



Office of the Arts Administrator for the
V. Earl Dickinson Fine and Performing Arts Center
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V. Earl Dickinson Fine and Performing Arts Center

1. Description of Available Facilities

Dedicated in April, 1999 and named for Virginia State Delegate V. Earl Dickinson, PVCC's new arts and humanities center is a 36,500 square foot facility containing classrooms; language and computer labs; art studios; two fine art galleries; a 50-seat black-box theatre; a 500-seat state-of-the-art proscenium theatre with orchestra pit, sprung dance floor, and digital film projector; and a 750-plus seat outdoor lakeside amphitheatre. Load-in docks adjoin stage right, with ample, well-lit parking facilities immediately adjacent the Center.

Facility space, with specifications, available for rental:

Proscenium Theatre: 500-seat, acoustic proscenium thrust, 40' x 50' stage wing theatre. Stage apron can lower into a 20-piece orchestra pit. Stage floor is sprung for all types of dance. Tension-wire grid lighting system is fully equipped. High resolution digital VCR and DVD projector can accommodate multi-media presentations. Green room containing lounge, dressing rooms, restrooms and showers, serves both theatres.

Black-Box Theatre: 50 (max)-seat multi-purpose use theatre. Contains blacks for all four walls, lighting grid, and sound system. Dimensions are 32' x 38'.

Lakeside Amphitheatre: 750-plus seat mixture of lawn and stone step amphitheatre on the Dickinson building's west side. Protruding into a 3-acre swan lake, the oval stage dimensions are 20' x 40'. Electric power is available.

Art Galleries: Two separate, fully secure HVAC galleries, each 10' x 50' with one-sided floor to ceiling glass walls.

Reception & Common Areas: A rectangular, 15' x 90' hall with catering pantry and floor to ceiling glass walls. Flanked by an accessible 10' x 75' outdoor patio balcony overlooking amphitheatre and swan lake.

Directions: The PVCC campus is conveniently located next to Virginia Interstate 64 at exit # 121. For additional booking information and facility availability, please contact Bill Hurd, Arts Administrator/Technical Theater Director, at (434) 961-5374, e-mail bhurd@pvcc.edu

2. General Reservation Policy

Fees: Rates for use are based on the attached #3 fee schedule. The space will be considered reserved only when a non-refundable \$50 application fee, a fully-completed rental agreement form and a technical requirement sheet have been received and approved. When calculating fees, use Page 4's Space and Production/Technical Information, sections D – F to estimate the rental time, including personnel, equipment, and all times for opening, set-up, reconfiguration of lights, scenery, etc, and strike and lock up. Technical requirement approval may require on-site appointment with theatre technical director.

Application: Application forms and deposits must be received and approved forty-five (45) days in advance of the scheduled date.

Technical Support: Fees for theatre technicians, custodial and security support are often required for use of the main 500-seat theatre, and may be required for other spaces requested depending on the nature of event. The college reserves the right to approve the use of any outside technical support staff. Parking attendant fees will be charged only if deemed mandatory by mutual agreement. Users will provide personnel for box-office and ushers.

Musical Events: ASCAP and BMI contracts must be provided by the user where applicable.

Insurance: Users must carry insurance in the amount of least \$1 million dollars; proof of such insurance must include all reservation requests.

Advertising: Users must submit all promotional material to the arts administrator for approval prior to public dissemination; language and material may not imply college sponsorship of event.

Food & Beverage: Food and beverages are not allowed in theatres or classrooms at any time, and presence, purchase, sale or distribution of alcohol by non-college users is strictly prohibited. A catering pantry located in commons area is available for concession use. **The entire Dickinson complex is a non-smoking facility.**

Cancellations: Cancellations due to inclement weather are considered on a case-by-case basis.

Damages: The user is responsible for any damage to the facility or equipment by performers or users' staff. In some cases a damage deposit may be required.

Indemnification: User agrees to indemnify and hold the college harmless from loss, damage, liability, expense, claim or demand that may arise in any way from use of the college's facilities.

Merchandise: Merchandise may not be sold anywhere in the facility without prior written permission from the arts administrator.

Alterations: Any and all changes, deletions, or additions to the contract reservation form must be approved in writing by the arts administrator no less than forty-five (45) days prior to event. Changes, deletions or additions on PVCC's part will be authorized by the Arts Administrator. **Failure to comply with the conditions set forth above may result in the user's loss of future use of the facilities.**

By signing below, I indicate that I have read, understand, and accept these policies.

Applicant's Signature: _____

Date: _____

3. Fee Schedules

Piedmont Virginia Community College offers the Dickinson Fine and Performing Arts Center to the general public for rent at commercial rates, and discounted not-for-profit rates. Not-for profit organizations are required to furnish proof of incorporation with 501(c)3 status.

