



Licensing Inquiry Information

The Richard and Karen Carpenter Performing Arts Center
California State University, Long Beach
6200 Atherton Street, Long Beach, California 90815-4500
General Info: 562.985.4274
Facility Rentals: 562.985.8580
Fax: 562.985.8398
Web: www.CarpenterArts.org



The Richard and Karen Carpenter Performing Arts Center

Thank you for your interest in leasing the Richard and Karen Carpenter Performing Arts Center for your upcoming event. The staff at the Carpenter Center is dedicated to making every effort to ensure the success of each event held in our facility. The following information is meant to give you the information you need in making your choice of venues for your event.

The ***Richard and Karen Carpenter Performing Arts Center*** at California State University, Long Beach is a **1,064** seat multi-use facility. Easily accessible from south Los Angeles and north Orange counties, the Carpenter Center offers a visually stunning, technically superior performance space, beautifully landscaped terrace, spacious and well-equipped backstage area, ample parking and easy access to adjacent campus facilities.

The Carpenter Center acts as a presenter of fine arts and quality entertainment events, and is home to many CSULB College of the Arts presentations. Additionally, it is available for license. Our Users have included community-based organizations, concert promoters, corporations, national touring companies, and the film and television industry.

The Carpenter Center's stage will easily accommodate large or small performing ensembles, film screenings, concerts, conferences and other special events.

We are conveniently located near the junction of the 405 and 605 freeways.

FACILITY LICENSE RESERVATION STEPS

1. Contact the Events Manager to check on date availability at 562-985-8580. If an available date is found and agreed upon, the Center will tentatively hold the date(s) for two weeks.
2. Complete and return a Facility License Application and Event Information Form along with a non-refundable Booking Fee (money order or Cashier's check) of \$500/per date requested, payable to "CSULB" and send to:

Carpenter Performing Arts Center
6200 Atherton Street
Long Beach, CA 90815
Attn: Events Manager
3. Once the Application and Event Form is received, the Events Manager will review the information and make a decision whether the event may be booked. *Submittal of an Application/Event Info Form does not guarantee that the event will be booked.*
4. When approved, two copies of the Facility License Agreement/Contract (a binding legal document required for each event) will be sent to the User for the User's signature. Return BOTH COPIES along with the Facility License Fee payment not more than ten (10) calendar days after its receipt, or no later than thirty (30) days prior to event, whichever comes first. All fees must be paid by the User or the User

Group specifically identified in the Facility License Agreement. *If the Contract and Facility License Fee are not received within the required time period, the event may be cancelled.*

5. After the Facility License Fee has been paid and the contracts returned, the User may submit a Ticket Order Form to have tickets printed and/or placed on sale and the event information included on the CPAC website calendar (as noted by the User in the Event Information Form).
6. A Production Meeting will be scheduled with the User and User's company/production team to evaluate production needs and discuss all aspects of the event; lobby/front of house activities, sound/lighting/stage/equipment needs, production schedule, etc. The number of personnel required is determined by CPAC management based on the specific needs of each individual event.
7. A Cost Estimate based on the information provided in the Production Meeting covering estimated labor, equipment use, expendables, standard and other costs will be submitted to the User. Payment of all estimated charges must be received not more than ten (10) calendar days after the estimate receipt, or no later than thirty (30) days prior to event, whichever comes first. *Failure to pay estimated charges by the due date may result in cancellation of User's reservation.*
8. User must provide a Certificate of Insurance indicating Comprehensive General Liability and Worker's Compensation Insurance with a combined single limit of not less than \$2,000,000.00, as well as Fire and Extended Coverage Insurance no later than 30 days before the event. Must also include a second page additional insured endorsement.
9. Load-in/Event day(s): Arrive at CPAC at the pre-scheduled time and have a wonderful event.
10. Within two weeks after the event, a final accounting is prepared reflecting the **actual costs**. The User will be presented with documented facility expenses to include, but not be limited to: rental balance, ticketing expenses, labor expenses, equipment rental, taxes, parking and catering expenses. The User is responsible for settling all outstanding expenses.

