



Stella Boyle Smith Concert Hall
2801 S. University Ave, Little Rock Ar. 72204
501-569-3294

Facilities Rental Application

CONTACT INFORMATION

Event Name: _____

Sponsoring Organization: _____

Organization Representative: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____ Cell Phone: _____

E-mail Address: _____

Signature of Representative: _____

EVENT INFORMATION

Facility Requested (circle): Stella Boyle Smith Concert Hall

Event Date (s): _____ Start time: _____ End time: _____

What time do you intend to enter the building? _____

What time do you intend for the audience to enter the auditorium? _____

What time do you anticipate exiting the building? _____

Do you need rehearsal/Prep time prior to event? ☐ Yes ☐ No

If Yes, please list dates and times below (standard hall rates apply to all rehearsal dates):

Date: _____ Start time: _____ End time: _____

Date: _____ Start time: _____ End time: _____

Date: _____ Start time: _____ End time: _____

OFFICE USE ONLY

Received: _____

Approved: _____ Date: _____



STELLA BOYLE SMITH CONCERT
HALL

STATEMENT OF AGREEMENT

Please sign, date, and return this Statement of Agreement with your Facilities Rental Application and Client Questionnaire.

I have read and I understand the Conditions for use of Stella Boyle Smith Concert Hall and I agree to the terms they impose.

Signature

Date

Representing:

Organization

Please return all required forms within 10 working days of receipt.

YOUR RESERVATION FOR THE USE OF SBSCH CANNOT BE CONFIRMED UNTIL THIS STATEMENT IS SIGNED AND RETURNED TO THE MUSIC DEPARTMENT.

CLIENT QUESTIONNAIRE

1. What is the nature of your program?

☐ Lecture ☐ Dance recital ☐ Concert ☐ Seminar ☐ Play

Other (Please describe): _____

2. How large of an audience do you anticipate attending your event?

☐ 0-100 ☐ 100-200 ☐ 200-292

3. What is the approximate number of people participating (on stage) in your program?

☐ 1-5 ☐ 5-10 ☐ 11-20 ☐ 21-50 ☐ 51-100 ☐ 100-125

** NOTE: If number exceeds 20, please contact coordinator to discuss needs.*

4. Do you need to use the piano? (\$150.00 fee)

☐ YES ☐ NO

5. This rental includes general stage lighting. See Section VII, D in Conditions of Use document for description. Do you have additional lighting requirements?

☐ YES ☐ NO

** If Yes, a fee will be assessed. Please contact coordinator prior to event to discuss needs.*

6. Do you want to use follow spots? (2 additional crew members will be required @ \$11.50/hr each)

☐ YES ☐ NO

8. This rental includes general sound support. See section VII, E in Conditions of Use document for description.

Please specify your sound needs below:

NOTE: We do not have lapel microphones or wireless headset microphones.

Do you need wired microphones? ____YES ____NO If Yes, How many? ____

Do you need wireless, handheld microphones? ____YES ____NO If Yes, How many? ____

NOTE: We prefer music to be digital and on a USB drive.

Do you require CD playback? ____YES ____NO

Do you require sound playback from (please check) :

Computer ____ iPod/ iPad/ Mp3 player ____

Other device : (please describe) _____

9. Do you intend to **provide/bring** any equipment, furniture, or scenery?

____YES ____NO If Yes, please check all that apply:

Podium ____ Props ____ Scenery ____

Tables ____ Furniture ____ Sound Equipment ____

Chairs ____ Lighting equipment ____ LCD Projector ____

Backdrop ____ Other ____ (Please explain below)

10. Would you like to use UA Little Rock equipment or items for the **stage**?

____YES ____NO If Yes, Please specify quantities below:

Tables ____ Podium ____

Chairs ____ LCD Projector ____ (A separate fee will be assessed)

NOTE: Fog and Haze are not allowed.

11. Do you require equipment or items for the **lobby**?

_____ YES _____ NO If Yes, Please specify quantities below:

Tables _____ Chairs _____

12. Do you plan to decorate the **lobby**?

_____ YES _____ NO

If Yes, Please describe plans:

13. Will your program be video taped or audio recorded?

_____ YES _____ NO If YES, by whom(charge applies for in house recordings)?

Please provide contact information for Videographer/Audio Engineer:

14. Do you have any special requirements not listed above?

_____ YES _____ NO

If YES, explain below. Use the back of this page if necessary.



STELLA BOYLE SMITH CONCERT HALL

CONDITIONS OF USE

Effective: July 1, 2019

Thank you for your request to reserve the Stella Boyle Smith Concert Hall at UA Little Rock.

