

the CenterStage Equipment and Technical Requirements

User: _____ Name: _____

By signing below, the above-named individual attests that s/he is authorized to sign on behalf of the User and that the signature affirms the scope of Equipment and Technical Requirements for the User's CenterStage rental.

Signature: _____ Date: _____

Check all that apply:

Lighting

- _____ Need work lights only; stage lighting system not required
- _____ Standard general lighting
- _____ Concert lighting (same as general with backlight for music)
- _____ Color variations
- _____ Follow spot(s)
- _____ Request approval for non-RCC lighting design
- _____ Special requests – specify _____

Sound

- _____ Microphones _____ # Vocal _____ # Instrumental
- _____ Cassette tape deck
- _____ iPod/Computer input
- _____ CD Player
- _____ Performers need to hear performance through dressing room speakers
- _____ Performers need sound/music from speakers onstage or backstage
- _____ Special requests – specify _____

Audio/Visual

- _____ DVD Player
- _____ HD Digital Projector
- _____ Requests use of RCC laptop computer (MacBook Pro)
- _____ Computer provided by the user
- _____ Slide projector(s) (Maximum of two)
- _____ Video monitor in Room 6

Stage

- _____ Podium
- _____ Grand piano
- _____ Upright piano
- _____ Musician chairs # _____ (maximum of 20)
- _____ Music stands # _____ (maximum of 27)
- _____ Folding chairs # _____ (maximum of 24)
- _____ Tables _____ # 3' x 3' _____ # 3' x 6'
- _____ Dance floor (black/gray)
- _____ Projection screen
- _____ Fly system needed for hanging drops and/or other scenery
- _____ Dressing rooms required - # of people: _____ (**max 30 per fire code regulations**)
- _____ Extra dressing room required (**attach rental request form to submit to facilities booking**)
- _____ Our production includes cigarette smoking.
- _____ Our production includes a fog machine/hazer.
- _____ Our production includes special effects (i.e., strobe, chemical reactions)
- _____ User requests use of open flame in production
(**attach description of action and materials used to be approved by Fairfax County Fire Marshal**)
- _____ User requests use of staged weapons in production (**attach Staged Weapon Application Form**)



Reston Community Center Hunters Woods
2310 Colts Neck Road • Reston, VA 20191

Reston Community Center Lake Anne
1609-A Washington Plaza • Reston, VA 20190



703-476-4500 • 800-828-1120 (TTY) • 703-476-2488 (FAX)

the CenterStage Equipment and Technical Requirements, *continued*

Recording Request

- The User requests permission to videotape performances from the designated position at the rear of the house, which must comply with legal aisle clearances. Equipment and taping personnel are the sole responsibility of the User. **Requires request two weeks in advance of performance date.**
- The User requests parents and/or others have permission to videotape rehearsals. Equipment and extension cords for taping must be provided by the User. RCC staff reserve the right to prohibit taping from locations that will interfere with rehearsals and/or safety of participants.
Date(s) of rehearsal taping: _____
- The User requests a photo call for flash photography. No movement onstage will be permitted while flash pictures are being taken. The photo call must be included in the Rental Agreement schedule. If the photo call involves special cues, a photo call list with cues must be provided with the script.
Date of photo call: _____
- The User requests that the RCC staff make an audio recording of the performance. The User must provide the blank disk. RCC staff makes no guarantees as to the quality of the performance recording.

Please remember: If this request is not completed and incorporated in your Rental Agreement, RCC may be unable to provide for any taping or photography of your event. Should unauthorized recording and/or photography occur during a performance, it may constitute grounds for the cessation of the performance. In such event, there shall be no refund or rental fee reduction due to the User.

Theatre Lobby Area Use

Before event
 Intermission of event
 Following event
 Describe use & setup: _____

Chairs _____
Tables _____ 3' x 3' _____ 3' x 6' _____ 2.5' x 8'

House Management/Box Office

- User requests that RCC provide house manager.
 User will provide house ushers. Mandatory training is required. House manager (user provided) to arrive one hour before each performance for training.
 User will use RCC Box Office.
 General Seating
 Reserved Seating
 Tickets will be free.
 There will be a charge for tickets.
Types & Prices: _____

- User will handle own ticket sales or distribution.



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Use Questions (Y/N)

- _____ 1. Do you have a 501-(c)3 nonprofit exemption from the I.R.S.?
_____ 2. Will this event be open to the public?
_____ 3. Will tickets be sold to this event?
_____ 4. Is your staff volunteer?

DEADLINE CHECKLIST (all items to be complete at 30-day meetings)

<u>Date</u>	<u>Action</u>
_____	All Reston Community Center's CenterStage Technical Policies & Procedures read and understood.
_____	Contract meeting with Arts & Events Director or representative.
_____	Storage plan review by RCC.
_____	Cued script and/or production element program with technical descriptions submitted.
_____	Promotional copy submitted with complete ticketing information.
_____	Additional RCC space contracting complete. (Booking of room 6, meeting rooms, kitchen, etc., for event requirements.)
_____	Orientation and/or training scheduled for volunteers/participants. Ushers trained one hour before each performance.
_____	Additional check list forms provided if applicable.

Contract Meeting Notes on Technical Requirements:



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