

Newport Performing Arts Center

Revised 3/1/23

Usage Agreement

777 W Olive St. Newport, OR 97365

Jason Holland, Executive Director—executivedirector@coastarts.org | Ph.: 541-265-2652

Brian Robrecht, Box Office and House Manager – brobrecht@coastarts.org | 541-574-2650



CONTACT INFORMATION

Today's Date	Organization Name (Please do not abbreviate)
Show Title	
Person Applying & Title	Event Type (Dance, Musical, Play, etc.)
Address	Primary Phone Number ()
	Email Address

Front of House Contact:	Phone: ()	Email:
Production Contact:	Phone: ()	Email:

EVENT DATES

Event	Date	Event Time
Show #1		
Show #2		
Show #3		
Show #4		
Show #5		
Show #6		
Show #7		
Show #8		
Show #9		
Show #10		
Show # 11		
Show # 12		

If additional space is needed, please include a separate piece of paper

Newport Performing Arts Center

Usage Agreement

777 W Olive St. Newport, OR 97365

Jason Holland, Executive Director – executivedirector@coastarts.org | Ph.: 541-265-2652

Brian Robrecht, Box Office and House Manager – brobrecht@coastarts.org | 541-574-2650

Revised 3/1/23



PRODUCTION

Load In

Date:

Time:

Load Out

Date:

Time:

Venue and Space Requirements

Performance Space:

Alice Silverman

David Ogden Stiers

Lobby

Additional Spaces Needed:

- Stiers Theatre (In addition to rental of another performance space (e.g., dressing room, rehearsal space, etc.))
- Multipurpose Room
- Conference Room
- Scene Shop
- Costume Shop
- Dressing Rooms

Insurance

All users must carry public liability insurance. A minimum coverage of \$1million per occurrence is required unless otherwise noted by PAC Facility Manager. Proof of coverage for the usage period must be submitted to PAC Facility Manager no later than 30 days prior to load-in. OCCA and the City of Newport shall be named as additional insured.

Performance Rights/License

Users presenting a production that requires licensing including broadcast events must submit proof of licensing/permit to PAC Facility Manager no later than 30 days prior to performance.

Newport Performing Arts Center

Usage Agreement

777 W Olive St. Newport, OR 97365

Jason Holland, Executive Director—executivedirector@coastarts.org | Ph.: 541-265-2652

Brian Robrecht, Box Office and House Manager – brobrecht@coastarts.org | 541-574-2650

Revised 3/1/23



Set Construction / Stage Carpentry

Will you be building sets? Yes No

If yes, please attach your set designs or submit them to PAC Facility Manager no later than 30 days prior to load-in.

Will you need to use our scene shop? (Saws, painting, etc.) PAC Facility Manager must approve any crew members before any work can be done using our tools. Yes No

Will you need access to our prop warehouse? Yes No

Will you need any stage risers or stage modifications? (Thrust staging, risers, painting stage, etc.) Please explain. Prior approval by PAC Facility Manager required before any work is done.

Rigging – See PAC Technical Information for rigging details.

Do you plan on using the fly rail system at all? This includes any use of the grand curtain, scrim, etc. Yes No

Do you have a fly rail operator? If so, please list their name and contact information below.

Fly operators must be approved by PAC Facility Manager. Yes No

Do you need to hang anything from fly battens? If so, please explain. Include approximate weight if you know. Yes No

Do you need to use our Cyclorama? (large white screen located on the upstage wall used for lighting) Yes No

Do you need to use our Scrim? (woven cotton fabric used for special effect lighting and blocking, located on line set #8, mid-stage by default) Yes No

If you do need the scrim, will the current location work for you or are you needing to move it?

Current Location Works Will Need it Moved

Does your production require the suspension of actors? (Flying, swinging, climbing, etc.) If yes, please explain your needs below. Only designs from a qualified engineer, rigging professional or flying designer will be considered. Designs must be submitted to PAC Facility Manager no later than 30 days prior to load-in.

