



College of Southern Nevada  
**Performing Arts Center**  
3200 E. Cheyenne Ave., Sort Code P1A  
North Las Vegas, NV 89030  
702-651-4052 \* 651-4542 (fax)

## Facility Rental Packet

### Performing Arts Center Mission Statement

*The mission of the CSN Performing Arts Center is to provide artistic, cultural, educational and entertainment opportunities for the students, faculty and staff of the college and the residents of the community.*

**WELCOME** to the College of Southern Nevada Performing Arts Center. We are happy that you have selected our theatre for your event. Included in this packet is your Rental Application, Rental Agreement, Technical and Equipment Needs form, along with a check-list to help you meet all deadlines required and to assist in organizing your event. If you have any questions or concerns, please do not hesitate to call our office.

### PAC MANAGEMENT STAFF:

**Director**

Brenda Talley  
(702) 651-4351

**Technical Director**

Gary Carton  
(702) 651-4649

**Publications Writer**

Sue Smuskiewicz  
(702) 651-4720

**Management Office**

(702) 651-4052

**Box Office Manager**

Willene Wadkins  
(702) 651-4769

### NSHE Board of Regents Policy

Freedom to speak and to hear will be maintained for students, faculty and staff and NSHE policies and procedure will be used to provide a full and frank exchange of ideas. An effort should be made to allow a balanced program of speakers and ideas.

An invitation to speak at NSHE does not imply that NSHE endorses the philosophy or ideas presented by the speaker. NSHE facilities may not be used for the purpose of raising monies to aid projects not related to some authorized activity of NSHE or of NSHE groups, and no efforts at coercion and solicitation by uninvited non-campus groups or individuals will be permitted on campus.

# CHECK LIST

What you will provide to the CSN Performing Arts Center

CHECK HERE	ITEM	DATE DUE
_____	1. Signed Rental Agreement*	_____
_____	2. Deposit*	_____
_____	3. Technical Meeting* (4 weeks out)	_____
_____	4. Balance of Payment* (4 weeks out)	_____
_____	5. Insurance Rider* (2 weeks out)	_____
_____	6. Technical Rider/Stage Plot (2 weeks out)	_____
_____	7. Non-profit letter* (if applicable)	_____
_____	8. Ticket Request Form (1 week before pick-up)	_____
_____	9. Program Running Order (1 week out)	_____

Please note: Doors will not be unlocked until all starred (\*) items are completed.

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## RENTAL APPLICATION

Return completed form to the Performing Arts Center office for review and approval.

**NAME:** \_\_\_\_\_

Organization (please print) \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Person In Charge \_\_\_\_\_ Telephone # \_\_\_\_\_

Brief Description of Event \_\_\_\_\_

<b>FACILITY AREA REQUESTED:</b>	<u># of days</u>	(Daily Fees - 8 consecutive hours)	
		<u>Profit</u>	<u>Non-Profit</u>
Nicholas J. Horn Theatre (524 seats)	_____	<input type="checkbox"/> \$700	<input type="checkbox"/> \$500
Horn Lobby	_____	<input type="checkbox"/> \$150	<input type="checkbox"/> \$100
Horn Theatre and Lobby	_____	<input type="checkbox"/> \$800	<input type="checkbox"/> \$550
BackStage Theatre (100 seats)	_____	<input type="checkbox"/> \$300	<input type="checkbox"/> \$200

**OVERTIME USE:** Usage over 8 hours) # of hours \_\_\_\_\_  
 (List space) \_\_\_\_\_ @ \$50 per hour

**TECHNICAL STAFF:** Daily fees do not include technical staff. A minimum of three (3) technicians is required; technicians are billed at \$20 each per hour (4-hour minimum).

**DATES/TIMES REQUESTED:** \_\_\_\_\_  
 \_\_\_\_\_

**Please Note:**

A refundable \$100 deposit must be made with application. Total rental fees must be **paid in full** one (1) month prior to event. The deposit is non-refundable if event is canceled. After the rental fees have been paid in full, the deposit transfers to a security/cleaning deposit. Cash, money order, credit card and cashier's check are the only forms of payment accepted if within thirty (30) days of the event.

