

# South Windsor High School

## Theatre Management

Jereme R, Martineau, Director of Theatre Management  
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### Equipment Request/Rental Form

- 1) Complete this form, along with your Application for Use of South Windsor School and Buildings and Facilities Form, and return both to: Facilities Office, South Windsor Board of Education, 1737 Main Street, South Windsor, CT 06074.
- 2) Your equipment request will be reviewed and additional fees for rented equipment will be billed to you separately from your theatre rental fee and technician fees
- 3) If the office of theatre management does not have this form on file, or equipment requested does not appear on this form, equipment WILL NOT be available during your rental period.

If you have questions or need recommendations for equipment use, please contact Jereme Martineau at the above address. Trained theatre technicians will be assigned to your event to ensure proper use of theatre equipment. NO EVENT UTILIZING ANY OF THE TECHNICAL EQUIPMENT WILL BE ALLOWED IN THE THEATRE WITHOUT THE HIRING OF THEATRE TECHNICIANS TO OPERATE EQUIPMENT.

Event Title: \_\_\_\_\_

Person In Charge: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Of Theater Use: \_\_\_\_\_

Set-Up Time: \_\_\_\_\_

Doors Open At: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Briefly Describe The Type Of Performance: \_\_\_\_\_

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

**Theater Rental Procedure.**

When you rent the theater you will be supplied with 1 Sound Technician, 1 lighting technician, 1 stage technician for the fly gallery and a stage manager, as well as an adult supervisor. THESE STAFF MEMBERS ARE NON-NEGOTIABLE. NO EVENT WILL BE STAGED IN THE THEATRE THAT UTILIZES ANY TECHNICAL EQUIPMENT WITHOUT THE STAFF MENTIONED ABOVE. Please check the lines below, indicating your equipment needs. **Any Item that is marked with a \* indicates that there will be an additional fee charged for the use of the equipment, and/or the addition of technicians.** Please refer to pages 3-4 for the additional cost listings.

**AUDITORIUM HOUSE LIGHTS**

\_\_\_\_\_ ON/OFF

\_\_\_\_\_ DIMMER-USE VARIOUS LEVELS OF BRIGHTNESS

NOTES \_\_\_\_\_

\_\_\_\_\_

**STAGE LIGHTS**

\_\_\_\_\_ NO STAGE LIGHTS NEED-ALL ACTION TAKES PLACE IN FRONT OF THE MAIN CURTAIN

\_\_\_\_\_ GENERAL STAGE LIGHTING

\_\_\_\_\_ TECHNICAL CUES-COLOR CHANGES & DIMMING EFFECTS

\_\_\_\_\_ \*\* MARTIN SPECIAL EFFECTS LIGHTS

Martin MX 10'S, MAC 500'S AND MAC 300'S are used for preset solo spotlighting and for special effects, i.e. strobes, searchlight, gobos etc.

\*\* Additional fees and additional technicians are needed.

Notes \_\_\_\_\_

## **SOUND EQUIPMENT**

The renter will be supplied with up to 3 basic wired microphones, piano, stage monitors and the use of the CD player for the playing of prerecorded music.

If the renter is in need of more complex sound use for the performance (i.e. sound effects cues during shows, etc), additional fees and sound technicians will be required.

\_\_\_ ONE GENERAL MICROPHONE FOR THE ANNOUNCEMENTS

\_\_\_ TECHNICAL SOUND CUES WITH 2 OR MORE MICRPHONES

NUMBER OF MICRPHONES NEEDED \_\_\_

\_\_\_ MUSIC PLAYED ON CD

\_\_\_ STAGE MONITOR SPEAKERS WILL BE REQUIRED

## **RENTER MAKE DIAGRAM SHEET OF THE SOUND LAYOUT NEEDED**

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

\_\_\_\_\_

## **STAGE- CURTAINS/SCENERY**

\_\_\_ THE MAIN CURTAIN WILL REMAIN CLOSED-ALL ACTION WILL TAKE PLACE IN THE FRONT OF THE MAIN BLUE CURTAIN

\_\_\_ THE MAIN CURTAIN WILL BE OPENED AND CLOSED, AND ALL OTHER CURTIANS WILL REMAIN IN SET POSITION.

\_\_\_ \*SCENERY WILL BE ATTACHED TO THE RIGGING AND FLOWN IN AND/OR CURTAINS WILL BE FLOWN

\_\_\_ \*MOVEMENT OF EQUIPMENT, CHAIRS, STANDS, RISERS, SCENERY, ETC. WILL BE REQUIRED.