Newport Performing Arts Center

Revised 3/1/23

Usage Agreement

777 W Olive St. Newport, OR 97365

Jason Holland, Executive Director—executivedirector@coastarts.org | Ph.: 541-265-2652

Brian Robrecht, Box Office and House Manager – brobrecht@coastarts.org | 541-574-2650



ORCHESTRA SHELL/CLOUDS

Does your event require the use of our Orchestra Shell and or Orchestra Clouds? (We have 8 portable Wenger acoustical shells and 3 large acoustical clouds that fold down overhead) Yes No

Shell Clouds

ORCHESTRA PIT – Use of the orchestra pit may only occur by special arrangement with PAC Facility Manager. Opening of the pit requires a crew of 4 people with an approved supervisor. If you are unable to provide a crew to do the work, a crew may be provided for an additional cost. Be aware that removal of the Orchestra Pit will require the removal of the front two rows of seating.

Do you require the use the orchestra pit for your event? Yes No

Will you need a crew provided? Yes No

How many musicians will be in the pit?

When do you need the pit to be open by?

STAGE MANAGER

Stage Management duties include: calling the show (constantly communicating with lighting, audio and other technicians), making sure the performers are backstage or wherever they need to be and communicate with front of house staff.

All users with productions in the **Alice Silverman Theatre** or **David Ogden Stiers Theatre** are required to have a stage manager.

Only approved stage managers may be hired.

A list of approved Stage Managers may be provided to you by PAC Facility Manager.

Please provide name and contact information for your stage manager below:

PRODUCTION OFFICE

Does your event require the use of a production office? Yes No

Newport Performing Arts Center

Usage Agreement

777 W Olive St. Newport, OR 97365

Jason Holland, Executive Director—executivedirector@coastarts.org | Ph.: 541-265-2652

Brian Robrecht, Box Office and House Manager – brobrecht@coastarts.org | 541-574-2650

Revised 3/1/23



SOUND – See PAC Technical Information for sound equipment inventory.

Briefly explain your sound needs:

Do you have a current input list? (List of instruments and microphones and other equipment needed) If so, please attach it to this document. Please include stage monitor and power requirements if you have that information.

Does your event require the use of wireless microphones? Yes No

If yes, do you require belt-packs with wig mics , handhelds or both?

Belt -packs w/ wig mics Handhelds

Do you have a sound engineer? If so, please provide their name and contact information below. Yes No

BACKLINE (Instruments and other musician related equipment)

Pianos – Piano tuning not included in usage fee. Piano tuning must be arranged by OCCA. No other person may attempt to tune or alter any piano in any way.

Does your production require the use of a piano or keyboard? Yes No

Would you like to arrange for piano tuning? If so, how many tunings will you need? Yes No Number of Tunings

Please mark below which pianos or keyboards you would like to use and how many days you'll need it.

Steinway 9ft Concert Grand Number of Days

Baldwin 9ft Concert Grand Number of Days

Baldwin 6ft Grand (Lobby Only) Number of Days

Upright/Spinnet Number of Days

Yamaha CP 4 Keyboard Number of Days

Other Backline

Does your event require additional backline? (Drum kits, guitars, amps, etc.) Yes No

Will you be acquiring these items? Or do you need assistance? Acquired Need Assistance

List additional backline equipment needed below:

Newport Performing Arts Center

Usage Agreement

Revised 3/1/23

777 W Olive St. Newport, OR 97365

Jason Holland, Executive Director—executivedirector@coastarts.org | Ph.: 541-265-2652

Brian Robrecht, Box Office and House Manager – brobrecht@coastarts.org | 541-574-2650



LIGHTING – See PAC Technical Information for Lighting Equipment Inventory and House Plot.

Briefly explain your lighting needs:

Do you have a current lighting plot? If so, please attach it to this document.

Do you have a lighting designer? If so, please list their name and contact info below.

Do you have a lighting board operator? If so, please list their name and contact info below.

SPECIAL FX / PYROTECHNICS

Does your event use any special effects? (Pyro, Haze, Fog, Flash-pots, Lasers, etc.) Yes No

If so, please explain your needs below:

If your show features any pyrotechnics, designs must be submitted to PAC Facility Manager no later than 45 days prior to load in. Designs submitted after this deadline will not be considered and will not be approved. A demonstration of the effect may be required by the Fire Department.