Please read these "Conditions of Use" carefully, then fill out the accompanying forms and return them to:

UA Little Rock Music Department FA 161

Attn: Wai-Kay Carcnbaucr

2801 South University Avenue

Little Rock, AR 72204

- Requests are processed in the order in which they are received. Do not make public announcements or finalize your plans to use SBSCH until you receive written confirmation that your request has been approved.

- The Organization Representative must be present at all times the hall is booked. Failure to do this will result in the booking being voided with no refund.

- Confirmation or denial will be sent to you within 15 working days of the receipt of your reservation forms.

****All Student Organizations, Sororities, and Fraternities are required to have the approval of the Student Experience Center on the reservation form prior to submitting the form in consideration for reservations in the Stella Boyle Smith Concert Hall. No exceptions!**

I. General Information

- A. SBSCH seating capacity 292 132 orchestra & 160 mezzanine).
- B. SBSCH hours are **9 am to 9 pm**.
 - a. Arrangements can be made to extend these hours if necessary at a rate of \$100.00 per hour and *with prior approval*.
- C. Deliveries should be made through the stage entrance on the south side of the Center for Performing Arts Building only with prior approval and arrangement.

II. Important Rules

- A. Arkansas law and Board policy 705.1 prohibits use of university facilities for the benefit of non-public entities; therefore no admission fees or charges may be collected without first obtaining written approval from the UA Little Rock Chancellor and University Administration. All use will be consistent with Arkansas law, Board of Trustees of the University of Arkansas policy, and UA Little Rock policies.

- B. No smoking is allowed anywhere on the campus. UA Little Rock is a smoke free campus as of August 16, 2009.
- C. No alcoholic beverages are allowed on the premises.
- D. NO food or drink items are permitted in SBSCH auditorium, backstage, ETC.
- E. Users are expected to leave the facility in a neat and orderly condition. This includes dressing rooms, lobby, stage, hallways, studios, loading dock, etc. If necessary a cleaning fee will be assessed.
- F. Cloth, Gaffers, and spike tape are the only tapes allowed on the stage floor. Masking tape and painter's tape are **not** allowed on the stage of the University Theatre. **Clients are responsible for supplying their own tape.** A tape fee will be assessed if UA Little Rock tape is used.
- G. No animals are allowed (except for licensed service animals).

III. Use Fee

- A. General Public: \$650/day (for both for-profit and non-profit organizations).
- B. Approved University organizations are not charged a usage fee.
- C. Definition of use: Usage is defined as any occupancy of the building (including the stage, backstage, dressing rooms, green room, lobby, auditorium, loading dock, etc.).
 - a. Use fee and deposit of 50% of estimated crew cost are due 3 weeks prior to your event date.
 - b. New users will be asked to make a cash or check deposit.
- D. Usage fee includes:
 - a. The theatre stage.
 - b. The Fine Arts Building lobby
 - c. Sound system (see technical specifications VII, sect. E).
 - d. Standard plot for stage lighting (see technical specifications VII, sect. D).
 - e. Free parking within two blocks of the Concert Hall.
 - 1. Usage fee does not guarantee parking immediately adjacent to the theatre building.
 - f. Walk through of the space with technical supervisor with prior arrangement.
- E. Usage fee **does not include:**
 - a. Projectors, screens, or other audio-visual equipment. Users may rent the house-mounted projector in the University Theatre. There is no longer a campus department that rents this type of equipment. (See additional charges VI, sect. C)
 - b. Food or drink items and/or services: Users must contract with SODEXO (569-3361). **You may not provide these items privately.**
 - c. Stage crew of appropriate size (see labor specifications V, sect. C).
 - d. A Rental Coordinator to serve as liaison and crew supervisor.
 - e. Stage scenery, furniture, platforms, steps and other scenic units. All hanging scenic elements, with the exception of professionally made backdrops, must be approved by UA Little Rock Technical Director prior to arrival.
 - f. Lighting outside of the house plot. Any lighting in addition to the standard plot must be approved by the Lighting Director prior to arrival.

IV :Cancellation of a rental

- A. A **written** notice of intent to cancel is required no later than 10 working days prior to the first scheduled event date.
 - a. A full refund of the deposit will be offered for events cancelled by this date.
- B. Events cancelled within 10 working days of the first scheduled event, but more than 48 hours in advance of the first scheduled event, will receive a refund for ½ the cost of the space and fees, and the full deposit on crew costs.
- C. Events cancelled within 48 hours of the first scheduled date will forfeit the usage deposit and ½ the crew costs.
- D. Failure to cancel the event will result in a full charge for the space and crew based on estimates from the Client Questionnaire.
 - a. Failure to cancel the event will also result in a revocation of rental privileges.

