



For Office Use Only	Performance Date	<input type="text"/>
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# Poway Center for the Performing Arts

## Application for Use

### -PUSD Events-

Thank you for considering the Poway Center for the Performing Arts for your upcoming performance. Owned and operated by the City of Poway as a division of the Community Service Department, the Poway Center for the Performing Arts staff will do everything possible to ensure your event runs smoothly and successfully.

To help facilitate planning, please complete the following Application for Use and return to Lisa Stuber at Poway High School:

**[lstuber@powayusd.com](mailto:lstuber@powayusd.com)**

858-748-0245 ext. 5108

\*\*Incomplete applications will be returned.\*\*

**Please note, completion of this application represents only a request to use the facility. Confirmation is based on theatre availability and will be communicated to you in writing upon approval.**

We appreciate your interest in the Poway Center for the Performing Arts and look forward to the prospect of hosting your upcoming event!

### School Information

School Name

**Representative:**  Email:

Address:  Phone:

**Ticketing Contact:**  Email:

\*If applicable

Address:  Phone:

**Front of House:**  Email:

\*Must be available and in the lobby when the lobby doors open and throughout the show.

Address:  Phone:

**Technical Contact:**  Email:

Address:  Phone:

## Event Information

Performance title as you would like to see it on your ticket (max 35 characters):

# of Performances  Requested Date  Alt. Date  Alt. Date #2

Type of Event:  Musical  Concert  Dance  Choral  Play  Other

### Event Description:

\*This information will reside on your event page on [powaycenter.com](http://powaycenter.com)

Please provide a JPG image for your event page (421x 266 pixels) in landscape format.

### Marquee Wording:

\*5 lines of 15 characters max

## Rehearsal Information (If Applicable)

Rehearsal open to the public/parents? (Fees apply)

Yes  No

Date	Arrival/Set Up Time (min. 1 hr before start)	Rehearsal Start Time	Rehearsal End Time	Total Time in Facility

How many performers are in your performance?

## Performance Information

Date	Arrival/Set Up Time	Curtain Time	1st Half Length	Length of intermission	2nd Half Length	Anticipated Audience Size (max 797)	Departure Time	Total Time in Facility

Parking passes issued by the Poway Center for the Performing Arts are required for cars parked in the parking lot on weekdays from 7:30am to 2:30pm.

If applicable, how many passes will you be requesting for your event? (Max 12)

## Ticketing Information

PUSD events are permitted to print their own GENERAL ADMISSION tickets, use no tickets, or utilize the PCPA Box Office services.  
Please select which method you will be utilizing. Please select only ONE option.

I will not be using tickets.

I will be printing my own general admission tickets.

Infants (0-12 months) must have a ticket but do not count as a seat.  
Will Infant Lap Tickets to be paid or complimentary? (10 max)

Paid  Complimentary

*If selecting an option below, please complete the remainder of the fields on this page.*

I would like the PCPA to print the tickets but I will be selling them. (Consignment)

-\$100 printing fee applies

I would like the PCPA to print some tickets for me to sell (consignment) and the PCPA Box Office will sell the rest.

-\$100 fee for the first order. \$52 fee for additional requests/shows.  
-A minimum of 50 tickets to remain for sale at Box Office.

Number of consignment tickets I would like printed:

I would like the PCPA to print and sell all of the tickets.

Choose only ONE:  Reserved Seating  General Admission

Desired On-Sale Date

### Ticket Pricing for Reserved Seating

Total Ticket Price	Rows	Price Type (Adult, Child, etc)	Age Requirement
Ex: \$15	A-E	Child	1-12 yrs

### Ticket Pricing for General Admission

Total Ticket Price	Price Type (Adult, Child, etc)	Age Requirement
Ex: \$15	Adult	13 and up

Infants (0-12 months) must have a ticket but do not count as a seat.

Would you like Infant Lap Tickets to be paid or complimentary? (10 max)  Paid  Complimentary

Will you be utilizing Promo/Discount Codes?

\*Box Office will contact you to arrange

Yes  No

# Video Recording Policy

Are your patrons allowed to:

- A/V Recording Allowed   
  No public recording of any kind   
  Still photography only (no flash)

Will there be a professional photographer?     Yes     No

Will there be a professional videographer?     Yes     No

Will there be a professional audio recording?     Yes     No

If you are planning to record this performance, you must submit a written request for managerial approval from the Poway Center for the Performing Arts, and you must agree to the following conditions:

- The recording will credit Poway Center for the Performing Arts and the City of Poway.