Only licensed operators may use lasers at the Newport Performing Arts Center. Any use of lasers by a licensed operator must still be approved by PAC Facility Manager. Users must notify PAC Facility Manager of their needs no later than 30 days prior to load-in.

PROJECTION

Does your production require projection? Yes No

If yes, please explain,

What format will your files be in?

Do your video files have embedded audio? Yes No

Do you require an operator to play your files? Yes No

Will you be using a clicker to advance any slides? If yes, will you be doing this or do you need a tech to advance slides for you? We do have the capability to connect a device on stage.

I will advance Will need a tech

Newport Performing Arts Center

Revised 3/1/23

Usage Agreement

777 W Olive St. Newport, OR 97365

Jason Holland, Executive Director—executivedirector@coastarts.org | Ph.: 541-265-2652

Brian Robrecht, Box Office and House Manager – brobrecht@coastarts.org | 541-574-2650



PRODUCTION RIDERS

Do you have a current production rider? If so, please attach it to this document.

SECURITY

Building Access

A. Door Codes

1. At the beginning of the contracted usage period, a door code will be assigned to you. Specific access will depend on need as described in the Usage Agreement.
2. Assigned door codes are not to be shared unless the PAC Facility Manager has designated a code to be used company or production wide.
3. Entry into the PAC is accessed through the Stage Door located on the East Side of the building, South of the main entrance.
4. Keypad door locks are installed on the Stage Door, South Entry (loading area), Tech Booth and Prop Warehouse.
5. Door codes will expire after the conclusion of your usage period.

B. Security Alarm

1. The PAC is equipped with a security alarm system.
2. A user representative will be assigned a code to arm/disarm the alarm system.
3. Depending on the type of rental, an OCCA staff member may be responsible for this instead.
4. Training will be provided for arming and disarming the alarm system.
5. If the alarm is accidentally triggered, first contact PAC Facility Manager to inform about a false alarm.

Will you be hiring security personnel for your event?

If so, please list the name of the company and contact information below.

DELIVERY OF GOODS

Will you be sending any production materials to the Newport Performing Arts Center prior to your event? Yes No
If so, please communicate with PAC Facility Manager about what to expect. You may also include tracking numbers to make delivery easier. OCCA makes no guarantee and accepts no responsibility for the condition of any items delivered in such a manner.

Please continue for Front of House and Box Office.

Newport Performing Arts Center

Usage Agreement

Revised 3/1/23

777 W Olive St. Newport, OR 97365

Jason Holland, Executive Director—executivedirector@coastarts.org | Ph.: 541-265-2652

Brian Robrecht, Box Office and House Manager – brobrecht@coastarts.org | 541-574-2650



FRONT OF HOUSE

Standard operating procedure for the Newport Performing Arts Center is to open the lobby 1 hour prior to the event start time, and the house 30 minutes prior to event start time.

Please explain if open times need to differ from standard procedures

What is the approximate runtime of your event?

Will there be an intermission? Yes No If yes, how long?

Will you be supplying programs? Yes No

Will there be audio and/or video recording allowed during your performance? Yes No

VIDEO, FILMING AND PHOTOGRAPHY

Are you planning on having a videographer or photographer for your event? Yes No

If yes, what time will they be arriving?

If yes, which will your group be using?

