

LEO J. WELDER CENTER FOR THE PERFORMING ARTS

RENTAL INFORMATION SHEET

Refer to Operating Guidelines

www.weldercenter.org
214 North Main Street, historic downtown Victoria, Texas
Owned and managed by Victoria College
Mailing Address: 2200 East Red River, Victoria, TX 77901

Event Title					
Event Type:	<input type="radio"/> Performance	<input type="radio"/> Presentation	<input type="radio"/> Reception	<input type="radio"/> Other (describe)	
Usage Area(s):	Performance Hall <input type="radio"/> Full Stage or <input type="radio"/> Front of Curtain	<input type="radio"/> Green Room and Dressing Rooms	<input type="radio"/> Lobby	<input type="radio"/> Rehearsal Hall	<input type="radio"/> Loading Dock
Renter Type:	<input type="radio"/> Category I: Victoria College	<input type="radio"/> Category II: non-profit org.	<input type="radio"/> Category III: commercial/private	Number of Participants: (backstage and/or on stage)	
Rental request submitted by (signature):				Projected Attendance:	
Date:					

Organization/Renter (Client)

Name of Organization/Renter		
Billing Address		
City	State	Zip
Contact Name	Phone	
Email	Fax	

Event Information

Date of Rental	Purpose (Load-in, Rehearsal, Performance...)	Time Client Arrives	Set-Up Begin Time	Curtain/Start Time	Event End Time	Time Client Departs
Notes						

Front of House B.1 - 7

B.2 Lobby doors open to public 1 (one) hour prior to performance. Performance Hall (House) opens for seating 15 minutes prior to performance. House manager and one technician is provided by WC. Additional staff will be charged per rate sheet.		Lobby Opens	Ushers: <input type="radio"/> Client will pay for WC ushers
		House Opens	<input type="radio"/> Volunteers provided by Client # _____
Lobby Set-Up	# Tables Needed	#Chairs Needed	Location Notes
Merchandise Sales B.6 <input type="radio"/> Yes <input type="radio"/> No	Types of Merchandise		
Lobby monitor presentation? <input type="radio"/> Yes <input type="radio"/> No <i>Acceptable presentation formats: .mp4 or .mov, pre-looped, furnished on a flash drive. Recommended aspect ratio 16:9</i> If yes, does your presentation have audio? <input type="radio"/> Yes <input type="radio"/> No If you do not have a presentation or if your presentation does not have audio, do you wish pre-recorded music to be played in the lobby before the performance? <input type="radio"/> Yes <input type="radio"/> No If yes, how will you furnish the music? <input type="radio"/> ipod/smart device <input type="radio"/> cd			
Notes			

Event Listing

List my event on the Welder Center website and calendars <input type="radio"/> Yes <input type="radio"/> No	Title as you would like it listed:
	<input type="radio"/> Presented by <input type="radio"/> Hosted by:
Brief description (may be edited by WC staff) and/or website link:	

OPTIONAL SERVICES

Box Office Services A.7

Will you be selling or distributing tickets to your event? <input type="radio"/> Yes <input type="radio"/> No	Intermission <input type="radio"/> Yes <input type="radio"/> No	Intermission start time	Intermission length
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Note: If selling or distributing tickets please complete Box Office Services request form.

Catering A.10, 11

Catered Event <input type="radio"/> Yes <input type="radio"/> No	Caterer Arrives	Caterer Departs	Caterer
Caterer Contact Name			Phone
Email			Fax
Notes			

Event Planners

Event Planners? <input type="radio"/> Yes <input type="radio"/> No	Equipment Arrives	Equipment Departs	Planning Company
Planner Contact Name			Phone
Email			Fax
Notes			



TECHNICAL AND STAGING INFORMATION

Microphones (Up to 4 included in basic rental)

Wireless Handheld	Lapel	Corded	Microphone Stands
<input type="radio"/> Yes <input type="radio"/> No Quantity _____	<input type="radio"/> Yes <input type="radio"/> No Quantity _____	<input type="radio"/> Yes <input type="radio"/> No Quantity _____	<input type="radio"/> Yes <input type="radio"/> No Quantity _____

Lighting

- Front of stage (awards, ceremonies, public speakers, etc.)
- Entire Stage
- Area lighting with transition
- Specialty Lighting
- House lights on during show House lights off during show

Staging

Main Curtain <input type="radio"/> Yes <input type="radio"/> No	Legs <input type="radio"/> Yes <input type="radio"/> No	Upstage Curtain <input type="radio"/> Yes <input type="radio"/> No	Cyclorama <input type="radio"/> Yes <input type="radio"/> No
Speaker Podium <input type="radio"/> Yes <input type="radio"/> No <i>WC does not have a conductor podium</i>	Grand Piano (Fees apply) <input type="radio"/> Yes <input type="radio"/> No	# of 6' Tables on Stage	# of Chairs on Stage
Specialty Flys Required? <input type="radio"/> Yes <input type="radio"/> No Describe if yes:			
If Client has a Stage Manager, please provide information: Name: _____ Phone: _____			
<i>Notes</i> 			

Staging Cont.

Projection Screen	Choir Risers	U.S. Flag	Music Stands
<input type="radio"/> 12' rear projection <input type="radio"/> 16' house AV screen <input type="radio"/> 30' portable cinema screen <input type="radio"/> 28' retractable cinema screen	<input type="radio"/> Yes <input type="radio"/> No Quantity _____	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No Quantity _____

Sound

Basic Sound	Acoustical Shell
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Will you be playing pre-recorded music? Indicate format:

- CD
- iPod
- Mp3



BOX OFFICE SERVICES

The Leo J. Welder Center for the Performing Arts Box Office is a computerized system providing on-site printing capabilities, real-time Internet sales and excellent customer service, managed cooperatively between Victoria College and Theatre Victoria. Box office services and fees are separate and distinct from rental fees. **All ticketed events held at the Welder Center, including rentals, must be ticketed through the Welder Center's box office service.** Ticketed events at venues other than the Welder Center may also be ticketed through the Welder Center's box office service.

Note: Rental reservations will not be finalized until Box Office Services form has been received.

Box Office Services request form due date (2 weeks prior to event) _____

**Leo J. Welder Center for the Performing Arts
Box Office Services Request**

Organization/Renter					
Event Title					
Simple event description and event website, if available					
Performance Date/Time			What date do you want ticket sales to open to the public?		
Seating is Reserved or General Admission			Number of comp tickets requested Number of consigned (pre-printed) tickets requested		
\$1/ticket box office service fee must be included in the face value of tickets.					
Face value of tickets:	Adult	Senior	Student/Child	Group	Other
Do you wish to offer any of the following? Describe:					
pre-sale options		coupons or discounts		vouchers	
Request completed by				Date	
Phone number at which you may be easily reached in case of questions:					
Event image? Email jpg to sue.prudhomme@victoriacollege.edu					



CERTIFICATE OF INSURANCE

Client shall furnish, at Victoria College's discretion, at least two (2) weeks prior to the event, a certificate of insurance covering said event naming Client and the Victoria College as insured. **Such insurance shall provide for a minimum of premises bodily injury liability of one million dollars (\$1,000,000) per occurrence.** The certificate must contain the following language: "Victoria College is named as an additional insured with respect to all activities by Client held on the premises of the Leo J. Welder Center for the Performing Arts' facilities on the date(s) of _____ to _____ pursuant to policy number _____."

Note: Reservations for use of facility will not be finalized until Certificate of Insurance has been received.

Signature of renting organization representative

Date

Certificate of Insurance due date (2 weeks prior to event) _____