A Tech meeting must be held to determine equipment and personnel needed for the event. *Total fees will be determined after technical and equipment needs are confirmed at Tech meeting.* Box Office staff is not included in use fees.

Authorization must be received by the PAC prior to food being brought to the lobby or backstage areas. Alcohol is not allowed anywhere in the Performing Arts Center. **Food is not allowed in the theatre at any time.**

**Proof of current insurance \$1,000,000 liability, listing CSN Performing Arts Center and the NSHE Board of Regents as additional insured, must be provided at least four (4) weeks prior to event date.**

Applicant/Person in Charge agrees to comply with all terms and conditions as noted above and on attached pages.

Signature of Applicant/Person in Charge \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_  
 Signature of Performing Arts Center representative \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Application is not considered complete until the following materials are received:			
_____ Completed and signed application form	_____ Proof of current insurance		
_____ Completed and signed agreement	_____ Tech/personnel information		
_____ Deposit (Date Rec'd _____)	_____ Non-profit 501(c)(3) statement		
<input type="checkbox"/> Check/MO # _____ <input type="checkbox"/> Credit <input type="checkbox"/> Cash	(if applicable)		

# TERMS AND CONDITIONS - READ CAREFULLY

1. **SERVICES PROVIDED:** College will provide at its expense heating/air conditioning, and overhead light for ordinary use. College will provide one daily cleanup of all public spaces and between show cleanup, as possible, for events with more than one performance on a single day. All other services will be at the expense of the User.
2. **COMPLIANCE WITH LAWS AND REGULATIONS:** User will comply with all laws, ordinances and regulations, including tax and license fees of federal, state and local governmental agencies or bodies; and all College and Facility rules and regulations.
3. **CONTROL OF PREMISES:** It is understood that through this agreement the College does not relinquish its right to control the management of the Facility and to enforce all necessary laws, rules and regulations.
4. **INDEMNITY:** User agrees to indemnify, defend and hold harmless the College and its employees and agents from all demands, claims, suits, actions and liabilities resulting from injuries or death to any person or property damage or loss by User, College or any persons, however caused, during the period this agreement covers for the use of the Facility, or occurring as a result of the use of the Facility during the agreed time period.
5. **PUBLIC SAFETY:** User agrees that at all times he will conduct his activities with full regard to public safety, and will observe and abide by all applicable regulations and requests by duly authorized governmental agencies responsible for public safety.
6. **PYROTECHNICS/SPECIAL EFFECTS/OPEN FLAME**  
**Use of Candles and Open Flames:** Any lit candle, cigarette, or any prop that contains an open flame must have prior approval by the Clark County Fire Department.  
**Pyrotechnics:**
- No fireworks displays will be allowed.
  - Any explosive device must be operated by a licensed pyrotechnician and only after approval of the Clark County Fire Department and the CSN Safety Director.
  - A fire standby person will be required anytime an explosive device is fired.
  - Insurance rider must include Clark County Fire Department.
  - Must provide Certificate of Registration from State Fire Marshall.
  - Must provide for demonstration time for Fire Marshall and Safety Director.
  - Must have issue permit and shot sheet on hand.
7. **STAFFING:** College will secure and User will pay, at the rates in effect at the time of the event, all necessary staffing. The College retains the right to determine the appropriate number of staff and security personnel necessary to serve and protect the public.
8. **COPYRIGHTS:** User will assume all costs arising from the use of patented, trademarked, franchised or copyrighted material used on or incorporated in the event. User agrees to indemnify, defend and hold harmless the College from any claims or costs, including legal fees, which might arise from question of use of any such material.
9. **BROADCAST AND RECORDING RIGHTS:** The College reserves all rights and privileges for outgoing television and radio broadcasts originating in the Facility and for recordings, either audio or visual, made in the Facility and intended for public distribution. These rights may be granted to the User only in the Broadcast & Recording Permit. The College may require payment for these rights in addition to the rental fee.
10. **ASSIGNMENT:** User agrees not to assign, transfer, sublet or to otherwise dispose of this agreement or its rights to use the Facility to any person or company without the previous written consent of the College.
11. **CANCELLATION BY USER:** Should User cancel the event covered under this agreement, no deposit refund shall be made and the full rental fee as called for by this agreement shall be payable by User to the College as liquidated damages, not as penalty, and User agrees to also pay any reimbursable expenses incurred by the College in connection with the event covered by this agreement.
12. **CANCELLATION BY THE COLLEGE:** The College reserves the right to terminate this agreement for good cause (which does not include subsequent scheduling of a more preferred event). Should the College exercise said right to terminate this agreement, User agrees to forego any and all claims against the College and further agrees to waive any and all rights of this agreement and User shall have no recourse of any kind against the College.
13. **RETENTION OF PRIVILEGES:** The waiver or failure of the College to insist upon strict or prompt performance of the agreement herein shall not constitute or be construed as a waiver or relinquishment of the College's right thereafter to enforce the same strictly according to the tenor thereof in the event of a continuous or subsequent default on the part of the User.
