



The Performing Arts Center
at the
North County Recreation District



NAME OF EVENT _____

INFORMATION AND BOOKING PACKET

Attached is our information packet with details required to book
The Performing Arts Center at the North County Recreation District (NCRD)

TOURING THE THEATER

If you would like to tour our theater prior to booking, please contact the Performing Arts Center Coordinator
at (971) 308-0309 or pac@ncrdnehalem.org.

Hours for consultation and touring of the facility are between
10:00 am and 3:00 pm, Monday through Friday. If you are unable to arrive during these
hours, alternate arrangements may be available.

We ask that you do not tour the facility without the assistance of an NCRD employee.

THANK YOU AND WE LOOK FORWARD TO WORKING WITH YOU

The Performing Arts Center at the North County Recreation District

THEATER RENTAL INFORMATION

SUBMITTING AN APPLICATION: Booking of space is based on a first come, first serve basis.

We request that you contact NCRD to confirm the availability of your requested reservation dates prior to submitting an application.

Return this form by email or to the following address to reserve your requested event date.

Email: pac@ncrdnehalem.org

Mailing Address: Performing Arts Center

North County Recreation District

PO Box 207

Nehalem OR 97131

Phone: (971) 308-0309

PLEASE SUBMIT THE FOLLOWING:

1. RESERVATION FORM:

Required in order to secure your booking of the space.

2. THEATER RENTAL AGREEMENT: Please return one signed copy of this document with your application in order to guarantee availability of your requested dates.

THEATER RENTAL RATES:

STANDARD RATE

Performance/Rehearsal	\$300/day
Screen/Front of Stage	\$200/day
Other Use	As determined

Total Due: \$ _____

NOT FOR PROFIT

Performance/Rehearsal	\$200/day
Screen/Front of Stage	\$150/day
Other Use	As determined

Total Due: \$ _____

The Performing Arts Center at the North County Recreation District

RESERVATION FORM

TITLE OF EVENT:

NAME OF ORGANIZATION:

CONTACT NAME:

MAILING ADDRESS:

PHONE NUMBER:

TYPE OF EVENT:

EMAIL:

NUMBER OF PERFORMERS, CREW, ETC:

DATE(S) REQUESTED:

TIME DOORS OPEN:

TIME EVENT STARTS:

TIME EVENT ENDS:

SPACE REQUESTED:

FULL STAGE: _____

FRONT OF CURTAIN ONLY: _____

PERFORMANCE DATE(S):

REHEARSAL DATE(S):

TICKET SALES AND INFORMATION

AVAILABLE ONLINE? YES:

NO:

ONLINE TICKET SITE ADDRESS:

AVAILABLE AT THE DOOR? YES:

NO:

CONTACT NUMBER FOR TICKET INFORMATION:

AVAILABLE AT THE FOLLOWING LOCATIONS:

In order to extend ticket sales beyond our immediate area, we encourage you to use tickettomato.com for your online ticket sales.

We will work with you to establish rehearsal times, lighting and sound needs, etc.
All non-NCRD sound and light technicians must be pre-approved by NCRD staff.

Unless other arrangements have been made, you are required to have an NCRD staff person on site during your event.
Other staffing requirements may require additional fees.
For more information, please contact the Performing Arts Center Coordinator.

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EVENT PROMOTION

NCRD may post your event on our website, social media pages and throughout our facility. If you have printed material or you are unfamiliar with the area, we may be able to post your event on select community bulletin boards or suggest possible advertising sites (radio stations, publications, etc.) for promoting your event.

THEATER RENTAL AGREEMENT

FILM SCREENINGS: The showing of any film is subject to approval of the NCRD management and requires a written, legal release for screening from the film distributor.

STAGE MODIFICATIONS: If you plan to make any modifications to the theater and/or stage through sets, lighting, sound, etc., please inform the Performing Arts Center Coordinator in advance of these requests and changes.

LIGHTING: When rehearsing/utilizing the theater, we request that you use the stage work lights whenever possible. Please use main stage lights for dress rehearsals, performances, lighting setup and set construction.

NOTE: Stage lights should be returned to their original configuration after your final performance.

DECORATIONS: The following decorations are prohibited: confetti (static and cannons), glitter, stickers, spray paint, liquid paint, burning objects (including candles) and helium balloons. No painting is allowed inside the theater. You must get prior authorization for any nailing, screwing, stapling, taping or otherwise attaching anything to the floors or walls. All decorations should be free-standing. You are responsible for picking up and disposing of all decorations.

No food or drinks (except bottled water) are allowed in the theater. The sale of bottled water is allowed in the foyer.

THE NCRD THEATER IS SMOKE FREE. Smoking is not allowed in the building or within 20 feet of any entrance or exit. Please remove all cigarette butts.

CLEAN-UP: You are responsible for clean-up of the stage area and dressing rooms, including the removal of all decorations, stage garbage and water bottles from the theater premises.

Use of NCRD equipment must be requested in writing with the rental agreement. Agreement for use of any NCRD equipment implies an agreement to return all equipment to the condition in which it was prior to your use. With the signature of the responsible agent on the rental agreement, your organization agrees to be fiscally responsible for any repair or replacement costs of equipment damaged during the contracted use.

FIRE EXITS MUST NOT BE OBSTRUCTED! It is your responsibility to insure that fire exits are not obstructed by equipment or materials inside or outside the Performing Arts Center at any time.

Check in and check out inspection: A contact person with legal authority to sign for your organization will participate in a check in process with an NCRD staff person prior to any event set up. The same representative of your organization will participate in a check out process with an NCRD staff person after all event set up has been cleared and cleaning completed.

I, the on-site person responsible for the attached rental, have read and agreed to the above conditions:

Signature _____

Date _____

Directions to the North County Recreation District (NCRD)

**NCRD is located at the intersection of B Street and Ninth Street
In Nehalem Oregon.**

If you are coming from the South on Hwy 101...

In downtown Nehalem, Hwy 101 makes a 90 degree left turn. **Do not turn.** Continue straight ahead. Turn left onto B Street and proceed up the hill. The NCRD parking areas are located on either side of the street. Alternate entrance: from Hwy 101, turn right onto Ninth Street.

If you are coming from the North on Hwy 101...

Coming downhill into Nehalem, Hwy 101 makes a 90 degree right turn. Turn left at this intersection. Then turn left onto B Street and proceed up the hill. The NCRD parking areas are located on either side of the street. Alternate entrance: from Hwy 101, turn left onto Ninth Street.

Crew and cast are encouraged to park in the upper parking lot located on Ninth Street.

