



The Grand Lobby is ideal for reception events prior to or after a scheduled performance. It is also a great space for smaller performances and

includes use of our Steinway baby grand piano. The glass enclosed lobby overlooks the beautifully landscaped Bankhead Plaza featuring fountains, planters and a performance area. Maximum occupancy is 300



for a reception and 150 for a dining event.

### *Scott Haggerty Founders Room*

An intimate hospitality room for donors and dignitaries, the private lounge is located directly adjacent to the Grand Lobby. Maximum occupancy is 30.

### *Madden Courtyard*

A private oasis to the east of the Lobby is perfect for informal performances or receptions. Maximum occupancy is 30.

**Theater Rental Guidelines**

**General Rules**

**Authorized Areas**

User will have access to authorized areas as specified in the rental agreement. User or representative identified on rental agreement must be present for the entire rental period and accepts full financial responsibility for damage, missing property and/or overtime charges.

**Alcohol**

The sale of alcohol is permitted only through the venue. Caterers, user and guests are not permitted to bring alcohol of any kind on the premises.

**Smoking**

The Livermore Valley Performing Arts Center is a non-smoking facility.

**Required Personnel**

Staffing is determined by the venue's management and is charged on an hourly basis. See attached staffing rates. Security staff may be required at the expense of User when deemed necessary by the management.

**Space Reservation/Booking**

Resident performance groups have first priority for booking space in the Bankhead Theater followed by Bankhead Presents events. Remaining dates are then booked on a first-come, first-served basis. Dates may be reserved on a preliminary basis at management's discretion. To secure a date, a rental agreement must be executed and a deposit fee received.

**Rental Agreement**

All performances and associated activities must have a fully executed rental agreement prior to your arrival at the theater.

**Insurance**

All Users must provide evidence of proper insurance coverage, as specified in the rental agreement, at least 14 days prior to the scheduled event. Livermore Valley Performing Arts Center must be listed as an additional insured on User's policies.

**Security Deposit**

A refundable security/damage deposit may be required depending upon the nature of your performance.

**Performance Content**

Management reserves the right to approve all performance content and activities to ensure appropriate standards of quality and decency. We reserve the right to revoke any rental agreement at any time and for any reason.

**Concessions**

No sales, authorization of sales, or distribution of food items, merchandise or special services are allowed without prior written approval from management. A commission on gross sales may be applied to all items approved for sale on the premises.

**House Program**

Theater rental for public performances includes one page in the monthly house program at no cost. Additional pages may be inserted in the program book at User's cost, subject to approval as to content and layout.

**Tickets**

Any User charging an admission fee and/or distributing tickets must use the box office. Only tickets created and distributed by LVPAC will be accepted for admission to theater performances and events. Each ticket sold requires the collection of a \$8.00 facility and handling fee.

### Theater Rental Guidelines

If special guests, press, etc. are to pick up tickets upon arrival at your event, User must provide the box office with a guest list twenty-four hours in advance. It is advised that User designate a representative to work with the House Manager and Box Office Manager to handle ticketing questions and/or problems during the event.

#### Advertising

No advertising materials may be displayed on the interior, exterior or any other part of the facility without specific authorization from management. Performance event listings are posted at the box office on a pre-scheduled basis.

We reserves the right to review and approve, in advance, the content of all advertising and promotional materials that refer to the Bankhead or Livermore Valley Performing Arts Center in any manner.

Users may be listed in ongoing promotion, public relations and advertising activities and publications as appropriate. User is responsible for providing information to the marketing department. There may be an additional charge for such listings.

#### Deadline for Event Information

At least 30 days prior to the scheduled event, User must provide final and complete information about set up specifications, schedule of activities, equipment and/or services required for the contracted event.

#### Storage of User's Property

User, caterer, decorator, florist or entertainment property cannot be stored overnight either prior to or following rental period. In addition, deliveries will not be accepted prior to the start of the scheduled rental period. Any property remaining past the end of the scheduled rental period will accrue storage costs at the rate of \$100 per hour or fraction thereof.

#### Animals

With the exception of service animals trained to provide assistance to an individual with a disability, no live animals are to be brought into the facility without written prior permission from management.

#### Decorations

Nails, hooks, tacks or screws may not be used on any surface or furnishing in the facility. No tape or other materials may be applied to walls, glass, tables or any surface. User will be held financially responsible for repair/replacement of any damaged or defaced property.

No bunting, tissue paper, crepe paper or any other combustible material may be used without prior approval.

The use of any flammable device or substance (i.e., candles) is strictly forbidden without specific, prior written approval and proper permits.

No glitter, rice or confetti may be used anywhere within the facility.

