

**State Theatre For The Arts**  
**Application for use of the State Theatre**  
**333 Oak Street, Red Bluff, Ca 96080**  
**Phone: 530-529-ARTS Fax 530-529-2797**

Requesting  
Organization/Person \_\_\_\_\_

Responsible Person \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Alternative Contact \_\_\_\_\_ Phone \_\_\_\_\_

Nature of Activity \_\_\_\_\_

Main Stage Theatre \_\_\_\_\_ (332 seats)      Balcony \_\_\_\_\_ (420 seats)



**Date(s) and Time(s) Theatre Required**

Main Function: Date \_\_\_\_\_ Starting \_\_\_\_\_ Ending \_\_\_\_\_

Time Needed in Building \_\_\_\_\_

Rehearsal(s): Date \_\_\_\_\_ Starting \_\_\_\_\_ Ending \_\_\_\_\_

Time Needed in Building \_\_\_\_\_

**Lighting Required**

Bring your own \_\_\_\_\_  
STFTA furnish\*\*\* \_\_\_\_\_

**Sound System**

Bring your own \_\_\_\_\_  
STFTA furnish\*\*\* \_\_\_\_\_

**Other**

Concessions \_\_\_\_\_  
Box Office \_\_\_\_\_  
Alcohol \_\_\_\_\_

**Additional Equipment Requested**

Projector \_\_\_\_\_ Screen \_\_\_\_\_ Table(s) \_\_\_\_\_ Chair(s) \_\_\_\_\_ Podium \_\_\_\_\_  
Other \_\_\_\_\_ Sell Merchandise \_\_\_\_\_



ESTIMATED FEES & COSTS (Office Use Only)

FACILITY \_\_\_\_\_ REHEARSAL \_\_\_\_\_

EQUIPMENT \_\_\_\_\_ \*\*\*21<sup>st</sup> Century TECHNICIAN \_\_\_\_\_ CUSTODIAN \_\_\_\_\_

RESTORATION FEE \_\_\_\_\_ OTHER \_\_\_\_\_

CLEANING DEPOSIT (REFUNDABLE) \_\_\_\_\_ DATED \_\_\_\_\_

\_\_\_\_\_  
Signature of Responsible person (User agrees to comply with Regulations & Rules on reverse side)

\_\_\_\_\_  
Approval Signature – STFTA Facility Manager      Amount to be paid by user \$ \_\_\_\_\_

# *State Theatre For The Arts (STFTA)*

## *Rules and Regulations - Applies to all rehearsals and performances*

1. All users will respect the building and its historical importance. Any damage will be the responsibility of the users.
2. The State Theatre is a non-smoking, drug free facility.
3. No outside alcohol, food or beverage permitted on premises or backstage unless arranged with STFTA representative in advance. Fees required will be charged to the user.
4. Setup, take down and sound checks will be arranged and supervised by a STFTA representative.
5. STFTA is not responsible for users instruments, equipment or personal items. All equipment must be removed from the premises immediately following the event. Exceptions must be in writing from STFTA.
6. STFTA must approve all audio or video taping of any event. User is responsible for the promotion and publicity of their event. The marquee and poster windows are available upon request.
7. User will be responsible for cleaning the stage and surrounding area used.
8. No attaching of props or apparatus of ANY kind (nails, tacks, tape, paint, extension cords, etc.) inside or outside the premises without written permission from a STFTA representative.
9. User will furnish STFTA a **certificate of insurance**, as required and indicating liability limits no less than one million each occurrence. Additional insured **endorsements** are required for (1) State Theatre For The Arts and (2) Dr. Ron Clark and Ben Sale, Property Owners.
10. User will pay **\$1.00 per ticket restoration fee** and all promotional material must state that the price includes this fee.
11. **\*\*\*from 1<sup>st</sup> page: If User is providing its own audio, visual, or other technical equipment, User may provide its own technical staff at User's sole expense and liability, or may contract with STFTA for the use of 21<sup>st</sup> Century Entertainment (21<sup>st</sup> CE) to provide such technical services, at an agreed upon price in advance. If User is using STFTA equipment, the User must use the technical services of 21<sup>st</sup> CE, whose fees are in addition to the Facility Rental fee, and are in the amount separately listed on page 1 of this document. No 21<sup>st</sup> CE representative or technician may be solicited to perform current or future services by or for User without the express written consent of the owner of 21stCE. Any claims by User for any damages that are alleged to occur as a result of the negligence of STFTA or 21<sup>st</sup> CE, or the malfunction of any STFTA or 21<sup>st</sup> CE equipment, shall be addressed first orally between User, STFTA and 21<sup>st</sup> CE prior to any aggrieved party making any written claim or filing suit or action for damages. Any written claim or filing suit for damages against STFTA or 21<sup>st</sup> CE must be made in writing and delivered to both STFTA and Derik Madrid of 21stCE no later than 90 days after the deficiencies in STFTA or 21stCE services, or provided equipment, is alleged to have occurred. Failure to comply with the strict time lines of this paragraph bars the User from making any legal claims, or filing suit or action for damages against STFTA, 21<sup>st</sup> CE or Derik Madrid.**
12. A rental deposit of 50% is necessary to reserve a date and the balance due & payable no later than one week before the event. Unless agreed to in writing between all parties, prepayments are non-refundable if the User cancels this agreement within 30 days of the scheduled event.