14. **DEFACEMENT OF FACILITY:** User shall not injure, mar, damage nor in any manner deface the Facility or any equipment contained therein and will not make nor allow to be made any alterations of any kind to the Facility or equipment contained therein. In the event of defacement or changes, the user will bear all costs. NOTHING IS TO BE ATTACHED TO THE WALLS OF THE THEATRE OR THE LOBBY WITHOUT PRIOR APPROVAL BY THE PERFORMING ARTS CENTER DIRECTOR.
15. **REMOVAL OF PROPERTY:** User agrees that all materials pertinent to the event which are not the possession of the College will be removed from the premises before the expiration of this agreement. Failure to do so will mean that the User's effects are abandoned and may be disposed of by the College at the User's expense.
16. **EVACUATION OF FACILITY:** Should it become necessary in the judgment of the College to evacuate the Facility because of a bomb threat or for other reasons of public safety, the User will retain the use of the Facility for sufficient time to complete presentation of his event with additional rental charge providing such time does not interfere with another Facility user. If it is not possible to complete presentation of the event, rental shall be forfeited, prorated or adjusted at the discretion of the College based on the situation and the user waives any claim for damages or compensation from the College.
17. **INTERRUPTION OR TERMINATION OF PERFORMANCE:** The College shall retain the right to cause the interruption or termination of any performance when, in the sole judgment of the College, such action is necessary in the interest of public safety, or the event contains obscenity, as defined in the applicable case law.
18. **UNAVOIDABLE HAPPENING:** If, for any reason, an unforeseen event occurs, including, but not limited to fire, casualty, labor strike or other occurrence which renders impossible the fulfillment of the terms of this agreement, the User shall have no right to claim for damages against the College.
19. **ACT CONTRACT:** The User certifies that it has a valid, properly executed and compatible contract with the performers whose services form the basis for its desire to rent the Facility. The User shall submit to the College upon demand a copy of said contract.
20. **DEFAULT:** Should the User default in the performance of any of the terms of this agreement, the College may terminate the same. User shall be liable for the full amount of the rent provided for herein, less rent received from others for use of the facility at the time specified in this agreement. Any deposit made by user shall be retained by the College and considered liquidated damages.
21. **PERFORMANCE APPROVAL:** Within the guarantee of First Amendment rights, the College retains approval right over performance, exhibition or entertainment to be offered under this agreement, and User agrees that no such activity or part thereof shall be given or held if the College objects on the grounds of character, offense to public morals, failure to uphold advertising claims or violations of content restrictions agreed to by both parties at the time of execution of this agreement. The user shall submit to the College upon demand a copy of the script, text or performance material.
22. **ADVERTISING:** The User agrees that all advertising of the event will be honest and true and will include accurate information on performance time and ticket prices. The User will identify the Facility as the "Nicholas J. Horn Theatre" which may not be abbreviated; and that the Facility is located on the campus of the "College of Southern Nevada", which may be abbreviated "CSN". No advertising or publicity may state or imply that the College sponsors or is responsible for the User's activities during the period of use. If there is objectionable or adult language or situations, a statement to that effect must be printed on all advertising, promotions and literature.
23. **SEATING CAPACITY:** The User will not permit to be sold or distributed tickets or passes in excess of the seating capacity of the facility (524).
24. **REFUND OF TICKET REVENUE:** The College retains the right to make determination of ticket refunds for cause in keeping with the College's policy of retaining public faith. This shall include, but not be limited to, seats blocked by equipment when exchange for comparable location is not possible, failure of projection equipment, failure of act to appear or to go on stage within reasonable time of schedule provided by User.
25. **CONCESSIONS:** The College reserves unto itself or its assigned agents the sole right to sell or dispense food and beverages. No free samples of food, beverage or any product may be given away or otherwise distributed without the prior approval of the College. Alcohol may only be provided or consumed with the prior approval of the CSN President.
26. **LOST ARTICLES:** The College shall have the sole right to collect and have custody of articles left in the Facility by persons attending any event in the Facility.
27. **THEFT:** The College shall not be responsible for losses by User, its agents or employees or ticket holders due to theft or disappearance of equipment or other personal property.
28. **OBJECTIONABLE PERSONS:** The College reserves the right to eject from the Facility any person or persons whose behavior is deemed objectionable and neither the College nor its employees shall be liable to User for any damages that may be sustained through the exercise of such right.
29. **ANIMALS PROHIBITED:** The User shall not bring or permit to be brought any animals or birds, including animal performers and pets, into the Facility.
30. **SETTLEMENT:** Final Payment is due from User per contract. When a refund is due the User from deposit or box office revenue, a check for the amount will be issued by the college Business Office.
31. **PAYMENT:** Cash, cashier's check, credit card or money order accepted as forms of payment.