Professional Photographer? Yes No

Professional Videography? Yes No

Is flash photography allowed? Yes No

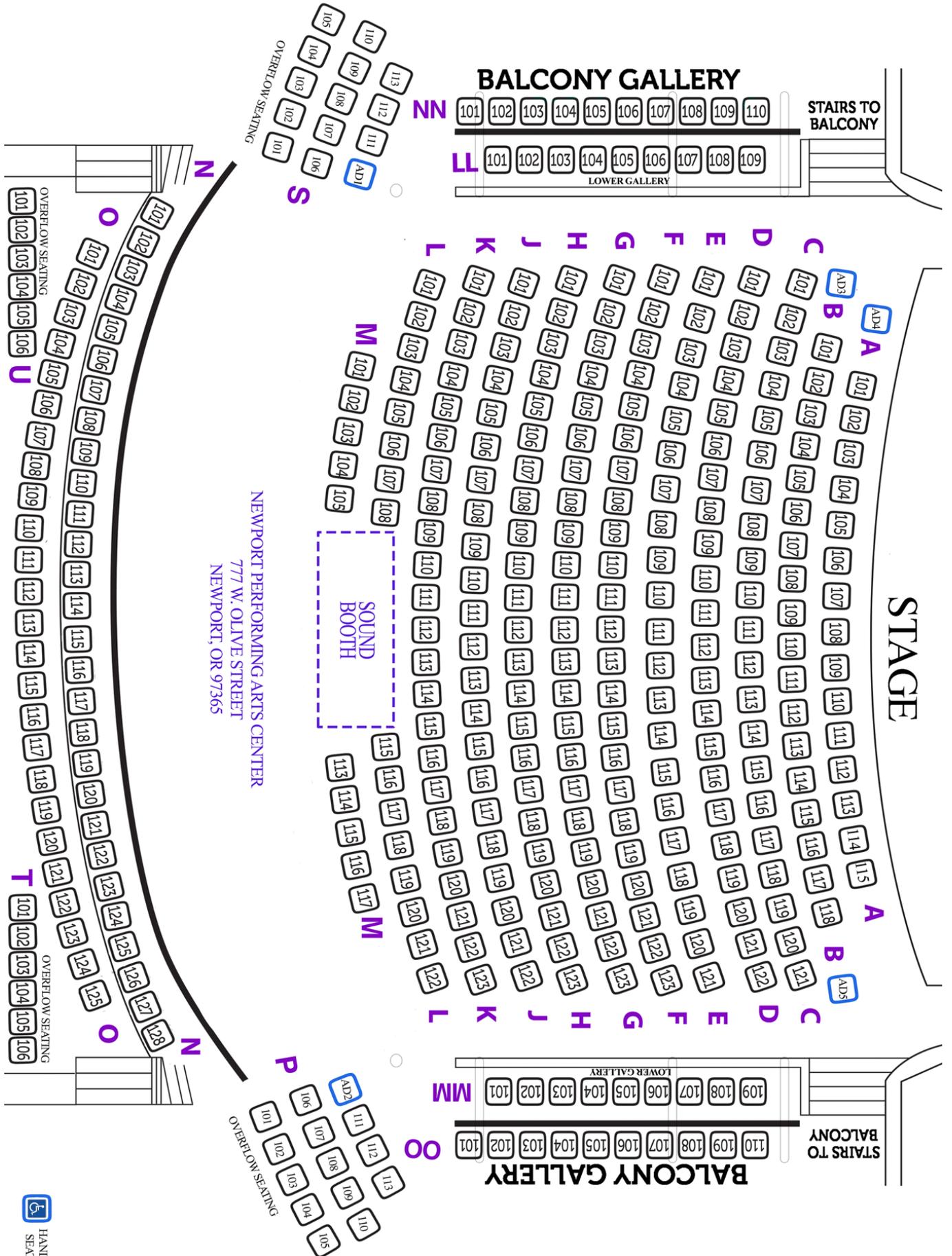
Additional Photo/Video Notes, including any special equipment, needs, or accommodations that we should be aware of:

If you plan on using cameras, please indicate on the seating chart below where you would like your camera positions

Will you be seating performers in the theatre during the performance? Yes No

If Yes, indicate here how many total performers, exact seat locations, and when they will be moving to and from the stage.

ALICE SILVERMAN THEATRE GENERAL SEATING



NEWPORT PERFORMING ARTS CENTER
777 W. OLIVE STREET
NEWPORT, OR 97365



Newport Performing Arts Center

Revised 3/1/23

Usage Agreement

777 W Olive St. Newport, OR 97365

Jason Holland, Executive Director—executivedirector@coastarts.org | Ph.: 541-265-2652

Brian Robrecht, Box Office and House Manager – brobrecht@coastarts.org | 541-574-2650



BOX OFFICE

Please allow minimum 1 week from completion of this packet for OCCA to build event into TIX, and website.