FACILITY LICENSE FEE

The Facility License Fee is a base rate that pays for the use of the facility, along with basic lighting and sound equipment, including:

- 3 channel left, center, right sound system including sub-woofers
- Non-wireless microphones and stands
- 40 channel sound mixing console
- Playback (cassette, compact disc, or DAT, mini disk, iPod)
- House lighting plot, including various color washes and specials.

The Facility License Fee allows the use of the Carpenter Center for up to **8 hours** on the **event date(s)**. If more than 8 hours is required on that date(s), the event will be billed at the hourly rate for all additional time. To use the theatre for filming, please contact John Robinson at Long Beach Locations, john@lblocations.com, (562) 951-0306

FACILITY USE FEES			
ORGANIZATION/EVENT TYPE	FACILITY LICENSE FEE	2 ND SHOW WITHIN THE SAME DAY	HOURLY RATE (AFTER 8 HOUR BASE)
Non-Profit Organizations (need 501 form)	\$1,200.00	\$600.00	\$120.00/hr (after 8 hour base)
Commercial Organizations	\$1,500.00	\$750.00	\$150.00/hr (after 8 hour base)
Receptions	\$250.00		

The Facility License Fee *does not* include labor, additional equipment fees, ticketing fees or any other charges the event may incur. These additional fees are estimated after the Production Meeting is held.

LABOR RATES

During any use of the facility, the Carpenter Center shall be under the supervision of authorized Carpenter Center staff. The Carpenter Performing Arts Center employs professional, non-union, technical and front-of-house personnel. Due to liability issues, all staff will be provided by CPAC.

A four-hour minimum is required for all event labor. Charges accrue for all time used, including load in, load out, and entire time period facility is used.

POSITION	BASE RATE
Events Supervisor	\$42.50/hr.
Stage Supervisor	\$45.00/hr.
House Manager	\$25.00/hr.
Assistant House Manager/Lobby Attendant/ Stage Door Attendant	\$18.00/hr.
Ushers	\$16.00/hr.
Lead Technical Worker (<i>includes master electricians, sound engineers, flymen, carpenters & riggers</i>)	\$36.00/hr.
Technical Worker (<i>includes deckhands, followspot operators, 2nd electricians & carpenters</i>)	\$30.00/hr.
Security: Armed or Unarmed (<i>authorized by CPAC ONLY</i>)	TBD.

House Staff Requirements/Information:

- **Number of House Staff Required:** Any public occupancy of the facility requires a House Manager. Each event **requires** one House Manager, one Assistant House Manager, a Lobby Attendant and 10 Ushers. For large rehearsals or for “open” rehearsals where guests are invited to attend, a House Manager and 1 – 5 Ushers will be scheduled.
- **Call Times:** Typically, the House Manager, Assistant House Manager and Lobby Attendant are scheduled two hours prior to the event start time, ushers are scheduled 1 ½ hours prior to the event time to prepare for the event. The User is billed according to these scheduled times.
- **Supervision:** The House Manager oversees all front-of-house event operations. Front-of-house includes all areas “in front” of the stage—the auditorium, the lobby, and the terrace.

Production Crew Requirements/Information:

- **Number of Production Crew Required:** All use of the Stage requires a Stage Supervisor. The number of additional personnel required is determined by CPAC management based on the specific needs of each individual event.
- **Minimum Call:** All Technical Service personnel have a minimum 4 hour call. If more than a 2 hour break is given during a call, another 4 hour minimum begins. There is a 2 hour minimum call after any 1 hour break.
- **Overtime:** All Technical Service personnel are subject to overtime rates of 1.5 times the base rate for hours worked over 8 in one day, and double times the base rate for hours worked over 12 in one day.
- **Meal Breaks:** All production crew members receive a 1 hour meal break after 5 continuous hours of work. The User's employees shall observe all meal breaks at the same time as the Center's production crew members. During these breaks the stage, house and shop are locked down and work in these areas must stop. *These breaks must be calculated into the events full schedule; from load-in/set up, rehearsal(s), and performance to load-out and house restore.*
- **Call Time Changes:** The Center requires at least twenty-four hours notice to change call times. The Stage Supervisor will attempt to accommodate any changes with less than 24 hours notice, but the User is required to absorb any additional costs. If a call time is cancelled with less than twenty-four hours notice, the User will be charged a four hour minimum for each employee affected.
- **Stage Door Attendant:** A Stage Door Attendant is required during all times that the User requires access to the backstage area. The Stage Door Attendant's responsibilities include, but are not limited to, backstage security and maintaining and securing the dressing rooms and Green Room areas. User must submit a list of people who are allowed backstage for the Stage Door Attendant's reference.

