

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: _____ / _____ / _____ Start Time: _____ End Time: _____

Check requested location and venue:

Newton North High School

- ___ Little Theatre
- ___ Auditorium
- ___ Film Lecture Hall
- ___ Cafeteria

Newton South High School

- ___ Seasholes Auditorium
- ___ Field House
- ___ Film Lecture Hall
- ___ Cafeteria

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

- ___ Speaker/Presentation
- ___ Dance Performance
- ___ Movie
- ___ Musical Concert
- ___ Graduation
- ___ Theatre Performance

TECHNICAL EQUIPMENT REQUESTED (Check all that apply)

- ___ Sound (*Microphones, Music, etc.*)
- ___ Projections (*PowerPoint, Video, etc.*)
- ___ Stage performance lighting (*Dance, Music, Theatre,*)
- ___ Basic Flourscent lighting (*Speaker, Presentations, Meeting*)

TECHNICAL EQUIPMENT RENTAL AND APPROVAL PROCESS

All applicants who wish use any sound, lighting, projectors or other available equipment must go through the following process before approval at least four weeks prior to the event.

1. Contact school Administration Assistant to confirm date and availability of space.
2. If available, applicant will fill out a C-Permit application and forward to Support services for approval.
3. Applicant will schedule a meeting with the school Technical Assistant to go over equipment needs and walk through the space for the event.
4. 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 Theatre Designee 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, Film Lecture Hall basic fluorescent 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, Film Lecture Hall -\$50/day

III. SOUND:

North:

Use of 2 wireless handheld microphones: NO CHARGE

Use of 3-8 Wireless Microphones. -\$50/day

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

South:

Use of 1 wired microphone: NO CHARGE

Use of 2-8 wired microphones: \$10 per unit/day (if available)

Use of 2-4 Wireless 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 set up, run the event, and time to break-down/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 be 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 \$ _____

*Technicians Hours Required: _____

Estimated Cost For Technician: \$ _____

Applicant Name: _____

Applicant Signature: _____

Date: ___/___/___

I/we approve of the equipment requests and fees associated. The technical assistant

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

Newton South High School-617-559-6500

Tracy Connolly Main Office Admin Asst. Tracy_Connolly@newton.k12.ma.us

Ryan Spruck F&PA Technical Director Ryan_spruck@newton.k12.ma.us