Ticket Information

Ticket Layout: This is how your show name will read on tickets, max limit of 25 characters: (ex. “Title of Show” = 13 characters including spaces.

Please indicate ticketing type:

Reserved Seating (Assigned)

Non-Ticketed (No Tickets Issued)

General Admission (Not Assigned)

Free Admission (Ticketed, but at \$0 value)

Date Tickets are available for sale:

TICKET PRICES

Please indicate ALL ticket pricing and discounted tickets in detail (i.e. Regular Ticket Prices, Pre-sale, Senior, Student, etc.). The Box Office will NOT change any pricing or discounts after the “On-Sale” date. Note there will be a higher service fee for all online transactions.

OCCA Service Fee	
Base Ticket Price	OCCA Fee per ticket
\$0.01-\$17.00	\$3.50
\$17.01-\$28.00	\$3.75
\$28.01-\$39.00	\$4.00
\$39.01-\$50.00	\$4.25
\$50.01-\$61.00	\$4.50
\$61.01-\$72.00	\$4.75
\$72.01-\$83.00	\$5.00
\$83.01 +	\$5.50

**Base Ticket
Price**

**OCCA Service Fee
per ticket**

**Total Ticket
Price**

Newport Performing Arts Center

Usage Agreement

777 W Olive St. Newport, OR 97365

Jason Holland, Executive Director—executivedirector@coastarts.org | Ph.: 541-265-2652

Brian Robrecht, Box Office and House Manager – brobrecht@coastarts.org | 541-574-2650

Revised 3/1/23



TICKET SCALING

Please indicate below if you would like to scale the house (i.e. separate ticket pricing for Orchestra and/or Balcony) If so use the seating chart located on page 10 for reference. Note that this does take an additional 3-5 days as it must be set up from TIX.

Sections or Rows	Base Ticket Price	OCCA Service Fee per ticket	Total Ticket Price

Ticket Discounts

Please indicate below any discounted ticket prices (i.e. Pre-sale, Senior, Student ,Military etc.).

Discount Type	Base Ticket Price	OCCA Service Fee per ticket	Total Ticket Price

Please specify below any other ticketing details or comments. (i.e. need social distancing between seats etc...)

Newport Performing Arts Center

Revised 3/1/23

Usage Agreement

777 W Olive St. Newport, OR 97365

Jason Holland, Executive Director—executivedirector@coastarts.org | Ph.: 541-265-2652

Brian Robrecht, Box Office and House Manager – brobrecht@coastarts.org | 541-574-2650



COMPLIMENTARY TICKETS

Will you require any complimentary tickets? Yes No

If yes how many comps would be needed?

All Complimentary ticket requests must be submitted in email and are at the discretion of the Box Office Manager. Any “Will-Call” or special ticket lists MUST be provided no later than 24 hours prior to the event. This list must be emailed and in alphabetical order to ensure proper distribution to patrons.

Who is authorized to issue complimentary tickets?

*If you choose to have discounted tickets prices, we recommend the following as your break down as a guide.

Children under two years of age there is no charge if they will sit on a lap.

Child: patrons who are 3-11 years of age.

Student: Any one who is able to present a current valid student ID. at time of sale through the box office. Adult: patrons who are 12 years old and older.

Seniors: patrons who are over the age of 55 years of age.

Military: any patron who presents a military ID at time of sale through the box office.

OCCA Member: can receive 10% off for patrons who are patron level or higher.

SEATING HOLDS

Are there any seats you would like us to place on hold prior to the sale date? Yes No
(IE. Artist Holds, Videographer Holds, etc.).

If **yes**, please indicate exactly which specific seats. Seating chart is on page 3

The **Newport Performing Arts Center retains “House Holds” for every event that are not made available to the general public.

House Holds: A101, B101, B118,P101, P102, P111 S101, S102 ,S111,

**ADA Accessible Seating: AD 1, AD 2, AD 3, AD 4, AD 5 (These are our standard holds, other accessible options are available, pending availability.)