Holidays:

For holidays listed below, all labor is billed at 1.5 the base rate for the first 8 hours worked in one day, double the base rate for 8-12 hours, and triple the base rate for 12 hours plus.

- New Year's Day
- Martin Luther King, Jr. Holiday
- Cesar Chavez Holiday
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day
- Christmas Day
- Veterans Day

ADDITIONAL EQUIPMENT AND CHARGES

The Carpenter Center provides chairs, lobby display areas, music stands with lights, non-wireless microphones and a conductor's podium to Users at no cost. Additional equipment is available for an extra charge. The User may rent all other necessary equipment that is not mentioned here through outside vendors.

EQUIPMENT			
Description	Notes	Day Rate	Week Rate
24" Cocktail tables	Not allowed for use outdoors	\$5.00	\$15.00
36" Cocktail tables	Not allowed for use outdoors	\$5.00	\$15.00
6' round tables	10 available	\$5.00	\$15.00
Cabaret set-up Maximum seating 250	Per performance. Only for use on stage in Fire Marshall approved set-up. Includes table, chairs, table lamps, bars, and audio/lighting control	\$3400.00	N/A
Dance Floor		\$100.00	\$300.00
Film Projection System		\$250.00	\$750.00
Film Screen		\$100.00	\$300.00
Fog Machines		\$75.00	\$225.00
Followspot		\$100.00	\$300.00
Lectern w/mic		\$65.00	\$195.00
Microphones - handheld wireless		\$40.00	\$120.00
Microphones – lavalier		\$60.00	\$180.00
Monitor Console		\$200.00	\$600.00
Monitors		\$50.00	\$150.00
Orchestra Shell		\$250.00	\$750.00
Piano - 9' Steinway D Concert Grand *		\$200.00	\$600.00
* Piano Tuning	Required for each use.	\$150.00	N/A
Platforms – 4'x8' w/stair units	Includes skirting.	\$10.00	\$30.00
TV/VCR on rolling rack		\$75.00	\$225.00
US and California Flags		\$10.00	\$30.00
Marquee	Rental price for a two week period	\$500.00	N/A
Non-Compliance Penalties			
Description	Notes	Day Rate	Week Rate
Excess Cleaning	If required.	TBD	N/A
Lobby Merchandising	Location and appearance of merchandising must be approved by management.	20% of all merchandise sales	N/A
Food/Beverage Violation		\$100.00 Per room/per day	N/A
Smoking Violation		\$100.00 Per room/per day	N/A

MANDATORY FEES			
Description			
Expendables	Various technical supplies: tape, gels, glow, etc. – Charged per Facility Use dates.	\$50.00	N/A
Auditorium Cleaning	Per performance.	\$80.00	N/A
Capital Supplemental Fee	Per facility use and dark dates.	\$200.00	N/A
<i>Standard Charges are charged to the User as described above. They are listed in the Total Cost Estimate (Attachment B) which is submitted to the User following the Production Meeting.</i>			

INSURANCE COVERAGE

The User must provide, in full force and effect during Users use of the Carpenter Performing Arts Center, insurance indicating Comprehensive General Liability and Workers Compensation Insurance with a combined single limit of not less than \$2,000,000.00 (two million dollars) as well as Fire and Extended Coverage Insurance. A certificate of insurance or copy of insurance certificate must be submitted to the CPAC Events Manager no less than two weeks prior to the load-in date. Insurance must state that the “State of California, the Trustees of the California State University, the University, California State University Long Beach Foundation, the employees, officers, and agents of each of them” are **included as additional insured**. *Failure to produce the proof of insurance will result in cancellation of the event and forfeiture of any monies already paid.*

TICKETING

After the Facility License Fee has been paid and the Contracts have been returned, the User may submit a Ticket Order Form to have tickets printed and/or placed on sale.