- The video crew will record only from the areas designated by the management of the Poway Center for the Performing Arts, and will in no way interfere with the audience view of the performance or evacuation routes.

I understand and acknowledge the recording policy:

Applicant/Authorized Representative Signature:

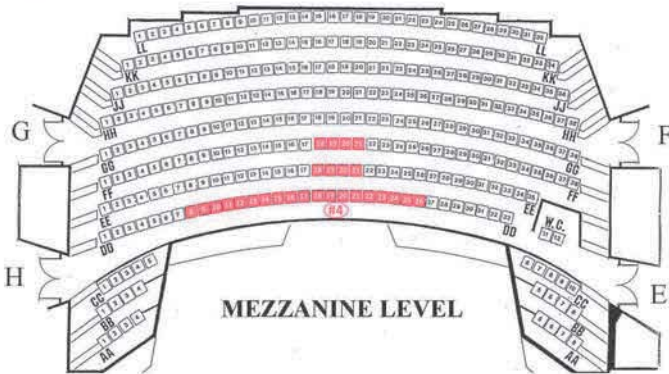
Date:

Videographers may only set up in approved areas. Which locations will you be utilizing? (see map, max 2 per location)



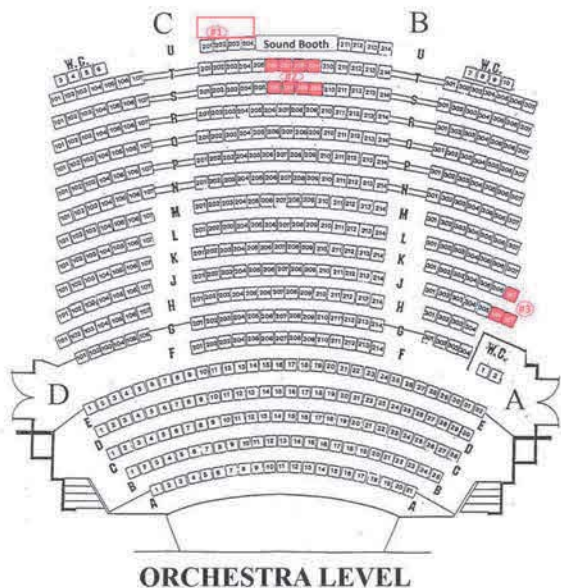
## Video Locations:

1. Sound Booth = 0 seats
2. S206-S209, T206-T209 = 8 seats
3. J306-J307, K307 = 3 seats
4. DD8-DD26, EE18-EE21, FF18-FF21 = 27 seats



## Video Locations:

1. Tech Booth = 0 seats
2. S206-S209, T206-T209 = 8 seats
3. J306-J307, K307 = 3 seats
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Location 1    Total #    
  Location 2    Total #    
  Location 3    Total #    
  Location 4    Total #

# Technical Information

## Lighting System

House Plot     Client's Plot    **\*\*Must be restored to the house plot at the end of the event at client's expense**

Follow Spots Needed

Special    Quantity Needed

Other:

## Sound System

Microphones    Quantity Needed

Monitors    Quantity Needed

CD

Other:

## Fly System

Line sets    Quantity

Items to be flown (i.e.set pieces, drops, etc):

Other:

## Miscellaneous Equipment

Prop Tables    Quantity Needed      Movie Screen     Choral Risers    Quantity Needed

