

Production Rentals are public presentations that are artistic in nature (theatrical, dance, music, or similar).

Production Rental Applications must be received a minimum of 30 business days prior to the rental date.

SUBMISSION OF A PRODUCTION RENTAL APPLICATION DOES NOT CONSTITUTE APPROVAL. Please read through the Facility Rental Guidelines & Regulations prior to completing this form. Thank you!

Name of Applicant: _____

Organization (if applicable) _____

Address: _____ City: _____ State: _____ Zip: _____

CHECK ALL THAT APPLY: Resident Non-resident Non-profit (non-profit tax id: _____)

Main Contact for Rental: _____

Contact Phone Number: _____ Email: _____

Event Name

Single Day Production

Multi-Day Production

Theatre Production

Dance Concert or Recital

Music Concert

Other Performance

Non-Performance Date(s) & Time(s) Requested:

Day	Date	Description (Load-in, Rehearsal, Tech, Strike)	Start Time	End Time

Performance Date(s) & Time(s) Requested:

Day	Date	Performance	Start Time	End Time

(Attach another page if needed)

Equipment/Additional Space Request(s):

I want to use...

- Classroom A – *downstairs*
- Classroom B – *upstairs*
- Kitchen
- Digital Piano
- Baby Grand Piano
- Stage Riser – *16 or 24" height, 12 x 16' footprint*
- Lift – *must provide operator certification*

Technical Needs:

I will be...

- Loading in a set
- Hanging and focusing lights
- Bringing in additional lighting and/or sound equipment
- Supplying my own technicians/designers*
- Needing a list of recommended technicians/designers

Food/Alcohol: I will be...

- Serving or selling alcohol at this event
- Bringing in food or catering

Other Special Requests: _____

**Light & sound technicians must be approved by SCA staff.
 ** Please see guidelines for insurance requirements.*

I understand that this application in no way constitutes approval. I have read through the Sherwood Center for the Arts Production Rental Guidelines & Regulations. I understand that City staff will contact me to notify me of any further requirements for my facility rental.

 Signature

 Date

STEPS IN PRODUCTION RENTAL PROCESS:

- Step 1:** Please fill out this application and submit it to Chanda at the Center for the Arts:
 Email to: HallC@SherwoodOregon.gov
 Mail to: 22689 SW Pine Street, Sherwood, OR 97140
 Or drop it off in person during business hours: 10-6, M-F
- Step 2:** You will be contacted to meet with the Facility Manager and/or technical team to clarify all needs and requirements of the production and to finalize a Production Contract.
- Step 3:** Submit a signed contract and initial payment to secure the rental.
- Step 4:** Submit required paperwork as necessary – Certificates of Insurance, set & light plots, running crew roster and finalized schedule.
- Step 5:** *30 days prior to event*, submit final payment