SALES INFORMATION: WEBSITE LISTING, NEWSLETTER, SOCIAL MEDIA

Please provide us with a short description of your event and a logo and/or photo in JPEG or PNG format ONLY via email. The photo/logo will be used on the following e-ticket formatting, sign up genius, OCCA event page, newsletter. We will place your event on our upcoming events listings.

Newport Performing Arts Center

Usage Agreement

Revised 3/1/23



777 W Olive St. Newport, OR 97365

Jason Holland, Executive Director—executivedirector@coastarts.org | Ph.: 541-265-2652

Brian Robrecht, Box Office and House Manager – brobrecht@coastarts.org | 541-574-2650

LOBBY

Do you require any special setup in the lobby? (i.e. chairs, tables, etc.) Yes No

If yes, will you need tables? Yes No

If so, how many?

What date and time do you plan on setting up in the lobby? Date: Time:

Concessions

OCCA concession stand will be open for all performances (staffing permitted) Concessions will be operated by OCCA staff and volunteers.

The concessions stand does offer alcohol sales.

To have your organization **opt out** of having alcohol sales during your event, please mark here

HOUSE TAKE

Will you be selling any merchandise in the lobby? Yes No

*OCCA will take 20% of all final sales unless otherwise negotiated prior to event. Settlement will be completed by the house manager prior to your departure at the end of your event.

If Yes, what will you be selling?

USHERS AND VOLUNTEERS

To ensure the safety and pleasant experience of your patrons, the Newport Performing Arts Center requires a minimum of 8 volunteers to facilitate all front-of-house needs (i.e. scanning tickets, seating patrons, checking proof of vaccination etc.). The Newport Performing Arts Center has established a volunteer program and will make every effort to provide trained volunteer staff at no additional cost. However, if the theatre is unable to recruit the minimum number of volunteer staff deemed to be necessary for your event at the PAC, staff may call upon you to assist with FOH operations.

Please read and initial each statement.

FRONT OF HOUSE POLICIES

Performing Arts Center parking is located on the east side of the building. Please note this is a free city parking lot that is available to everyone and parking is not guaranteed. It is a first come first serve basis.

_____ Overflow parking is on the surrounding streets.

The theatre does not permit artists to re-arrange theatre furniture/equipment, or vandalize theatre material. All necessary displays for your event must be free standing and may be placed on a provided easel, or your own displaying device. Use of tape on walls and surfaces is not permitted in the house or in the lobby (blue painters

_____ tape is the exception).

_____ No standing in aisles/ in front of emergency exits is allowed during performances.

No tripods, selfie-sticks, baby strollers, balloons, or any other physical or visual distracting objects

_____ are allowed inside the theatre.

Newport Performing Arts Center

Revised 3/1/23

Usage Agreement

777 W Olive St. Newport, OR 97365

Jason Holland, Executive Director—executivedirector@coastarts.org | Ph.: 541-265-2652

Brian Robrecht, Box Office and House Manager – brobrecht@coastarts.org | 541-574-2650



Usher and Volunteer Policies

Any volunteers that are brought by the artist must adhere to the following policies.

_____ Volunteers must be under the direct supervision of the on-site House Manager at all times.

_____ Volunteers must attend the pre-show meeting with the House Manager.

_____ Volunteers must arrive on time. (1.5 hours prior to the performance time)

_____ Appropriate attire: Black pants/skirt and white shirt/blouse with comfortable shoes. If unable to provide these options please discuss with us.

_____ Volunteers are required to assist with all front-of-house policies. Policies include ticket scanning, ushering, regulating photography and video, food/beverage. etc.

_____ Volunteers are to remain on duty throughout the performance and until after audience departure.

_____ Volunteers may be asked to assist with a light clean-up of the auditorium after the event.

_____ Volunteers will be dismissed by the House Manager & asked to return flash lights or other items provided.

_____ Although we appreciate volunteers of all ages, we require at least one in the group who is over the age of 18.

_____ ALL volunteers must sign a volunteer waiver agreement upon arrival.

_____ Volunteers will sign up for events using signupgenius.com

*Please note seating is not guaranteed for volunteers at events

Newport Performing Arts Center

Usage Agreement

Revised 3/1/23

777 W Olive St. Newport, OR 97365

Jason Holland, Executive Director—executivedirector@coastarts.org | Ph.: 541-265-2652

Brian Robrecht, Box Office and House Manager – brobrecht@coastarts.org | 541-574-2650



FRONT OF HOUSE AND BOX OFFICE - ACKNOWLEDGEMENT

I have read and agree with the listed information. I understand that all changes are subject to the approval of the Box Office Manager, Facility Manager or Executive Director.