The **Arts Ticket Office** is the central ticketing center for all arts events on the campus of California State University, Long Beach (CSULB). The ATO’s main ticket office is located on the Atherton Street side of the building, and can be reached by calling (562) 985-7000. Its hours of operation for telephone and walk-up sales are Monday through Friday 11:00 AM to 6:00 PM, Saturday 12:00 PM to 4:00 PM, closed on Sundays and holidays.

- Tickets are required for all licensed events held at the Carpenter Center. The User ***must use the Arts Ticket Office to print their tickets***. Only Arts Ticket Office tickets will be accepted for admission to the event.
- The Arts Ticket Office will print general admission or reserved seating tickets for each event, with the pricing and print information specified by the User.
- User may choose to have tickets sold by the Arts Ticket Office, or to take full consignment or partial consignment of the printed tickets to sell them by other means. If User chooses to have the Arts Ticket Office sell any number of their tickets (partial consignment included), the tickets will be placed on sale through the Carpenter Center website as well as at the Arts Ticket Office ticket window during their normal business hours.
- **Each person attending, regardless of age, must have a ticket, including all infants who will be sitting on their parent’s lap.** It is the responsibility of the User to ensure that all guests, participants, performers, etc. who will be sitting in the house during the event are included in the overall ticket count. These people must have their own ticket.

- If User chooses to take all tickets on consignment, a User representative must be provided at the lobby entrance to handle ticketing questions or problems 1 hour prior to the event, and stay in position for at least 20 minutes after the show has begun to take care of late-comers.
- If User chooses to have tickets sold by the Arts Ticket Office, a day-of-show ticket seller will be provided in the Will-Call Ticket Window at the entrance to the theatre. The Will-Call Ticket Window opens 1 hour prior to each event.

TICKETING FEES		
DESCRIPTION	FEES	NOTES
Ticket Setup	\$50.00	Flat Fee charged for each performance
PRINTING FEES		
Full consignment of printed tickets	\$250.00	Per show for all printed tickets
Tickets sold by Arts Ticket Office or partial consignment	\$2.50	Per ticket issued to the User or sold to a patron by the Arts Ticket Office. Tickets will be sold on-line through the Carpenter Center website.
ADDITIONAL FEES		
Scaled seating	\$50.00	Per price section & performance

CANCELLING THE EVENT

If the event is cancelled by the User, the request must be made *in writing* and forwarded to the CPAC Events Manager. The *booking fee is forfeited*, and the User is charged the appropriate cancellation fee listed below:

- If cancelled 90 days or more prior to the event date, *all* monies paid (except the booking fee) are *refunded* to the User.
- If 89 – 30 days, *50%* of the *Facility Fee ONLY is charged* to the User (no labor costs are charged).
- If 29 – 7 days, *100%* of the *Facility Fee ONLY is charged* to the User (no labor costs are charged).
- If 6 – 1 days, *100%* of the *Facility Fee plus labor costs* (a minimum of 4 hours per employee already scheduled for the event) is *charged* to the User.

TECHNICAL SPACES AND INFORMATION

All productions must be totally self-contained. The existing lighting house hang and a set of masking borders and legs have “home” positions that, in most cases, can be moved to the production’s specifications. Before load-out can be considered complete, the lighting and masking must be restored to their home positions. This work is part of the Facility Use hours & the User is financially responsible for this time.

Stage:

- Proscenium: 70’ wide x 27’ high. There is 55’ of stage depth and a fully adjustable orchestra pit that allows for 16’ of thrust stage into the house.
- Stage Floor: A fully sprung pine tongue-in-groove flooring from the plaster line to the back wall. The entire floor is covered with black masonite.
- Orchestra Pit: Operated by screw jack, the pit raises and lowers to stage height or floor level and various levels in between. It measures 11’ – 11” wide x 54’ – 6 long.