Lecturn/Podium     Concert Grand Piano

Acoustic Shell System     Video Projector

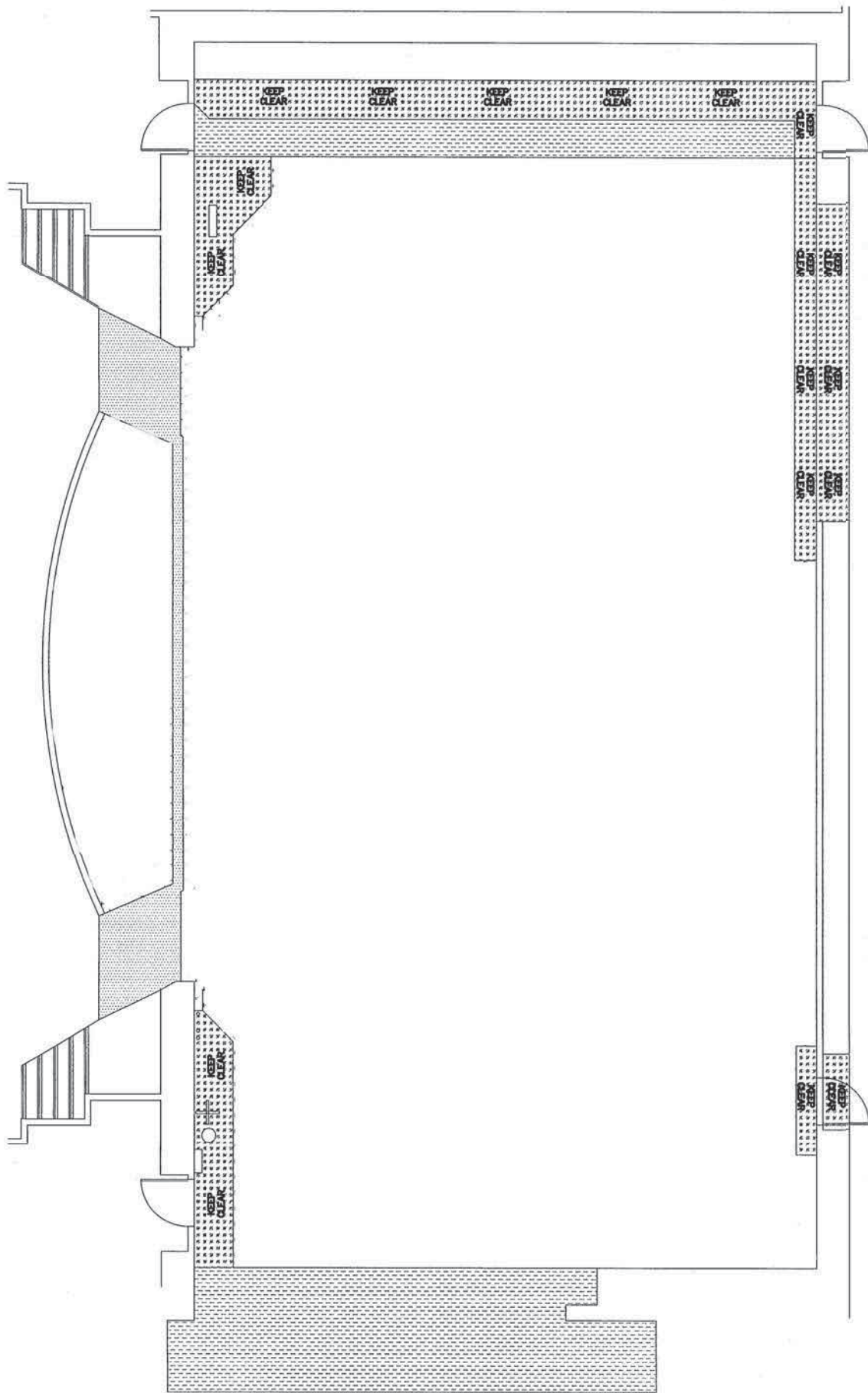
Wenger Riser System:

Size	8" height	16" height	24' height
3' X 8' tops	<input type="text"/>	<input type="text"/>	<input type="text"/>
4' X 8' tops	<input type="text"/>	<input type="text"/>	<input type="text"/>

Will you be using special effects? (fog/smoke, snow, balloons, etc)

**\*\*\*Please provide a stage plot\*\*\***

Audience



## Front of House Information

### Lobby

Do you need tables?  Yes  No

Lobby tables:

Ticketing tables:

The total number of lobby and ticketing tables must not exceed 5.

