



The Performing Arts Center at the North County Recreation District

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 OUR 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 THE FACILITY ARE BETWEEN 10:00AM 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 NOT TOUR THE FACILITY WITHOUT THE ASSISTANCE OF AN NCRD STAFF PERSON.

THANK YOU AND WE LOOK FORWARD TO WORKING WITH YOU

The Performing Arts Center at the North County Recreation District

THEATER RESERVATION FORM

TITLE OF EVENT:

NAME OF GROUP OR ORGANIZATION:

CONTACT/MANAGER:

MAILING ADDRESS:

PHONE NUMBER:

TYPE OF EVENT:

EMAIL:

NUMBER OF PERFORMERS, CREW, ETC:

DATE(S) REQUESTED:

TIME EVENT STARTS:

TIME EVENT ENDS:

TIME DOORS OPEN:

SPACE REQUESTED:

FULL STAGE: _____

SCREEN/FRONT OF STAGE 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:

IN ORDER TO EXTEND TICKET SALES BEYOND OUR IMMEDIATE AREA, WE ENCOURAGE YOU TO USE AN ONLINE TICKETING COMPANY. TICKET REQUESTS RECEIVED AT NCRD WILL BE FORWARDED TO THE ABOVE CONTACT NUMBER.

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.

EVENT PROMOTION

NCRD MAY POST YOUR EVENT ON OUR WEBSITE, SOCIAL MEDIA PAGES AND THROUGHOUT OUR FACILITY. IF YOU ARE UNFAMILIAR WITH THE AREA, WE MAY BE ABLE TO SUGGEST POSSIBLE ADVERTISING SITES (RADIO STATIONS, PUBLICATIONS, ETC.) FOR PROMOTING YOUR EVENT.

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THEATER RENTAL FEES AND INFORMATION

PLEASE RETURN THIS APPLICATION BY EMAIL, IN PERSON OR BY MAIL TO RESERVE YOUR REQUESTED DATE(S).

Email: pac@ncrdnehalem.org

Mailing Address:
Performing Arts Center
North County Recreation District
PO Box 207
Nehalem OR 97131

PLEASE SUBMIT THE FOLLOWING:

1. RESERVATION FORM
2. RESERVATION INFORMATION AND RENTAL FEE
3. SIGNATURE PAGE

THEATER RENTAL FEES ARE DETERMINED BY TYPE OF USE AND TIME AND SPACE REQUIRED FOR YOUR EVENT.

STANDARD RATE

Free Events (meetings, films, etc.)	\$50.00/hour (include one hour for set up and one hour for take down)
Ticketed Events	Hourly Rate + 15% of the Gate
Tech Assistance	\$20.00/hour
Total hours: <input type="text"/>	

Total Due: \$

REGISTERED NOT FOR PROFIT RATE

Free Events (meetings, films, etc.)	\$40.00/hour
Ticketed Events	Hourly Rate + 15% of the Gate
Tech Assistance	\$20.00/hour
Total hours: <input type="text"/>	

Total Due: \$

OTHER REQUESTS MAY REQUIRE ADDITIONAL FEES. PLEASE CONTACT THE PAC COORDINATOR FOR FURTHER INFORMATION.

RENTAL FEES MAY BE PAID BY CHECK, CASH OR CREDIT CARD.

FOR CHECK: PLEASE MAKE CHECK OUT TO NORTH COUNTY RECREATION DISTRICT

FOR CREDIT CARD: PLEASE CALL NCRD WELCOME CENTER (855) 444-6273.

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THEATER RESERVATION 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 THEATRE AND/OR STAGE THROUGH SETS, LIGHTING, SOUND, ETC., PLEASE INFORM THE PERFORMING ARTS CENTER COORDINATOR IN ADVANCE OF THESE REQUESTS AND CHANGES.

LIGHTING: WHEN USING THE THEATRE, WE REQUEST THAT, WHEN POSSIBLE, YOU USE THE STAGE WORK LIGHTS. PLEASE USE MAIN STAGE LIGHTS FOR DRESS REHEARSALS, PERFORMANCES, LIGHTING SETUP AND SET CONSTRUCTION.

NOTE: PLEASE RETURN STAGE LIGHTS 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 THEATRE. 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.

NO FOOD OR DRINKS (EXCEPT BOTTLED WATER) ARE ALLOWED IN THE THEATRE AT THIS TIME. THE SALE OF BOTTLED WATER IS PERMITTED IN THE LOBBY.

THE NCRD THEATRE 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: NCRD EQUIPMENT USE MUST BE REQUESTED IN WRITING. 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 ASSURE 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.

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THIS AGREEMENT IS EXECUTED BY:

NCRD REPRESENTATIVE: MARY MORAN

SIGNATURE: _____ **DATE:** _____

CONTACT/MANAGER:

SIGNATURE: _____ **DATE:** _____

501 (C) (3) TAX EXEMPT STATUS AND INFORMATION (IF APPLICABLE):

THEATER RESERVATION ADDENDUM A

EXCUSE OF OBLIGATIONS: IF A PUBLIC HEALTH ISSUE, INCLUDING EPIDEMIC OR PANDEMIC, POSES A RISK TO ARTIST AND/OR THE PUBLIC, EITHER PARTY MAY CANCEL OR RESCHEDULE THIS PERFORMANCE WITH NO FINANCIAL PENALTY. NCRD AND ARTIST SHALL ALSO BE EXCUSED FROM THEIR OBLIGATIONS IN THE EVENT OF ACCIDENT, RIOT, STRIKE, ACT OF GOD OR ANY OTHER LEGITIMATE CONDITION OR OCCURRENCE BEYOND THEIR RESPECTIVE CONTROL.

Directions to
The Performing Arts Center at the North County Recreation District

**THE NORTH COUNTY RECREATION DISTRICT (NCRD) IS LOCATED
AT THE INTERSECTION OF B ST. AND 9TH ST.
IN NEHALEM, OREGON.**

**ADDRESS: 36155 9TH STREET
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
TO THE NCRD PARKING AREA.

ALTERNATE ENTRANCE: FROM HWY 101, TURN RIGHT ONTO 9th STREET (BY WANDA'S CAFE).
THEN TURN RIGHT ONTO B STREET.

IF YOU ARE COMING FROM THE NORTH ON HWY 101...

COMING DOWNHILL INTO NEHALEM, TURN LEFT ONTO 9th STREET (BY WANDA'S CAFÉ) THEN
RIGHT ONTO B STREET AND PROCEED TO THE NCRD PARKING AREA.