A non-refundable \$50 application fee is required of all organizations at the time contracts are executed. *All fees quoted below are hourly.* Hourly charges are not pro-rated. Charges begin with PVCC staff's initial preparation and set-up for space to be used, and continue through until space is vacated and locked. Hourly charges include theatre lighting, spotlights and sound. Additional charges apply for stage labor, box-office personnel, set-up and restoration of risers, chairs, and other equipment, clean up, and waste disposal. Rental periods begin no earlier than 8:00am without additional charges. Rental periods end with building lock-down at 11:30pm.

	<u>Commercial Rate</u>	<u>Non-Profit Rate</u>
Facility Rental		
Main Theatre	\$100.00	\$50.00
Black Box Theatre	\$70.00	\$35.00
Amphitheatre	\$60.00	\$30.00
Commons & Patio	\$60.00	\$30.00
Classrooms	\$60.00	\$30.00
Equipment Rental		
Yamaha Concert Grand Piano	\$50.00	\$25.00
Kawai Baby Grand Piano	\$50.00	\$25.00
Digital Projector System	\$50.00	\$25.00
Dance Floor	\$50.00	\$25.00
Technical/Labor Available:		
Lighting Technician	\$25.00	\$25.00
Sound Technician	\$25.00	\$25.00
Theatre Technician	\$20.00	\$20.00
Computer Technician	\$25.00	\$25.00
Equipment Operator	\$25.00	\$25.00
Custodian	\$20.00	\$20.00
Security Officer	\$20.00	\$20.00
Parking Attendant	\$10.00	\$10.00
Piano Tuner	\$75.00	\$75.00
Box-Office Manager	\$25.00	\$25.00
House Manager	\$25.00	\$25.00
Ushers	\$10.00	\$10.00

Additional Charges: *Overtime Rate: Add 50%. For commercial rentals where admission fees are charged, the college will collect ten percent (10%) of all ticket revenue at the general admission price.*

4. Space and Production/Technical Information

A. Contact Information

Organization Name: _____
Contact Person: _____
Billing Address: _____
Telephone, fax and e-mail information: _____

B. Production/Event Information:

- 1. Name of Production/Event: _____
- 2. Author/Composer/Choreographer: _____
- 3. Type of Performance: _____
- 4. Plot/Event Synopsis: _____

- 5. Inappropriate language/content: _____
- 6. Youngest Recommended Age: _____
- 7. Approximate Running Time: _____

C. Ticket Information

- 1. Name & Telephone Number for Ticket Information: _____
- 2. Adult Prices: _____
- 3. Student/Senior Prices: _____
- 4. Advance Prices: _____
- 5. Door Prices: _____
- 6. Group Sales Prices: _____
- 7. Location(s) and Telephone(s) where Tickets are Available: _____

D. Space Time Information

- 1. Space Requested _____
- 2. Date (s) Requested: _____
- 3. *Time Admitted: _____
- 4. *Time Vacated: _____
- 5. Hours Projected: _____
- 6. Grand Total Hours: _____ x Hourly Fees \$_____ = Total Fee: \$_____

If more time is needed beyond original agreement, additional hourly fees will be charged.

E. Equipment Needs (please check all that apply):

- | | |
|---|-----------------------------------|
| _____ 1. Movie Screen | _____ 9. Follow Spots** |
| _____ 2. Digital Projector | _____ 10. Yamaha Grand Piano |
| _____ 3. Slide Projector | _____ 11. Kawai Baby Grand Piano |
| _____ 4. Overhead Projector | _____ 12. Music Stands |
| _____ 5. Podium (with Microphone & Light) | _____ 13. Other (please specify): |
| _____ 6. Microphone/Sound System | _____ |
| _____ 7. Sound Recording** | |
| _____ 8. Stage Lights** | |

Space and Production/Technical Information, continued

F. Personnel/Labor Needs (please check all that apply):

- ___ 1. Lighting Technician
- ___ 2. Sound Technician
- ___ 3. Theatre Technician
- ___ 4. Computer Technician
- ___ 5. Equipment Operator
- ___ 6. Custodian
- ___ 7. Security Officer
- ___ 8. Parking Attendant
- ___ 9. Piano Tuner
- ___ 10. Box-Office Manager
- ___ 11. House Manager
- ___ 12. Ushers
- ___ 13. Other (please specify): _____

* Please Note that the total time requested for your event includes set-up and breakdown of the space. Set-up will not begin prior to your admittance time unless other arrangements are made with the Center’s arts administrator.

