



CENTER OF PERFORMING ARTS

Rental Procedures

2011 / 2012

TOTAL RENTAL COSTS =	VENUE RATES Mayer Theatre or Recital Hall base rates	+	EQUIPMENT RATES Lighting, sound or portable equipment not included in base	+	CATERING Bon Appetit or Adobe Lodge	+	INSURANCE \$1M liability coverage
----------------------	---	---	---	---	---	---	---

- 1.) **REVIEW RENTAL RATES, POLICIES AND PROCEDURES ON OUR WEBSITE**
www.scu.edu/rental
- 2.) **CONTACT THE RENTAL COORDINATOR FOR AVAILABILITY**
Rental Coordinator, Suzanne Butler
Email: sbutler@scu.edu / Phone: (408) 554-4565 / Fax: (408) 554-2171
Mail: Center of Performing Arts, Santa Clara University, Santa Clara, CA 95053
- 3.) **COMPLETE AND SUBMIT A FACILITIES REQUEST FORM (FRF)**
Log on to our website to download the form, or contact the Rental Coordinator to request a form be sent by email, fax or mail.
- 4.) **CONSULT WITH TECHNICAL COORDINATOR (as needed for larger productions or technical questions)**
Technical Coordinator, Steven Stampley
Email: [sstampley@scu.edu](mailto:ssampley@scu.edu) / Phone: (408) 551-1853
- 5.) **RECEIVE YOUR RENTAL PACKET**
The Rental Coordinator will send you a rental packet including two (2) copies of the rental contract, rental policies, and additional helpful information pertaining to your event. If you have questions about the contract, or need further clarification about anything in the rental packet, please contact the Rental Coordinator.
- 6.) **PAY NON-REFUNDABLE DEPOSIT (30 DAYS AFTER CONTRACT WRITTEN*)**
Deposits equal the greater of \$100 or of 10% of the total rental. Unpaid or late deposits may result in an event cancellation. A deposit is required in order to hold a reservation, and must be paid prior to the reservation date.
- 7.) **SIGN AND DATE CONTRACT (60 DAYS PRIOR TO EVENT*)**
Review the terms of your rental contract carefully. If you are satisfied with the terms, sign and return one copy by mail, email, or fax.
- 8.) **SUBMIT PROOF OF \$1 MILLION LIABILITY INSURANCE (10 DAYS PRIOR TO EVENT*)**
Proof of insurance is due ten (10) days before your event. The insurance certificate must name Santa Clara University, its employees, board and trustees as the additionally insured for the entire day of the event.
- 9.) **YOUR EVENT!**
Our technical staff will be on site to let you into the facility during your contracted rental time.
- 10.) **PAY YOUR BALANCE (30 DAYS AFTER EVENT)**
The balance from your event is due thirty (30) days after your completed event.

* If a contract is written less than 30 days before the rental date, the Rental Coordinator will determine an appropriate due date for the deposit, contract, and insurance.

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