\*Additional technicians needed.

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

## **AUDIO-VISUAL EQUIPMENT NOTE**

SOUTH WINDSOR PUBLIC SCHOOLS DOES NOT SUPPLY ANY AUDIO-VISUAL EQUIPMENT, SUCH AS PROJECTORS, VIDEO RECORDERS, PLAYERS OR MONITORS, COMPUTERS OR ASSOCIATED COMPUTER EQUIPMENT. IF THIS EQUIPMENT IS NEEDED, THE RENTERS MUST SUPPLY THEIR OWN, OR RENT IT FROM AN APPROPRIATE SUPPLIER. WE ALSO NO LONGER PROVIDE RECORDING SERVICES OF ANY KIND.

### **PLEASE CHECK OTHER ITEMS THAT WILL NEED TO BE USED.**

\_\_\_\_\_ PROJECTION SCREEN (WE DO NOT SUPPLY PROJECTORS)

\_\_\_\_\_ DRESSING ROOMS

\_\_\_\_\_ GREEN ROOM

\_\_\_\_\_ \* TICKET OFFICE (LOCATED IN CONCESSION STAND)

### **STAGE SET-UP**

\_\_\_\_\_ CHORAL RISERS-NUMBER NEEDED \_\_\_\_\_

\_\_\_\_\_ MUSIC STANDS-NUMBER NEEDED \_\_\_\_\_

\_\_\_\_\_ CONDUCTORS PODIUM AND PLATFORM

\_\_\_\_\_ MUSIC CHAIRS-NUMBER NEEDED \_\_\_\_\_

\_\_\_\_\_ COMMUNICATIONS SET (WHERE) \_\_\_\_\_

**RENTER-MAKE DIAGRAMS OF YOUR STAGE SET-UP, AND ATTACH  
TO THIS FORM.**

## **FEES CHARGED BEYOND THE BASIC RENTAL OF THE THEATER**

The following is the breakdown of the additional fees that are optional. All fees are based on a 4-hour minimum rental. Any time beyond point, you will be charged an additional fee. ALL ADDITIONAL FEES SHOULD BE PAID IN A SEPARATE CHECK MADE OUT THE SOUTH WINDSOR HIGH SCHOOL MUSIC DEPARTMENT

<b>ITEM</b>	<b>FEE</b>
Wireless Handheld Solo Microphones	\$50.00 per microphone
Martin Effect Lighting	\$200.00 Programming Fee plus additional technician
Spotlights	\$ 50.00 plus additional technician
Blacklights	\$ 50.00
Audio sound effect cues	\$ 100.00 programming fee and additional technician
Mylar Curtain	\$ 100.00
Changes to existing fly set up	\$ 200.00

### **ADDITIONAL NOTES SPECIAL LIGHTING REQUESTS**

If the renter has the need to re-position, re-aim, refocus, or re-gel the lights on the catwalk or stage, this will require a **300.00 FEE**.

**In addition, you will also have to secure**

1. One full day of rental prior to the rental date, and the hiring of 2 technicians and 1 supervisor to work with the renter's stage director. The renter must supply the lighting gels and bring them the time of set-up.
2. One full day following the rental date, and the hiring of 2 technicians and 1 Supervisor to work on resetting the lights to original position.

**NOTE** - If the rental is around the same time as a South Windsor High School production, a renter may be denied the right to re-aim, refocus or re-gel the lights. Please check with Jereme R. Martineau, theater director, prior to contracting this service.

### Stage Notes

If the renter is in need of special stage requirements, i.e. hanging drops, changing weights, multiple scene and/or curtain/fly changes, additional stage technicians will be required. Jereme Martineau will determine this need.

### Orchestra Pit

The Orchestra Pit is **OFF LIMITS** for all renters.

YOUR REQUEST HAS BEEN: *APPROVED*    *DENIED*

*SOUND TECHNICIAN ASSIGNED:* \_\_\_\_\_

*LIGHT TECHNICIAN ASSIGNED:* \_\_\_\_\_

I, \_\_\_\_\_, have read and agreed to the terms listed on this document. I understand that my event could require two technicians-one for sound and one for lighting which constitutes an hourly fee for each technician for a minimum of 4 hours each as well as additional technicians depending on your group's needs.

Date \_\_\_\_\_

**THERE IS NO SMOKING ALLOWED  
ANYWHERE IN THE BUILDING AT  
SOUTH WINDSOR HIGH SCHOOL.**