**Rates**

**LVPAC Bankhead Theater Rental Rates**

*Theater Rental for Performances*

	Performance (Fri-Sun)	Performance (Mon-Thu)	Rehearsal/Tech (Fri-Sat)	Rehearsal/Tech (Sun-Thu)
<b>Non-Profit</b>	\$2,706	\$2,629	\$1,439	\$1,028
<b>For-Profit</b>	\$3,054	\$2,992	\$1,693	\$1,209

Rent is per day. A day may include load-in, load-out, rehearsals, tech work, and/or up to two performances (additional performances can be negotiated). A day is eight consecutive hours and may begin at any time after 8 AM. *Please contact us for a quote for non-performance events.*

*Additional Hours*

<b>Non-Profit Rentals</b>	\$403	per hour or portion thereof
<b>For-Profit Rentals</b>	\$474	

Any hour, or portion thereof, after 8 consecutive hours or between the hours of 12:01 AM and 7:59 AM is billed at an hourly rate.

*Other Space Rentals*

<b>Lobby Space Rentals</b>	\$788 / \$927	per hour with a two-hour minimum
<b>Founders Room Rentals</b>	\$263 / \$309	
<b>Madden Courtyard</b>	\$306/\$361	

*Included in Rental Fee*

- Bankhead 507-Seat Theater Auditorium, including stage, seating area, green room and dressing rooms.
- Soft Goods: Three (3) sets of black legs and borders, one black backdrop and house curtain.
- Basic Lighting System: Up to one hundred (100) fixtures, control board and dimmers.
- Basic Sound System: House public address system with speakers, mixer and up to six channels for microphones (standard/hard-wired) and/or playback devices.
- Box Office set-up.
- Basic Marketing package.

*Box Office*

<b>Credit Card Fees</b>	4%	or actual whichever is higher
<b>Facility and Handling Fee</b>	\$8	Per Ticket
<b>Comp Ticket Fee</b>	\$6	Per Ticket (over 25 tickets)
<b>Exchange fee</b>	\$8	Per Ticket (charged to patron)

All attractions must use the theater box office for all ticket sales except advance subscriptions, which may be handled by renter. Each ticket sold, either by LVPAC or User, requires the collection of a \$4.00 facility fee.

*Marketing*

**Rates**

**Maintenance and Clean Up**

<b>One-Performance Day</b>	Included in rental fee
<b>Additional Performances</b>	\$80
<b>Additional fee for receptions</b>	\$55

Fee is for standard cleaning only. If additional cleaning is needed, Renter will be billed additional cost of cleaning.

**Personnel**

Regular Time	The first eight (8) hours worked in any day up to forty (40) hours in any week. A day is from 8 AM until Midnight.
Overtime (Paid at 1.5 times regular rate)	Any hours worked over eight (8) in one day, or over forty (40) cumulative hours in one week.
Double Time (Paid at 2.0 times regular rate)	Any hours worked between 12:01 AM and 7:59 AM, or any hours over twelve in one day.

Personnel are paid by the hour, beginning with the first hour of each rental. Portions of an hour will be charged for the entire hour. Rates are paid as follows:

**Stage Personnel**

<b>Production Manager</b>	\$35	per hour per person regular time
<b>Audio Supervisor</b>	\$27.50	
<b>Lighting Supervisor</b>	\$27.50	
<b>Deck Supervisor</b>	\$27.50	
<b>Stage Hands</b>	\$22.50	

Staffing levels required are at the sole discretion of the Production Manager. Due to insurance requirements, renter-supplied stage personnel will be accepted at the sole discretion of the Production Manager. All fees shown above are Regular Time.

**Front of House Personnel**

<b>House Manager</b>	\$35	per hour per person regular time
<b>Security</b>	\$20	
<b>Ushers</b>	\$12	

Staffing levels are at the sole discretion of Management. All fees shown above are Regular Time.

Bankhead Theater 2017-18 Rental Information

Rates

**Equipment and Supplies**

Additional equipment and supplies are available to augment the basic setup included in each rental.

Lighting	Lighting System	included*	Up to one hundred (100) fixtures (conventional, non-moving), control board and dimmers
	Follow Spots	\$110	Each per performance
Audio	Basic Sound System	included*	House public address system with speakers, mixer and up to six channels for microphones (standard/hard-wired) and/or playback devices
	Full Sound System	\$500/day	House system including main console (up to 48 channels), house microphone (hard-wired) inventory, speakers and up to six monitor wedges
	Wireless Microphones	\$60	Each per day
Soft Goods	Basic Soft Goods	included*	Four (4) sets of black legs and borders, one black backdrop and house curtain
	White Cyclorama	included*	
	Black Scrim	\$110/165	Per performance
	Blackout Curtains	included*	
Staging	Risers	\$15/20	Per section
	Step Units	included*	
	Marley Dance Floor	\$165 / \$220	Per performance day
	Lecterns, Small or Large	Included	
	Video Projector	TBD	Per performance
	Tables	included*	(4, 6 or 8 foot) per unit
Music	Pianos		
	Concert Grand	\$800 / \$900	Steinway Model "D" 9-foot Concert Grand Piano
	Upright Piano	\$65	Yamaha Studio Upright Piano
	Tuning	\$200	required for each piano use
	Orchestra Shell	\$165 / \$220	
	Music Stands	included*	
	Music Stand Lights	included*	
	Orchestra Chairs	included*	
	Conductor's podium/stand	included*	

\*Included in Base Rental Fee additional labor may be required