

# **BOOKING CRITERIA**

## **AUBURN PERFORMING ARTS CENTER THEATRES**

1. A **Minimum of two months advance notice** is required to *request a date* at one of our theatres. If a hold is placed on a date, the hold expires after thirty days without a signed contract. **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 BEGINS:**

- A **FULL & DETAILED TECHNICAL RIDER** (*sound, lighting, staging requirements, etc.*) must be submitted for review by the Theatre Director & Technical Director.
  - **Mandatory 2 references**—Names, contact numbers, and venues that your group has most recently rented.
  - After receiving and reviewing the Rider, a **pre-production meeting must be scheduled with the TD of performing group** *and* the Technical Director of our venue.
3. It is mandatory that a primary **liaison/stage manager** is provided for every event.
  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. **SECURITY** is required for your event and is assigned and scheduled by the Auburn School District.
    - A Safety Officer or Officers will be assigned to your event at a rate of \$60/hour per Safety Officer.
  6. **ALCOHOL IS STRICTLY PROHIBITED ANYWHERE ON AUBURN SCHOOL DISTRICT PROPERTY.**
  7. **SMOKING and VAPING** are prohibited on Auburn School District Property *including parking lots.*
  8. **TICKETING AGENCY**— Seating charts are available on request or can be found online at: [auburn.wednet.edu/theatres](http://auburn.wednet.edu/theatres) **We do not handle box office or ticketing.**