

Lane Community College  
Music, Dance and Theatre Arts Department

Please Contact James McConkey, Technical Director  
at 541-463-5643 *before* you submit forms.

Performance Hall Reservation Information (Seating Capacity 499)

Lane Community College provides a professional venue available to community, local, and touring performance groups.

Rental Fees:

Performance dates \$650 (If multiple performances are done in one day, the fee is the same. This fee goes to the producing program (Music, Dance, or Theatre depending on the type of production) to help with scholarships and other opportunities for LCC students.)

Rehearsal dates \$150

Event Services \$150/production (This covers basic equipment and services. This is only charged once per production whether for one night or one month.)

Hourly rate for the Technical Director \$30/hr. (This is accrued for each hour on stage)

Extra equipment used beyond the Standard Set-up (See Equipment Rental Fees)

Examples- One date, one show- \$650 + \$150 (services) + \$30/hr.

Two dates- one rehearsal (e.g. Friday), two shows (e.g. Saturday)- \$650 + \$150 (rehearsal date) + \$150 (services) + 30/hr=\$950 + hourly.

The Auditorium, Dressing Rooms, Lobby, Stage and Blue Door (if used) must be left clean or a \$100 Cleaning Fee will be charged.

The following are some rules and tips to aid in the pursuit of a successful show.

- The producing group will provide all of their own stage, rigging, costume and technical crew, stage managers, lighting designer, sound board operator, and light board operator. Lane's Technical Director must approve people occupying these positions as capable of working on LCC equipment. Additional technical help may be arranged through the Technical Director. All lighting and set designs must be pre-approved.
  - Lane's Technical Director (or his substitute) must be present for all set-ups, rehearsals and performances involving the use of the college's technical equipment and machinery. The Technical Director may be used in place of any one of the above crew positions.
  - Producing groups must bring their own stage managers. A production's success relies on a single person who knows the show and can oversee its smooth operation without distraction. It is best if the stage manager can control the show from the booth behind the audience, knowing all sound, light and fly cues.
  - Producing companies will provide their own publicity including posters, ads, press releases and so on. All publicity by the producing group must include:
    1. The Lane Community College logo\*
    2. It must state that the event is partially sponsored by LCC Performing Arts
- In an effort to avoid unnecessary work on the part of the LCC staff please also use the following:*
3. Phone numbers other than LCC where information and tickets are found.
  4. A return address other than LCC on all direct mailings.
- \*LCC logo information is available on Lane's web site at: [www.lanecc.edu/mpr/logo.htm](http://www.lanecc.edu/mpr/logo.htm)
- The Producing Group assumes liability for any member of their company or their company's production crew.

Items included in the rental fee:

The rental fees provide the producing group with the use of:

The Performance Hall, Lobby, Blue Door Theatre (if available), Dressing Rooms, Student Help (if available) and the Standard Set-up. The Box Office is not available without additional rental fees. Please call John Watson for more information (541) 463-5161.

**Standard Stage Set-up**

**Dance-**Dance flooring, black legs & borders, black velour and/or white cyclorama “Cyc” background.

**Music-** Black legs & borders, black velour and/or white cyclorama “Cyc” background, choral risers, podium, chairs, music stands and tables.

**Theatre-** Black legs & borders, black velour and/or white cyclorama “Cyc” background, assorted scenic units and props.

**Standard Lighting Set-up-**Amber-colored front lighting, red, amber, and blue “Cyc” light, 3 “specials”, lighting console, unlimited available gels. Dance add: 5 colors of sidelight, 1 color of back-lighting, stage wash with breakup gobos.

**Standard Technical Set-up-**Headsets, 2 CD players (no tape, DAT etc.), on-stage monitors, 2 wired microphones, professional sound console.

ANY ADDITIONS OR CHANGES TO THE STANDARD SET-UP WILL NEED TO BE ARRANGED AND SCHEDULED AHEAD OF TIME. (SEE EQUIPMENT RENTAL FEES)

**Standard Rental Rates**

Performance Date	\$650
Rehearsal Date	\$150
Event Services Fee	\$150
(Includes equipment and supply maintenance, repair and replacement.)	
Technical Director Hourly Rate	\$30
(Meetings, Design, Cueing, Rehearsal, Performance, Restore etc.)	
Custodial Services	\$100
(Will be waived if the spaces are left clean.)	

**Equipment Rental Fees** (THESE PRICES DO NOT INCLUDE HOURLY RATE FOR INSTALLATION)

Lighting Instruments

4-6 Specials	\$40
7-10 Specials	\$80
Follow Spot (Operator required)	\$20
Gobos (3 included in basic rental)	\$3 each
<i>Creation of lighting cues will be charged on an hourly time basis</i>	

Sound Equipment

Microphones (2 included in basic rental)	\$10 each
Wireless (lapel) Microphone	\$40 each
Wireless (handheld) Microphone	\$30 each

Other Equipment

Projection Screen	\$10
Black Act Curtain	\$30
White Scrim	\$40
Dry Ice Fogger	\$30
Video Projector	\$70/day (Reserve 3 days in advance)

**Pianos** (*If available and must be arranged ahead of time*)

9' Steinway Grand	\$100	Tuning	\$75
7' Yamaha Grand	\$60	Tuning	\$65
Upright	\$35		

By entering into an agreement to rent any part of the Performance Hall, you agree that you have read, understand and agree to follow all rules, procedures and guidelines contained in this form, and to work with Performance Hall staff to ensure a the safety of performers, crews and audience members; and to ensure the care and maintenance of the facility, tools and equipment used in your production.

**Contact Information for Rentals:**

James McConkey, Technical Director; Building Manager

541-463-5643

[McConkeyJ@lanecc.edu](mailto:McConkeyJ@lanecc.edu)

Performance Hall, Building 6, Room 209

Lane Community College

4000 East 30<sup>th</sup> Avenue

Eugene, Oregon 97405

**Contact Information for Marketing and Box Office:**

John Watson, Marketing and House Manager

541-463-5161

[WatsonJ@lanecc.edu](mailto:WatsonJ@lanecc.edu)

Performance Hall, Building 6, Room 209

Lane Community College

4000 East 30<sup>th</sup> Avenue

Eugene, Oregon 97405

Performance Hall Reservation Request Form

Please fill out this form as completely as possible so that we may give you the best estimate for renting the space. Please also include a proposal of your event to expedite an approval for your request. Your request will not be completely approved until a signed contract is received.

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

Function/Event: \_\_\_\_\_

Organization/Group: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone#(s) \_\_\_\_\_

Requested Time(s): \_\_\_\_\_ Arrival Time (Day of event): \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Approx. Running Time: \_\_\_\_\_

Number of Audience Anticipated: \_\_\_\_\_ Number in Company: \_\_\_\_\_

Rehearsal Dates: \_\_\_\_\_ Hours: From: \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_ From: \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_ From: \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_ From: \_\_\_\_\_ To \_\_\_\_\_

**Technical Requirements:** (Video, projection screen, overhead projector, number of microphones, special lights, followspot, piano, sound, tables, chairs, music stands, etc) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you need box office service? (Hourly fee):  Yes  No

Other Notes: \_\_\_\_\_

<b>Department Use Only</b>	
<b>Approvals</b>	
Admin. Asst/Calendar _____	
Technical Director _____	
Discipline Leads _____	Department Chair _____
Music      Dance      Theatre	