Do you need chairs?  Yes  No

Quantity (max 12)

Will you be selling merchandise?  Yes  No Items Sold:

### How would you like to handle late arrivals?

Any Time  Between numbers/acts

Other:

Will any performers be seated in the theater?  Yes  No ~Performers must have a ticket to enter the theater. ~

How many?  Where?  Sections A-E  Mezzanine

### How will performers exit the building?

Artist Entrance  Green Room

Will you be providing programs to your patrons?  Yes  No

### Will you be running the concession stand?

Yes\*  No

\* A San Diego County Health Permit is required. Public events providing food must contact the County Health Department at least 30 days prior to event date. The Poway Center for the Performing Arts must be given a copy of the permit no later than 3 weeks prior to the event date.

More information can be found at:

<http://www.sandiegocounty.gov/content/sdc/deh/fhd/food/tempevents.html>

### Will there be any activities in the lobby or courtyard\*?

If yes, please include a timeline and description.

Will you be chartering buses?  Yes  No

If Yes, please include any information on bus schedule, number of buses, where buses will be parking, etc.

# Checklist

Have you.....

Completed every question in the application? **Please note: "Same as last year" is not a sufficient response.**

Included a JPG image for your event web page?  I will send separately.

Included a detailed stage plot?  I will send separately.

**I certify that the information I have given on the Application for Use is true and correct to the best of my knowledge and belief. I, applicant, or representative for the applicant, understand and agree to obey all facility rules, regulations, and policies.**

**I understand this application serves only as a request and should the application be approved, I will be contacted in writing by the Poway Center for Performing Arts.**

**I understand that any changes to the information in this application must be communicated in writing to the Performing Arts Center. Failure to do so, will result in additional staff charges at the completion of your event.**

Applicant/Authorized Representative Signature:

Date:

**Please return the completed application to**

**Lisa Stuber at Poway High School:**

**[lstuber@powayusd.com](mailto:lstuber@powayusd.com)**

**858-748-0245 ext. 5108**

## For Office Use Only

Poway High School Approval:

Date:

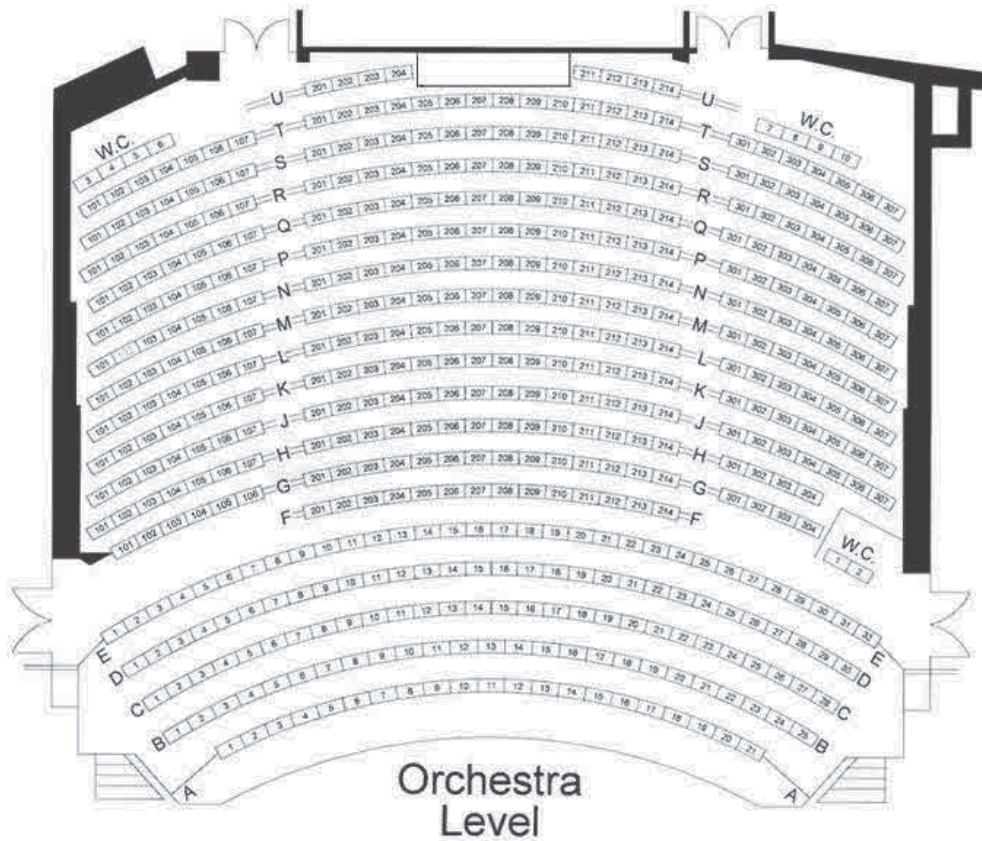
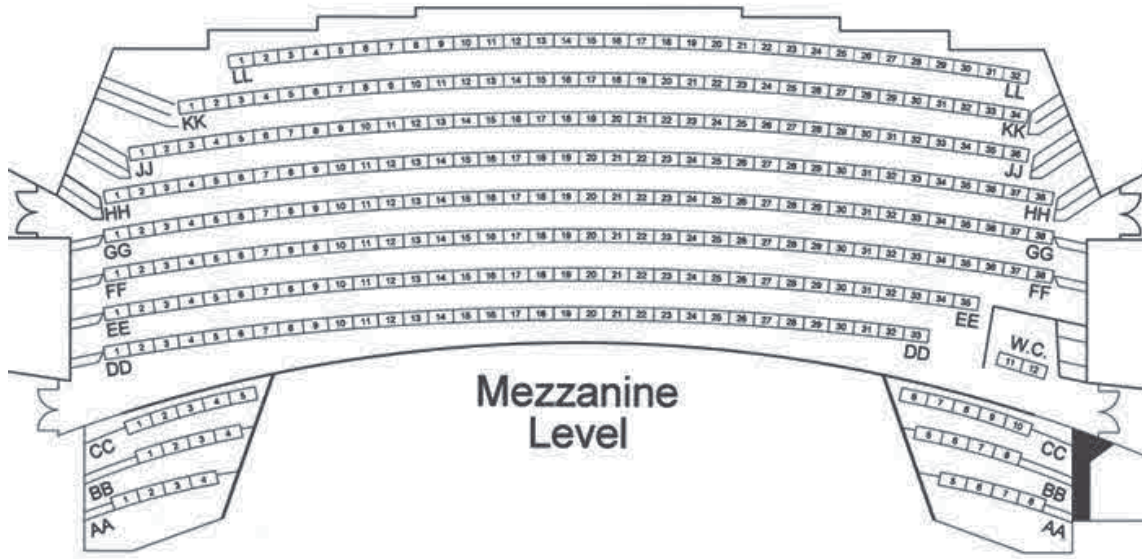
PCPA Approval:

