

Berkeley Unified School District
THEATER BOOKING/RENTAL CHECKLIST

- BHS Theater Rental Inquiry submitted via the BHS Theater website - Places an INQUIRY on the calendar for the date requested (*if available*). INQUIRY is valid for 7(SEVEN) days.
 - BUSD Facility Use Permit Application and Hold Harmless Agreement completed & received by BHS.
 - Liability Insurance procured, approved & copy received by BHS.
 - Receipt of (via the website) and agreement to the terms of use for the facility.
 - Pre-production meeting/site visit scheduled with Theater Manager (Date): _____
 - Payment of the **\$1,200.00 non-refundable** venue rental deposit - Places a HOLD on your requested date(s). HOLD is valid for 30 (THIRTY) days from receipt of deposit.
Deposit amount will be applied to the final rental invoice.
 - 3rd party* Rental Gear contract submitted to Theater Manger (Date submitted): _____
****This is gear the client rents from an outside vendor/source. Only installed sound and lighting equipment is included in the rental cost of the theater. Some additional in-house gear may be available to rent. Please inquire about type and availability prior to receiving your rental estimate.***
 - Security services (Name of company if not BUSD): _____
****Security services vendor must be licensed, bonded and insured in the State of California and approved by the Theater Manager, prior to being contracted by client.***
 - FOH services (Name of company/or # of volunteers): _____
 - IATSE - stagehand labor contracted & deposit paid
- Contacts:
Kurt Dreyer, Business Manager @ IATSE Local 107, 510-430-9854 (for labor estimate & scheduling stagehands)
Linda Young @ Talent Fund, Inc. 650-726-5677, (for contract & payment)
- Diagram of proposed stage set up, program details, gear lists received by Theater Manager
 - In-house equipment rental fees paid (*due in full at least 15 days prior to use date*)
 - Venue rental invoice paid (*due in full at least 15 days prior to use date*)
 - Parking and/or encroachment permit from City of Berkeley (for reserved parking/ & truck load/unload), if needed. Signs must be placed by client at least 72 hours prior to event date.
 - Damage & Cleaning deposit paid (*due at least 72 hours prior to use date*)

****NOTE: Your contract/permit for use is not guaranteed nor considered fully executed until all required paperwork is received AND your rental invoice is paid IN FULL.***

*Please make all checks payable to the **Berkeley Unified School District** & include your permit # or event location and date in the memo field. Acceptable forms of payment are:*

Cashier's Checks ~ OR ~ Money Orders ONLY.