Sound Console: Midas Heritage 2000, located at the center rear of the house.

Lighting Console: ETC Ion control system, located in the lighting booth - rear house-right. CPAC is a dimmer per circuit theatre equipped with ETC Sensor + dimmers. The dimmers have a load capacity of 2.4 kw.

Dressing Rooms: CPAC has 7 dressing rooms on 3 floors: 2 star dressing rooms on the 1st floor located close to the stage, 3 cast rooms on the 2nd floor and 2 cast rooms on the 3rd floor, all easily accessible by stairs or elevator. Each room is equipped with separate showers and restrooms. Room assignments are at Users discretion. All dressing rooms are equipped with an audio monitor system.

Green Room: A lounge on the 1st floor located close to the stage with a microwave, refrigerator, and sink with hot and cold water, filtered water dispenser with hot and cold water, and a restroom. Also equipped with an audio monitor system.

Loading Dock: The loading dock is available for loading and unloading of event vehicles ONLY. The dock height is 3' – 6" and allows a single 48' trailer/truck with direct access to the stage. Entrance to the dock is on Atherton Street.

Performers' Entrance: All performers and User's personnel must use the Performers' Entrance to enter and exit the facility at all times. It is located at the rear of the facility on the west side at the end of the curved pink wall.

GENERAL POLICIES

Event Start Time: As the client, you determine when your show or event will commence. Once that has been determined, and tickets have been ordered, the date and time may not be altered. It is a requirement of the Carpenter Center that **your show or event begins within 15 minutes of the scheduled time**, failure to do so will result in a \$200 penalty to the client.

Storage of User's Property: Storage is not available. All items loaded in must be removed at load-out. Any items remaining after load-out will be removed at the expense of the User. In addition, deliveries will not be accepted prior to the scheduled load-in times specified in the contract.

Security: CPAC is not responsible for the loss or damage to any property brought into the facility or left in vehicles. It is the User's responsibility to secure all property belonging to or rented by the User. Security staff may be required at the expense of User when deemed necessary by CPAC management.

Flammable Material: No flammable material such as bunting tissue paper, crepe paper, cardboard, etc. will be permitted to be used for decorations. All materials used for decorative purposes must be treated with flame proofing and approved by the Fire Department. Any pyrotechnics or fire usage (including candles and incense) included in any stage presentation, performance, or activity of any kind must be approved in advance, in writing, by the Fire Marshal and CPAC management.

Safety: The safety of any scenic elements (special lighting fixtures, stairs or ramps, scenery rigged to fly, etc.) is determined solely by CPAC management. Location of the fire curtain path must be considered in any stage plot. This curtain may not be blocked so as to impede its proper operation.

Food and Drink: Food or drink (except water) is not allowed inside the dressing rooms, on the stage, or inside the auditorium. Food and drink are allowed inside the **Green Room or outside the building ONLY**. Non-compliance will result in a \$100.00 charge per day, per room where evidence of food or drink is found.

Animals: No live animals are to be brought into the facility without the express prior authorization of the Events Manager.

Set-up: CPAC will have display areas, chairs and other equipment designated in the contract in place according to User's arrival time designated in the contract. For safety reasons, the lobby is closed until the House Manager is on duty. User set-up must be completed within the approved reservation time. Notification of caterer, decorator or other representatives of set-up time is the responsibility of the User. The appropriate additional hourly fee (to the 1/2 hour) will be charged if any representative arrives early for set-up.

Smoking: Smoking of any substance or item is not allowed inside any area of the facility. Smoking is permitted outside, 20 feet away from the facility, ONLY. Non-compliance will result in a charge of \$100.00 per room, per day. Evidence of smoking is determined not only by physical manifestation, but odor detection as well.

Signs, Banners, Displays: Signs, banners, or displays are not permitted to be nailed, screwed, tacked, or taped to any walls, doors, surfaces, or windows within the facility. These items will be removed, and appropriate charges necessary to refurbish the damage will be assessed to the User. Placement of these items must be approved by an authorized CPAC staff person. Corkboards are provided inside and outside the dressing rooms and stage for User's use.

