

WELCOME!

HEBRON HIGH SCHOOL

AUDITORIUM RENTALS INFORMATION PACKET

Please read this packet carefully and completely!

This packet includes . . .

The following will hopefully help you plan your day in the Hebron High School Auditorium.

General Auditorium Information

Auditorium Guidelines

Equipment & Labor Checklist

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AUDITORIUM RENTALS GENERAL INFORMATION

Physical Auditorium Information:

Seating: 854

Stage Area Size: 64' across X 36' deep (not including offstage wing space or apron)

Apron Depth: 14' (at center line)

Wing Space: 15 ½' (SL), 10 ½' (SR)

Proscenium Opening Width: 52'

Proscenium Height: 18'

Main Drape & Front Teaser Color: Dark Green

All other Drapes: Black

Apron Surface Color: Light Yellow Hardwood

Stage Area Surface Color: Black

Audience Chair Color: Dark Green

Lighting (if used – One additional technician is required)

- Lighting areas available depend on the current production running in the auditorium at the time of your rental. If a light plot is needed please request at least 2 weeks prior to your event. However, general lighting in common stage areas will always be provided.
- If you would like color on stage you must purchase gels (Contact Norcostco at 214.630.4048 or Barbizon Lighting as 972.416.9930 at least 2 weeks prior to your event. We will be happy to install gels for you during your rental time.
- 2 follow spots (no color) are available. An additional technician will be required for each follow spot.

Sound (if used – One additional technician is required)

- 4 Handheld Wireless Microphones (please provide one 9 volt battery per Handheld needed)
- 4 Corded Microphones
- 2 Monitors
- 1 CD Player
- 1 Cassette Player

Rigging (if used – no technician is required for basic horizontal opening and closing of travelers, however, additional technicians will be required for specific requests)

- Grand Drape and Border
- 3 sets of legs (8 feet at maximum width)
- 1 mid-traveler
- 1 back-traveler
- 2 available line sets for rigging
- 1 cyclorama at furthest upstage location

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AUDITORIUM RENTAL GUIDELINES

1. ABSOLUTELY NO FOOD, CANDY, GUM OR BEVERAGES (other than seal-able water bottles) are allowed in the auditorium or its surrounding areas. This includes: auditorium seating, booth, stage, back hallways, greenroom, shop, and all fine arts classrooms.
2. All equipment that is to be used during an auditorium rental must be cleared by the auditorium supervisor for your specific event prior to the event. Technicians have been instructed to provide only the equipment requested and are not to volunteer any additional items.
3. In order to use our Sound, Lights and/or Rigging you must use our technicians. The number of technicians needed will be approved by the auditorium supervisor for your specific event.
4. Please treat all technicians with courtesy. Please keep in mind that we do our best to train them to run the equipment and the stage in the most efficient and professional manner. If they are discourteous to you at any time, please notify the auditorium supervisor on duty.
5. During long technical rehearsals or performance runs you must schedule breaks for all technicians.
6. Return the greenroom to the same condition that you found it. If it is improperly supplied or disorderly when you come in, advise the auditorium supervisor on duty.
7. When you arrive for your dress/technical rehearsals you must provide an accurate cue sheet prepared. This would include the following (as needed):
 - List of Song/Dance numbers
 - Set pieces to be used with each number (if our crew is moving them)
 - The type and/or color of lights for each number
 - Number of microphones to be used
 - Placement of microphones
 - Any special effects requestedCopies must be supplied for all technicians, the auditorium supervisor, as well as any copies you need backstage or in the greenroom. Hebron High School does not provide a copy machine.
8. Due to school use of the space and current productions taking place outside of your event some set pieces, props, lighting, spike tape and other possible items may be set onstage or backstage. These items are not available to be used by your group and must not be damaged in any way. If there is any damage caused by your performers or crew to our auditorium or its properties, you will be charged

for repair or replacement. (Dance Companies: Absolutely no tapping on the wooden apron of the stage.

9. You will be charged for any additions to your signed contract with the district, including going overtime and using additional technicians or equipment.
10. No one is allowed on the stage, backstage, in the greenroom or in back hallways unless they are on your list of approved performers or crew. Only one person from your approved list will be allowed in the booth without additional approval from the auditorium supervisor for you specific event.
11. It is preferred that all music, sound effects, etc. be on one CD in the proper order. If multiple CDs and/or Cassettes are used the audio technician is not responsible for any delays that may be encountered.
12. Each group is responsible for striking the stage of your equipment and other materials (including spike tape) after you have performed. This includes cleaning up any messes you may have made above and beyond the usual usage (ex: liquid spills, sand, etc).
13. The auditorium supervisor must approve all special effects (liquids, fog machine, pyrotechnics, etc) at least two days prior to the scheduled rental event.
14. Absolutely no modifications can be made to the auditorium, stage, or any equipment in the auditorium unless you have prior approval from the auditorium supervisor for your specific event.
15. Absolutely NO SURPRISES!!!!

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AUDITORIUM RENTAL EQUIPMENT & LABOR CHECKLIST

Name of Group/Sponsor _____

Phone # _____

Email address _____

Name of Event _____

Date(s) of Event _____

Equipment Needed

_____ # Handheld Wireless Microphones (up to 4)

_____ # Corded Microphones (up to 4)

_____ # Microphone Stands (up to 4)

_____ # Monitors (up to 2)

_____ CD Player

_____ Cassette Player

_____ Cyclorama (you must provide gel color)

Event Description:

Spaces Needed (check all that apply)

_____ Full Stage & Seating

_____ Apron Only & Seating (best for awards & meetings - front of the Main drape only)

_____ Greenroom/Makeup/Dressing Room

_____ Lobby

_____ Other _____ (extra fee may be applied)

Technicians needed

Supervisor (1 required)

_____ Lighting

_____ Sound

_____ Flyrail

_____ Follow spots (up to 2)

_____ Stage Manager

_____ Stage Crew

(please check the box)

I have read completely and agree to abide by all guidelines presented in the Auditorium Rental Packet.

Group Sponsor Signature

Date