



Santa Clara University

Center of Performing Arts Facilities Rental Information

General Information

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

On February 1st of each year, the community is permitted to begin reserving available venues for July and August of the current year. On March 1st of each year, the community is permitted to begin reserving available venues for September of the current year through June of the following year. The Center of Performing Arts does not permit advance waiting lists.

Space must be reserved through the Center of Performing Arts. All non-University entities (individual or group) must provide the following:

1. Necessary information regarding the use of the venue, including the mission of the group, type of event, and specific technical needs must be made available upon request.
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 booked, 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. Completed Facility Reservation form, to be returned no less than 30 days prior to the reservation date.
5. 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.
6. For new clients or clients with accounts in poor standing, the complete rental fee, to be paid no less than 5 business days prior to the reservation date.

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.

Seating Capacity

Seating and ticket sales are limited to the capacity of the facility: 385 to 501 for Mayer Theatre (depending on the chosen seating configuration), 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. Renters should 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 should be included on the Facility Reservation Form.

Food

Food and beverages are not permitted inside the Mayer Theatre or the Recital Hall at any time. Any food or beverage served in the lobby before, during intermission, or after an event must be provided by one of the following on-campus food services:

Adobe Lodge Catering, 408-554-4059 Bon Appetit Catering, 408-551-1792

Violation of this policy may result in a \$500.00 fine. Renters are responsible for placing catering orders for their event.

Equipment

Mayer Theatre –500 Seats

- Sound Equipment: Microphones, CD and Cassette Players
- Lighting Equipment
- 5, 8-ft Tables (we do not provide table coverings)
- 40 Chairs
- Podium
- Projection Screen
- Piano*
- 10 Music Stands

Recital Hall –250 Seats

- Sound Equipment: Microphones, CD and Cassette Players
- Limited Lighting Capabilities
- 5, 8-ft Tables (we do not provide table coverings)
- 40 Chairs
- Podium
- Projection Screen
- Projection System: VCR and LCD
- 2 Pianos* (Steinway Grand and Kawai Baby-Grand)
- 30 Music Stands

* Please refer to the rental rates sheet for piano usage fees.

Scheduling Reservations

- Reservation requests should be directed to Tyler Spencer, Rental Coordinator, Center of Performing Arts (408-554-4565 or TSpencer@scu.edu).
- Requests should include the venue, date(s), and time(s) for the desired reservation.
- Once an available date and time have been established, a confirmation package including two copies of the contract, a Facility Reservation Form, and a Rental Rates Sheet will be mailed to the address provided by the renter. **Please note, the renter will not be permitted into the venue except during the contracted times. All event set up time, including lobby set up, should be included in the contracted hours.**
- 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 should 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 (TSpencer@scu.edu). Non-refundable deposits will NOT be refunded for event cancellations.

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

The Center of Performing Arts has four categories of clients: 1) SCU undergraduate academic 2) SCU Campus and Graduate Programs 3) Non-Profit Groups and Performing Arts Schools/Studios 4) Standard Clients. Each category has an accompanying rate sheet available online at www.scu.edu/cpa or by request to the Center of Performing Arts. A total rental fee based on the scope of the reservation is included on the rental contract. Alterations to the scope of the reservation may change the total rental fee. 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. The remaining balance of the fee 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 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.

Late Fees

Unless otherwise stated on the contract, a \$25 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 can call or e-mail Rental Coordinator Tyler Spencer (408-554-4565, TSpencer@scu.edu) 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 can call or e-mail Rental Coordinator Tyler Spencer (408-554-4565, TSpencer@scu.edu) to confirm their non-refundable deposit has arrived.

Insurance

Renters 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 should 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.

Renters interested in purchasing the required insurance through Santa Clara University should contact Tyler Spencer (408-554-4565, TSpencer@scu.edu) for more details.