Date:



# Appendices

# Seating Chart

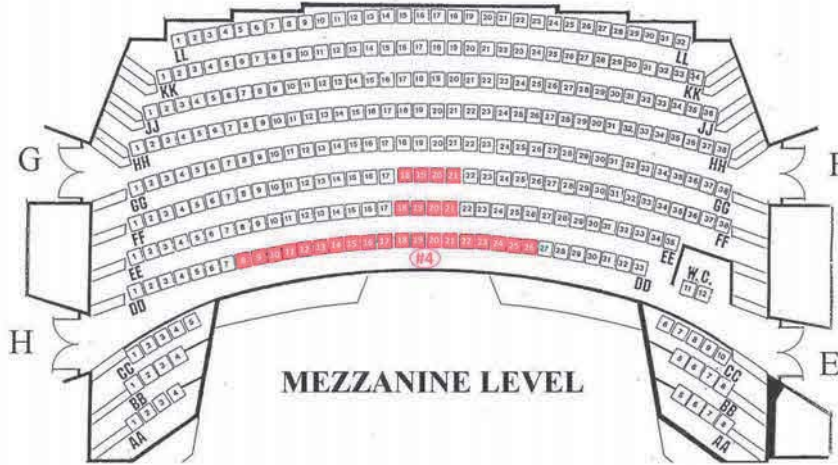


# Video Locations



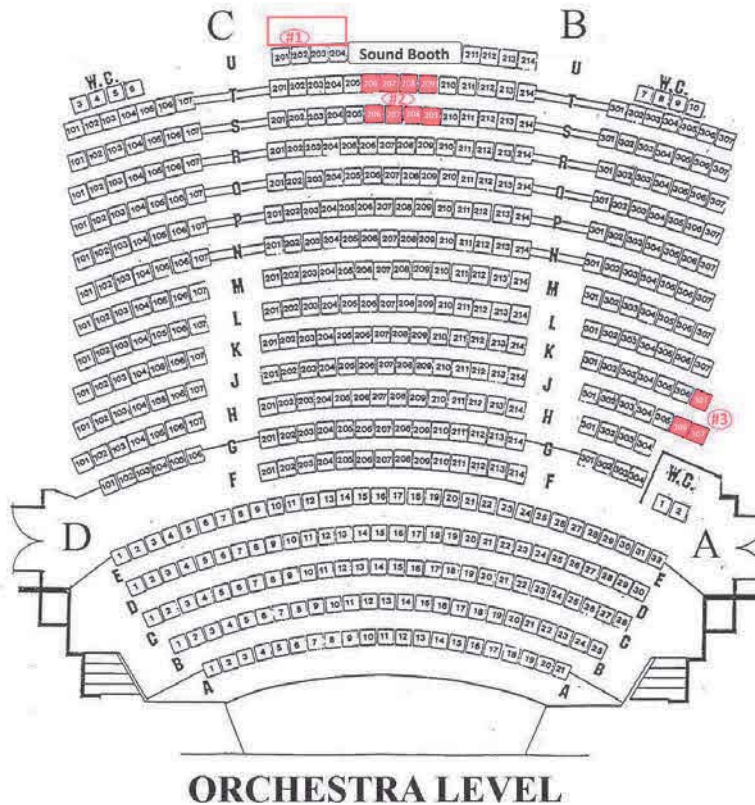
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# Ticketing Information

- Ticketing: PUSD is permitted to:
  - Print and sell their own tickets-General Admission only
  - use no tickets-- collect entry fee at door
  - have the box office print and sell all tickets--\$2 per ticket sold by the box office/Internet will be charged to PUSD-Reserved or General Admission
  - PCPA to print all tickets for PUSD to sell-Reserved or General Admission (Consignment- fees below)
    - May use Groupon, Goldstar, etc. with this option only
  - both PCPA and PUSD to sell tickets (Consignment-fees below)
- Consignment tickets:
  - Fees- first order \$100, additional requests or shows \$52
  - A minimum of 50 tickets to remain for sale at box office (if box office to sell tickets)
  - NO fee for consignment tickets returned
  - Return unsold tickets to box office the Tuesday prior to show date when both PCPA and PUSD selling tickets
- Will-call tickets: if both PCPA and PUSD selling tickets
  - Will call tickets (from consignment tickets) may be returned to box office for distribution night of show
  - For consignment sales- A list of patrons and assigned seats in last name order is needed. For General Admission there is an identifier number on each ticket.
  - For consignment sales-A representative from your organization will be needed in the box office night of show to resolve any ticketing concerns in regards to your ticket sales. Time needed in box office will be one hour before curtain and one hour after curtain. Total of two hours. Representative to remain in box office the entire 2 hour shift.
- Ticket fees charged to patrons:
  - Box office (window/phone)--NO fees charged to patrons
  - Internet-- NO fees charged to patrons. Tickets can be printed at home or held at will-call
- Website: items needed to post event on PCPA website [www.powaycenter.com](http://www.powaycenter.com)
  - An image size 421px X 266px in JPEG format, landscape orientation. Otherwise, a stock photo will be used.
  - a description of event
  - ticket sales contact (if PCPA not selling tickets)
- Marketing:
  - Your event will be displayed on the marquee the week of the event
  - Submit: a postcard or flyer (max size 8 ½ X 11) to be placed in lobby kiosk
  - Event will be displayed on monitor above box office windows
  - an email blast will be sent out to community members who have signed up through the City of Poway website approximately 2 weeks before your event
- Box office:
  - phone 858-748-0505
  - Open --Friday 12:00pm-5:00pm and Saturday 10:00am-3:00pm
  - Closed Sunday-Thursday
- Ticket sales day of show:
  - Box office will open 1 hour prior to show and remain open 1 hour after curtain time (when PCPA selling tickets)
  - If box office closed, client must be available for ticket sales 1 hour prior to show and remain open 1 hour after curtain time
- Infants: Ten lap tickets (not an actual seat) available for infants 0-12 months. Tickets will be available night of show at box office window and/or at the door when PCPA selling tickets.

10/9/2017