** Items may require more than one technician to operate.

5. Additional Information

Renters of Piedmont Virginia Community College’s V. Earl Dickinson Fine and Performing Arts Center must agree to the following conditions, certified with their signature(s) at the end of this rider. Please initial this page at the bottom.

A. Reservation Times: Reservation times must include all activities related to production, including rehearsal, set-up of scenery, lighting, thrust, and load-out. Any hours used by the Center’s staff to do work to install or facilitate user’s event will be counted as part of the user’s rental time, even if the user is not in attendance.

B. Billing and Payment: Users must estimate, in association with the Center’s staff, the approximate hours and fees required for rental and calculate the projected rental fee, using page 4’s Space and Production/Technical Information, sections D – F including personnel, equipment, and all times for opening, set-up, reconfiguration of lights, scenery, etc, and strike and lock up. Fifty Percent (50%) of projected fee must be paid one week in advance of scheduled event; Remaining 50% will be calculated between user and Center’s staff at the event’s conclusion. Users will be billed within seven (7) days of event. Payment is expected fourteen (14) days after event. Late payments will be charged two percent (2%) monthly and may negatively impact future reservation requests.

C. Restoration: The restoration of space used to its original condition will be counted into rental time. This includes the repositioning of lighting, house equipment, battens, and other equipment used.

D. Equipment: All Arts Center equipment that conveys with this contract must be used in a safe and appropriate manner under the supervision of Center staff. Either of the Center’s pianos may require user-paid tuning.

Additional Information, continued

E. Personnel: Any events/performances that have personnel needs beyond the reasonable abilities of Center staff must furnish additional technicians who meet the Center’s minimum standards for the safe and proper use of Center equipment. These outside personnel must be 18 years of age or older, and must be insured. It is understood that all crews will ultimately be supervised by Center technical staff. User is liable for any damage caused by performers user’s staff, or others under their aegis.

F. Special Equipment: Specialized equipment not part of the Center’s inventory required for an event/production must be acquired by the renter at its sole expense. A complete inventory list is available from the Center’s technical director. Equipment brought into the facility will be inspected for safety and compatibility to facility’s existing specifications. PVCC reserves the right to adjust technical requirements in order to assure safe use of the facility.

G. Publicity: All publicity and advertising about productions and events presented in the facility must refer to the venue as “*The Dickinson Fine and Performing Arts Center at Piedmont Virginia Community College.*” User’s publicity may not imply college sponsorship of the event unless mutually agreed upon.

H. Representative: The user must have an authorized representative in the facility at all times during the contracted period to speak for the user in any liaison with facility management, technicians, or other personnel. This representative may be required to sign a time card at the beginning and end of each rental period to attest to the actual hours used, if deemed necessary by Center management.

I. Food Restrictions: Food and drink are not allowed in the theatres and smoking is not permitted anywhere inside the facility. Meals to be served to performers and crew may be catered in to the Green Room; a catering pantry in the theatre commons may be used for concessions in that area. All food related trash must be removed from building. Catering schedule must be provided to Technical Director prior to arrival.

J. Parking: Parking is free. Events requiring parking security or attendants must be user-paid.

K. Responsibility: Users of this facility are responsible for informing their own employees, performers, volunteers, and all other people associated with the event of the rules and regulations of this contract.

L. Commercial Sales: Commercial sales that are a part of this event must be set-up in a space designated by the Center.

M. Cancellation: A fee equivalent of two (2) hours rent will be charged to the renter if an event is cancelled and the Center is not contacted thirty (30) days before the contracted dates begin.

N. Unusual circumstances: Any event that requires unusual custodial maintenance or clean-up such as excessive trash, food or garbage backstage, at loading docks, dressing rooms or parking lots will be surcharged for custodial overtime.

O. Terms and Conditions: Any changes to the terms and conditions of renting the V. Earl Dickinson Building are subject to approval by the Arts Administrator.