Applicant's Signature

Date

Please note that this User Agreement must be returned to the Box Office Manager or the Facility Manager to complete your contract. If you choose to update this information, you may do so, but it must be emailed and delivered to the Box Office Manager or the Facility Manager no later than two weeks before your event.



OREGON COAST COUNCIL FOR THE ARTS

FACILITY RENTAL AND/OR USE WAIVER OF LIABILITY, RELEASE, INDEMNITY AND ASSUMPTION OF RISK FORM

NEWPORT VISUAL ARTS CENTER
NEWPORT PERFORMING ARTS CENTER
CITY OF NEWPORT ,OREGON

PLEASE READ CAREFULLY PRIOR TO SIGNING

1. I wish to participate in the use and/or rental of an OCCA Facility (Facility), managed by the OCCA and owned by the City of Newport, Oregon. My participation in the use and/or rental of this Facility is voluntary. I acknowledge that I have read the Rental Agreement and the Usage Policy in their entirety and understand my rights and obligations stated in each of those documents and agree to comply with the terms of the Rental Agreement and Usage Policy.
2. I acknowledge that participating in the use and/or rental of this Facility carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid them. Such risks include minor injuries such as bruises and sprains, major injuries such as joint or back injuries, broken bones and head injuries, and catastrophic injuries including long term or permanent physical or mental impairment or death. I, and my facility rental guests, assume any and all risks, both known and unknown, while participating in the Facility use and/or rental.
3. In consideration of being allowed the use and/or rental of the Facility:
 - a. I understand and agree that neither the Facility, the OCCA, nor the City of Newport, nor any person acting on behalf of the Facility, OCCA or City of Newport, may be held liable in any way for any event which occurs in connection with the Facility use and/or rental, which may result in harm, injury, allergic reaction, illness, death or other damage to myself, my guests or participants. This waiver of liability does not waive liability for willful, wanton or intentional misconduct of the Facility, OCCA or the City of Newport; and

- b. I release, waive, discharge and covenant not to sue the Facility, OCCA and/or the City of Newport, nor anyone acting on their behalf, including Board members, employees, agents, or volunteers for any and all liability to myself, guests, participants, representatives, assigns, heirs, and next of kin for any loss or damage of property, or any damage, injury, allergic reaction, illness or death, of myself, my guests or participants during the use and/or rental of the Facility, whether caused, directly or indirectly, by negligence, actions or omissions of myself, my guests or participants, any other person, the Facility, OCCA or the City of Newport; and
 - c. I agree to indemnify, defend and hold harmless the Facility, OCCA and the City of Newport, and anyone acting on their behalf, from any and all claims, causes of action, loss, liability, damages or costs that they may incur, including reasonable attorney fees, whether caused by the negligence of, or otherwise related to, myself, my guests or participants during the use and/or rental of the Facility.
4. This Waiver of Liability, Release, Indemnity and Assumption of Risk Agreement is intended to be as broad and inclusive as permitted by the laws of the State of Oregon and that if any portion thereof is held to be invalid, I agree that that the remaining provisions of this Agreement shall, notwithstanding, continue in full legal force and effect.
 5. It is my express intent that this Waiver of Liability, Release, Indemnity and Assumption of Risk Agreement shall bind the members of my family, if I am alive, and my heirs, assigns and personal representative if I am deceased.
 6. I, on behalf of myself, my guests and participants, heirs and next of kin, acknowledge that I have read this Agreement carefully, understand its significance and voluntarily agree to all of the terms of this Waiver of Liability, Release, Indemnity and Assumption of Risk Agreement.

Name (please print)

Organization

Signature

Date

Contact phone number

Email

Address

Emergency contact name & phone