

BOOKING CRITERIA

AUBURN PERFORMING ARTS CENTER THEATRES

1. A ***Minimum of 2 months advance notice*** is required to request a *date* at one of our theatres. **All signed contracts, insurance and rental fees must be received no later than 30 days prior to the scheduled event.**

(Call theatre office at 253-931-4827 for date availability)

2. BEFORE APPROVAL OR CONTRACTING PROCESS EVEN BEGINS:

- A **FULL & DETAILED TECHNICAL RIDER** (*sound, lighting, staging requirements, etc.*) must be submitted for review by the Theatre Director & Technical Director.
 - After receiving and reviewing the Rider, a **phone conference must be scheduled with the TD of performing group and the Technical Director** of our venue.
 - **Mandatory 2 references**—Names, contact numbers, and venues that your group has most recently rented.
3. It is mandatory that a primary **liaison/stage manager** is provided for every event—and that they **speak fluent English**.
 4. A designated **Front of House/Lobby EVENT COORDINATOR** from your group is required to be on-site during event to supervise: **ushers, box office, food concessions and/or gift sales, etc.** (*See Director for approved food items.*)
 5. If **SECURITY** is required for your event:
 - If you choose to hire off-duty Auburn Police Officers, you must personally contact the **AUBURN POLICE DEPARTMENT** and make all necessary arrangements and payments. ***This is not the responsibility of our Center.*** **APD: 253-931-3080**
 - If you choose to hire a professional **Security Company**, they must be *licensed and insured* and must be approved by PAC Management.
 6. **ALCOHOL IS STRICTLY PROHIBITED ANYWHERE ON AUBURN SCHOOL DISTRICT PROPERTY.**
 7. **TICKETING AGENCY**— Seating manifests are available on request or can be found online at: auburn.wednet.edu/theatres *We do not handle box office or ticketing.*