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## Additional Equipment/Services Price List

### INCLUDED WITH RENTAL FEE:

1. **Eight (8) consecutive hours use of rental space at the standard rate  
(Must break 1/2 hour for technicians dinner break, and two 15 min. breaks)**
2. **Standard house plot lighting-general three-color wash**
3. **House sound system with one microphone (with or without podium) and two monitors**

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### Microphones:

Beta 57 or 58 wired	\$10
Wireless Handheld	\$15
Wireless Lavalier	\$15
Wireless Headset	\$15
Floor Mics	\$15

**Monitors** \_\_\_\_\_ \$15

### Follow Spots (Does not include operator)

Lycian \_\_\_\_\_ \$50 per spotlight per day

**Moving Lights** \_\_\_\_\_ \$200 per day

### Risers/Platforms/Shells:

Choral risers	\$10 each section
Jazz band risers	\$10 each section
4 X 8 Platforms	\$10 each
Acoustic shells	\$10 each

**Fog Machine** \_\_\_\_\_ \$50

### Audio/Visual:

Multi-Media Projector	\$200 (includes front screen)
Large Rear Screen	\$100
Computer (for PowerPoint)	\$50
VCR/DVD	\$25
Slide Projector	\$25
Music Recording	\$20 (user provides recording tapes)

### Box Office Services:

Ticket set-up fee	\$25 (Complete Box Office Ticket Form)
One set tickets: Horn Theatre	\$55 (Rsvd or General Admission)
One set tickets: BackStage Theatre	\$10 (General Admission only)

### Pianos:

Standard console piano	\$50
Baby Grand Piano	\$75
Steinway Grand piano	\$100 (With approval of music department)

**Event Added to Marquee** \_\_\_\_\_ \$20 (on a space available basis)