Presenting Organization

Tax I.D. Number

Authorized Signatory

Date

PVCC Sound Inventory

Mainstage Theatre

- Studio Master Mixdown Classic 8 Sound Board located in the sound booth.
 - 24 channels
 - L – R main output faders
 - 8 sub-groups
 - 6 aux channels (3-4 post and 1-2 pre)
- One Equipment Rack in the sound booth containing:
 - Tascam 122 MKII Cassette Deck
 - Clear Com MS-232 Two-Channel Main Station
 - Audio Patch Panels
 - Rane AC 22B Active Crossover
 - EAW MX300i Signal processor
 - Pioneer DVL –919 DVD/Laser disk player
 - Panasonic AG-1339 VHS player/recorder.
- A second equipment rack in the projection booth (next to sound booth) contains:
 - Peavey MMA 875T Mixer Amp
 - 3 Peavey IP-8.5 Power Amplifiers for Main cluster.
 - 2 Peavey IP-4C Power amps for speaker monitors.
 - A Neutric speaker patch panel
 - Videotek VDA-16 Distribution Amplifier
 - Video/Audio Patch Panel
- Main Speaker Cluster – 2, KF300e 3 way full range Speakers and 1 SB330e subwoofer.
- Paging System for sending stage audio to tech booths, dressing and green rooms.
- 1 Sharp XG-P10XU LCD Projector located in the projection booth.
- Wall plates with microphone, intercom, video and monitor speaker jacks are located throughout the theatre facility. All are engraved with numbers matching the corresponding patch panels located in the Theatre projection and sound booths.

Maxwell Memorial Theatre (Black Box)

- Studiomaster Trilogy 166 Soundboard
 - 12 channels
 - L – R main output faders
 - 4 sub-groups
 - 4 aux sends (3 post-fade, 1 pre-fade)
- One Equipment Rack in the sound booth containing:
 - Tascam 122 MKII Cassette Deck
 - Clear Com MS-232 Two-Channel Main Station
 - Audio Patch Panels
 - 2 Peavey IP-4C Power amps.
 - A Neutric speaker patch panel
 - Videotek VDA-16 Distribution Amplifier
 - Video/Audio Patch Panel
- Paging System for sending stage audio to tech booths, dressing and green rooms.
- Wall plates with microphone, intercom, video and monitor speaker jacks are located throughout the theatre facility. All are engraved with numbers matching the corresponding patch panels located in the Technical Theatre booth above the stage.

Additional Sound Equipment

2 AKG K141 600 Ohm Headphones
4 Bookshelf Peavy Speakers
1 Yamaha REV 500 Digital Reverb
1 T.C. Electronics D-TWO Multitap Delay
1 Ashley GQX Series Model 31202 Dual Third Octive EQ
1 Sabine Dual Channel Feedback Exterminator
1 Presonus ACP88 Eight Channel Compressor/Limiter/Gate
1 Allen-Heath GL2200 32x4x2 Mixer
1 360 Systems Digi Cart II w/RC220 Remote & Mini-Keyboard
4 Shure SLX\$ wireless UHF w/ handheld SM-58 and lavalier mics
4 Crown PCC160 Boundry Mics
4 Audix OM-6 Hypercardiod Dynamic Mics
2 Shure MX418/C Microflex Gooseneck Condenser Mics
2 Audio-Technica ATM 33a cardioid condenser mics.
3 Audio-Technica ATM10a omni condenser mics.
2 Audio-Technica ATM 27HE hypercardiod dynamic mics.
5 Crown 30D PZM mics.
3 Peavey PR-1003 weather resistant speakers
2 Peavey ER 1500 Bass Speakers
3 Denon DN-T 625 cassette/cd units
2 Panasonic AG-VP320 VHS/DVD players

Main Stage Equipment and Lighting Inventory

The main stage theatre has 179 available circuits.

- 73 over the house.
- 80 over the stage.
- 8 on stage.
- 4 in each of the 4 lighting ports (2 on house left and 2 house right).
- 2 in the orchestra pit.

ETC Insight 2 Lighting Board – 108 channels.

ETC Digital Address Pre-set Lighting System.

4 Source 4, 10 ° - (all Source 4's have 575w lamps)

50 Source 4, 19 °

30 Source 4, 26 °

26 Source 4, 36 °

12 Source 4, Pars

30 Colortran 6" 750w Fresnels

8 Altman 8" 1K Fresnels

10 R 40 Borderlights 300w

4 Scoops 500w

1 Lycian Midget HP Followspot

1 Altspot

Black Box Lighting Inventory

The Maxwell Memorial Theatre (black box) has 92 available circuits.

- 76 on the grid over the theatre.
- 16 around the perimeter of the theatre at the stage level.

ETC Express 48/96 Lighting Board with 96 channels and 24 submaster channels.

ETC Digital Address Pre-set Lighting System.

4 Source 4, 19 °
12 Source 4, 26°
4 Source 4, 36 °
15 Lekolites 25 – 50 ° 500w
4 Altman 3.5Q 500w
4 R40 3 circuit strip lights 150w

Scoops - 6

8 Strand 6" 500w Fresnelites
14 Altman 6" 500w Fresnels
1 Altspot

Additional Lighting Equipment

6 ETC Source 4, 19° Lens Tubes
6 ETC Source 4, 26° Lens Tubes
6 ETC Source 4, 36° Lens Tubes

8 Strand 3 Cell Iris Cyclights 1500w