NEWTON PUBLIC SCHOOLS TECHNICAL EQUIPMENT RENTAL FORM

C Permit #:________________ (assigned by NPS)

APPLICANT INFORMATION

Applicant Name: ________________________________________________

Organization Name: ______________________________________________

Applicant Email: _________________________________________________

Applicant Phone #: _______________________________________________

Billing Street Address______________________________________________

City/Town_______________________  State________   Zip Code__________

EVENT INFORMATION

Date of event: _____/_____/_____

Permit start time: ___________     Event Start Time: ____________

Permit end time: ____________  Event End Time: _____________

Check requested venue at Newton North High School:

____Little Theatre   ____Auditorium  ____Film Lecture Hall ____Cafeteria

What type of event will you be having?
(Check one that best fits your event.)

_____Dance  _____MusicConcert

_____Theatre  _____Speaker/Presentation

_____Movie  _____Ceremony

Technical equipment requested
(Check all that apply.)

_____Sound  (Microphones, Music, etc.)

_____Projections (PowerPoint, Video, etc.)

_____Stage lighting (Dance, Music, Theatre)

_____Basic lighting (Speaker, Presentations)

Briefly describe your event:
___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________
All applicants who wish to use any sound, lighting, projectors or other available equipment for their event must go through the following steps before approval.

1. Contact Admin Asst. Lizabeth_Mansfield@newton.k12.ma.us to confirm date and availability of requested space.
2. If available, applicant will fill out a C-Permit application and forward to Support services for approval.
3. Applicant must meet with the school technical assistant at least 4 weeks to walk through the space, discuss event, equipment needs and walk through the space for the event.
4. At the meeting, establish expectations of the Technical Assistant's responsibilities and estimated hours required to run the event, set-up and break-down and reset of the space after the event.
5. The applicant and Technical Assistant will complete and sign the technical needs rental form after agreeing to all fees and conditions.
6. The Director of Theatre will sign and return the form to the Facilities department.
7. After agreement is submitted and approved by facilities, the applicant must pay the fees for all:
   - Technical rental equipment.
   - Estimated technical assistant hours.
   - Custodial fees
8. Two weeks before the event the applicant will meet with the technical assistant to go over any changes, additional hours needed above the original estimate and finalize the day of the event.
9. If necessary, the applicant will pay additional fees agreed upon at previous meeting.
10. The Day of the event the applicant will meet with the Technical Assistant and check-in to go through the process of the day.
11. At the end of the event the applicant and technical assistant will do a walk-through to make sure the space is clean and all equipment is in good working order.

EQUIPMENT AND FEES
I. LIGHTING
Please check one of the following:

Auditorium, Little Theatre, Lab Theatre, Film Lecture Hall basic lighting.
(This is lighting that will only illuminate the front of the stage for presenters, awards ceremonies, and graduations).
NO CHARGE

Existing performance stage lighting-$500/day.
.(This is the stage lighting that will be available at the time of the event)

Existing performance stage lighting that needs to be adjusted, refocused or moved from its original set-up for the event-$750/day.

II. PROJECTORS:

Use of projectors in Little Theatre, Lab Theatre, Film Lecture Hall -$50/day

III. SOUND:

Use of 2 wireless handheld microphones: NO CHARGE

Use of 3-8 Wirless Microphones. -$50/day

Use of lavalier microphones. $25 per unit/day (if available)

IV. TECHNICAL ASSISTANT FEES

The applicant must agree to hire the school technician at the rate of $100/HR that covers time required to run the event, set-up and time to break-down and reset the space.

*****ESTIMATED HOURS established at first meeting with Technical Assistant.

*The technical assistant estimate will be finalized at the meeting with the applicant 2 weeks before their event. At that time if any extra hours are needed and agreed upon they will billed to the applicant.

AGREEMENT FORM
I/we agree to the terms of the “C” permit, technical equipment rental fees and technician fees listed below. I/we have met with the School Technical Assistant to review specific equipment needs, associated fees and the amount of estimated hours for the Technical Assistant at a rate of $100/hour. I/we understand that additional hours may be added based on needs discussed at meeting 3 weeks before the event.

I/we have discussed and agreed to the following associated fees for this USB event:

Lighting $______________

Sound $______________

Projector $______________

*Technician Hours Required: ______________

Estimated Cost For Technician: $______________

I/we approve of the equipment requests and fees associated with the equipment and technical assistance.

Applicant Name: _______________________________________________

Applicant Signature: ____________________________________________ Date: ___/___/____

I have met with the applicant and have gone over all technical needs and costs associated including estimated cost for technical assistance.

Technical Assistant Signature______________________________________ Date: ___/___/____

Signature of School Administrator____________________________________ Date: ___/___/____

CONTACT INFORMATION

Newton North High School-617-559-6400
Liz Mansfield  Main Office Admin Asst.  Lizabeth_Mansfield@newton.k12.ma.us
Adam Brown  Director of Theatre Dept.  Adam_Brown@newton.k12.ma.us

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This section is to be completed by the Newton Public Schools Facilities Department

Date Submitted to Facilities Department: ______________________
USB Permit C #:________
All applicants who wish to use any sound, lighting, projectors or other available equipment for their event must go through the following steps before approval.

1. Confirm space and date availability with Admin Asst. Lizabeth_Mansfield@newton.k12.
2. Submit a C-Permit application Support Services for approval.
3. Meet with the school technical assistant at least 8 weeks before the event to go through the space, discuss the event and establish what equipment will be needed.
4. The applicant and technical assistant will discuss and agree to expectations and estimated hours required to run the event which includes set-up and break-down.
5. Complete and sign the rental form and agreement after agreeing to all fees and conditions.
6. The Director of Theatre will sign and return the form to the Facilities department.
7. After the form and agreement is submitted and approved by facilities, the applicant must pay the following fees:
   - Technical rental equipment.
   - Estimated technical assistant hours.
   - Custodial fees
   - Building permit cost
8. Meet with Technical Asst. 2 weeks before the event to go over any changes, additional hours needed above the original estimate and finalize the logistics of the event.
9. If necessary, the applicant will pay additional fees agreed upon at previous meeting.
10. The Day of the event the applicant will meet with the Technical Assistant and check-in to go through the process of the day.
11. At the end of the event the applicant and technical assistant will do a walk-through to make sure the space is clean and all equipment is in good working order.