The positioning or placement of any displays, tables, and/or equipment shall not block or interfere with wheelchair access or any other ADA requirements, fire exits, and all other safety laws. Placement of these items must be approved by an authorized CPAC staff person.

Sale of Merchandise: User may choose to sell merchandise (t-shirts, posters, CD's, etc.) at their event, using its own personnel and cash box. CPAC requires a 20% commission of gross receipts (exclusive of applicable taxes) from the sale of User's merchandise. CPAC staff will confirm beginning and ending inventory of all items to be sold. At settlement, all funds will be accounted for and commission will be charged to User. The location and appearance of merchandising must be approved by management. At its sole discretion, CPAC Management reserves the right to prohibit sales of any item. *CPAC reserves the right to sell its own merchandise at any event.*

Concession Services: CPAC will provide concessions for purchase to patrons at no cost to the Licensee.

Alcoholic Beverages: When alcohol is served by CPAC it must be consumed within the facility or in the designated area on the terrace. The consumption of alcohol is limited to those persons 21 years of age and older (CA B&P Code 25658). Non-compliance will result in the removal of the violator(s) from the facility and possible prosecution.

Theater Etiquette: All performers and client representatives shall adhere to standard theater etiquette. Loud, unruly behavior and/or obscenities will not be tolerated. Any person engaged in such behavior will be ejected from the facility.

Non-Discrimination: The Center will not discriminate or permit the discrimination against any person because of race, color, ethnicity, religion, creed, age, gender, sexual orientation, marital status, national origin, ancestry, physical or mental disability.

CPAC Policies: User is responsible for informing and ensuring compliance by all its performers, employees, guests and volunteers of CPAC policies.

MARKETING

The Carpenter Center's Marketing Director must review all marketing materials PRIOR TO RELEASE.

Email to: cpac@carpenterarts.org

LOBBY DISPLAYS

Approved flyers and brochures for the User's event may be displayed in the theatre's brochure rack starting four (4) weeks before the event. A sample of the promotional material(s) must be submitted for review to the CPAC Marketing Director before distribution on the theatre's premises will be permitted. User's display of organizational or promotional materials in the lobby is at CPAC's discretion and is expected to be of professional quality. A User's proposal for displays must be submitted for approval in writing no later than ten (10) days prior to your event.

PARKING

All vehicles parking on campus must display a valid parking permit at all times. Daily permits may be purchased from the yellow Permit Dispenser located in the southwest section of Lot-12 and north section of Lot-11. Dispensers accept \$1 & \$5 dollar bills, coins, credit and debit cards. Once you have obtained a permit display it face-up on your dashboard. Daily Permits are not valid in metered stalls or Employee spaces.

Group Permits: Prepaid group permits may be obtained in advance through CSULB Parking and Transportation Services. The CSULB Parking office is located on Merriam Way, adjacent to the parking structure. Office hours are 7:00 AM to 6:00 PM Monday through Thursday, and Friday 7:00 AM to 5:00 PM. To make arrangements call the CSULB Parking Department: (562) 985-4146.

Bus Loading/Unloading and Permits: Buses may load/unload at the section of red curb on **Atherton Street** on the north side of the Carpenter Center by posted bus load/unload sign prior to the first entrance of Lot-12; Buses may also enter Lot-12 at the first entrance and load/unload directly in front of the theater. Buses parking on campus are subject to approval and must pay a flat fee of \$10.50 and may use the north section of Lot-11 only. ***Bus Parking Permits must be purchased in advance from the CSULB Parking Department.*** To make arrangements call the CSULB Parking Department Phone Number: (562) 985-4146.

Patron Parking: On the day of the event, 1 ½ hours prior to the event, parking attendants will charge patrons \$5.00 per car to park in Lot-12. Lot-11 will be closed off at this time.

The following additional information is available upon request.

- Technical specifications
- Marketing policies
- Catering information
- Ticketing policies

If you have any questions regarding the enclosed information, or would like to schedule an appointment to see our facilities, please contact our Events Manager, Monday through Friday at (562) 985-8580.