



CENTER OF PERFORMING ARTS

Rental Information

2011 / 2012

General Information

The Center of Performing Arts (CPA) provides venues, first and foremost, for University academics and activities. Use by non-University clients must not contradict the mission and values of the University. Center of Performing Arts venues are offered for rent to the community after a period of priority reservation by the University. The Center of Performing Arts reserves the right to define appropriate use and to determine eligibility.

In March of each year, the community is permitted to begin reserving available venues for July of the current year through June of the following year. Space must be reserved through the Center of Performing Arts. All non-University entities (individual or group) must provide the following:

1. A Facilities Request Form, providing necessary information regarding the use of the venue, including the type of organization, type of event and specific technical needs.
2. Non-refundable deposit, the greater of \$100 or 10% of the total rental fee, to be paid no more than 30 days after the date the reservation is confirmed, in accordance with the contract.
3. Signed contract for facility use, to be returned with the non-refundable deposit no more than 30 days after the date the reservation is booked, in accordance with the contract.
4. Proof of a comprehensive, general liability insurance policy with a minimum of \$1 million in commercial coverage listing Santa Clara University as an additional insured for the date(s) of the reservation, to be provided no less than 10 business days prior to the reservation.

All remaining rental fee balances must be paid no more than 30 days following the reservation date. A 10% late fee will be assessed monthly for all remaining balances not paid within 30 days of the reservation date.

For new clients or clients with accounts in poor standing, the complete rental fee, must be paid no less than 5 business days prior to the reservation date.

Seating Capacity

Seating and ticket sales are limited to the capacity of the facility: Up to 500 for Mayer Theatre (depending on the chosen seating configuration), and 250 for Recital Hall. In order to uphold safety and fire regulations, the CPA staff has the right to refuse entrance to patrons if the seating capacity has been reached.

Staff

Because of the technical complexity of the Mayer Theatre and the Recital Hall, at least one CPA technician and, when necessary, a CPA house manager will be assigned to work all events at the Center of Performing Arts. A CPA staff member must be present at all times. Clients must designate one member of their group as a contact for both pre-event preparations and the event itself. The name, phone number, and e-mail address for this contact must be included on the Facility Request Form.

Food

Food and beverages are not permitted inside the main Mayer Theatre or the Recital Hall spaces at any time. Any food or beverage served to the public in the lobby before, during intermission, or after an event must be provided by Bon Appetit catering. Violation of this policy will result in a \$500 fine. Please contact Bon Appetit for catering options at (408) 554-2782 or you can order online at <https://catering.cafebonappetit.com/santaclara/splashfail.htm>.

Parking

During permit hours are Monday through Friday, 6 AM to 8 PM. All vehicles on campus are required to have a parking permit visible from outside the vehicle. Parking permits are \$6 from 6am until 5pm, and \$5 from 5pm to 8pm. Rental clients and their guests may parking in the Franklin Lot (Franklin at Alviso Street) weekday evenings beginning at 7pm. Parking is free on campus after 8pm, Saturdays and Sundays.

Scheduling Reservations

Reservation requests should be directed to Suzanne Butler, Rental Coordinator, Center of Performing Arts with use of the Facilities Request form. Requests should include the venue, date(s), and times(s) for the desired reservation. Once an available date and time have been established, a confirmation package including 2 copies of the contract to the address or email provided by the client. Please note: The client will not be permitted into the venue except during the contracted times. All event set up time, including lobby set up, should

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be included in the contracted hours. Only those spaces included on the contract will be made available to the rental client. In order to secure the reservation, a non-refundable deposit of \$100 or 10% of the total rental fee (whichever is greater) must be sent to the Center of Performing Arts no more than 30 days after the date the contract is written, as specified on the contract.

One copy of the contract must be signed and returned to the Center of Performing Arts with your completed Facility Reservation Form 30 days prior to your reservation date. If the event takes place in more than one facility, or is more than one day in length, individual forms should be completed for each facility and/or day.

Cancellations

Event cancellations should be communicated to the Rental Coordinator in writing (SCU Center of Performing Arts, 500 El Camino Real, Santa Clara, CA 95053) or via e-mail (SButler@scu.edu).

Date Changes

Clients needing to change their reservation date are allowed a one-time transfer of their non-refundable deposit from their original reservation to a new reservation date scheduled within six months of the original reservation date. If the non-refundable deposit has already been transferred to a new reservation, or a new reservation date is not available within six months of the original reservation, the date change becomes a cancellation and all cancellation policies apply.

Rental Fees

A total rental fee based on the scope of the reservation is included in the rental contract. Alterations to the scope of the reservation may change the total rental fee. In order to secure a reservation, a non-refundable deposit of \$100 or 10% of the total rental fee (whichever is greater) must be paid to the Center of Performing Arts no more than 30 days after the date the contract is written. If the contract is written less than 30 days prior to the reservation date, the Rental Coordinator will designate an appropriate due date for the deposit.

The remaining balance is due as follows:

New Clients/Clients with a Balance Due

New clients and clients with a balance due on their account must pay the entire rental fee in full no less than five (5) business days prior to their reservation date. Additional fees incurred during the reservation will be invoiced following the reservation, and will be due within 30 days of the reservation date. A 10% late fee will be assessed for any unpaid fees owed after 30 days. Additional payment details are included in section II of the rental contract.

Current Clients with Accounts In Good Standing

The balance of the rental fee, including additional fees incurred during the reservation, will be invoiced following the reservation. The balance of the rental fee is due 30 days after the reservation date. A 10% late fee will be assessed on any unpaid fees owed after 30 days. Additional payment details are included in section II of the rental contract.

Discounts may be available to the Santa Clara University campus community, or non-profit organizations. Please contact the Rental Coordinator for more information.

Late Fees

Unless otherwise stated on the contract, a \$50 administrative fee will be charged for signed contracts returned less than 15 business days prior to the reservation date, and a \$50 administrative fee will be charged for insurance certificates received less than 5 business days prior to the reservation date. Clients may call or e-mail the Rental Coordinator to confirm these items have arrived.

Non-refundable Deposit

In order to secure the reservation, a non-refundable deposit of \$100 or 10% of the total rental fee (whichever is greater) must be sent to the Center of Performing Arts no more than 30 days after the date the contract is written, as specified on the contract. The Center of Performing Arts reserves the right to cancel a reservation if the non-refundable deposit is not received by the due date. Clients may call or e-mail Rental Coordinator to confirm their non-refundable deposit has arrived.

Insurance

Clients must provide documentation of a \$1 million comprehensive, general liability insurance policy naming Santa Clara University as the additional insured for their event.

1. The certificate must list the certificate holder as: Santa Clara University, 500 El Camino Real, Santa Clara, CA 95053.
2. The remarks section of the certificate must include the following language: *Santa Clara University, its officers, trustees, officials, employees and volunteers are named as an additional insured on the General Liability policy.*

Clients interested in purchasing the required insurance through Santa Clara University should contact the Rental Coordinator.

Contact:
Suzanne Butler
Center of Performing Arts
(408) 554-4565
sbutler@scu.edu
www.scu.edu/rental