V. Labor Specifications

- A. Both University and Non-University clients are charged for crew and usher costs.
- B. Crew Members are hired at the rate of \$50 per hour. The crew is hired from one hour prior to occupancy of the building by the client (as indicated on Facilities Request Application) and until the load-out and clean up is complete.
- C. Crew Numbers:
 - a. A minimum of two crew members are required for occupancy of the building.
 - b. For a lecturer set-up (podium, microphone, chairs, and tables) two crew people are required at the rate of \$50/hr/each.
 - c. Programs using the whole stage require a minimum crew of four people at the rate of \$50/hr/each.
 - d. Additional stagehands and follow spot operators will be assigned as needed by the Rental Coordinator based on client needs at the rate of \$50/hr/each.
 - e. Clients may provide additional crew personnel only with the *prior approval* of the Rental Coordinator.
- D. Crew Breaks:
 - a. For every 4 hours of work there is a **mandatory, paid** 30 minute break for the crew and supervisor.
 - i. If work continues over the 4 hour mark, crew will be paid time and a half until break is taken.
 - b. **During crew breaks, no activity may occur on the stage, auditorium, or lobby.**
 - c. The Rental Coordinator will assist the client in the scheduling of crew breaks in such a way that fits the client's needs.
 - d. Crew is not paid during breaks that are two or more hours long.
- E. Overtime:
 - a. The crew is paid overtime at a rate of time and half for all time past 10:00 pm or before 8:00 am.
- F. Ushers
 - a. Ushers are paid at a rate of \$50 per hour. They are hired 30 minutes prior to the space being open to the public.
 - b. We will require all events that have an audience of over 100 people to pay for 2 ushers at \$50/hr/each for the actual production.
 - c. For every additional 200 audience members over 100 people, an additional 2 ushers at \$50 per hour may be hired at the discretion of the Rental Coordinator.

VI. Additional Charges

- A. A written estimate of additional charges will be provided to the user based upon the Client Questionnaire and a discussion with the Rental Coordinator.
- B. Projector Use Fee: \$100.00 per day
 - a. Users may rent the house-mounted projector in the University Theatre.
 - b. UA Little Rock does not provide devices for playing projections or slideshows. Users are expected to provide this equipment.
 - c. Client is responsible for bringing equipment compatible with projector. Projector uses a VGA connection.
 - i. PC users – please make sure that computer has VGA output.
 - ii. Mac users – we can provide a mini-DVI connector that works with our system
 - iii. We do not have the ability to work with HDMI connectors.
 - d. User must contact Rental Coordinator to arrange for projections prior to arriving in the space. Failure to notify of intended projector use may result in denial of use.
- D. Depending on the type of program and/or the size of the anticipated audience, the user may be required to provide UA Little Rock security officers.
 - a. UA Little Rock security officers are paid at a rate of \$24.00/hr.
 - b. The need for outside security officers is at the discretion of the Rental Coordinator.
 - c. If you plan to supply your own security or contract with UA Little Rock security for your event **you must inform the Rental coordinator.** Failure to do so may lead to **cancellation of event.**
- DI. We do not rent a Marley dance floor.
 - a. You may bring your own floor and tape as long as it is approved by the Operations Manager.
- DII. Piano Tuning Fee: \$250.00
 - a. The piano tuning fee is required if a piano is used.
- DIII. Cleaning Fee: \$150.00
 - a. If the User does not leave the Theatre, lobby, & dressing rooms in a presentable condition a cleaning fee of \$150.00 will be assessed.
- DIV. The User is responsible for the repair or replacement of any broken items or damage to the facility or its equipment incurred because of misuse and/or abuse.

VII. Technical Specifications & Rules of Use

- A. SBSCH Stage Specifications:
 - a. See attached drawing for stage specifications.
- B. Auditorium Specifications:
 - a. Seating capacity 292 (132 orchestra & 160 mezzanine)
 - b. Handicapped pull-ups are available in the back of the orchestra level. At this time, handicapped seating is not available outside of these areas.
 - c. The auditorium has fire exit doors that line both sides of the seating area and are accessible only by stairs.
 - d. Rules of Use:
 - i. Absolutely no food or drink of any kind is allowed in the auditorium.
 - ii. Sitting on stairs, in aisles, or on floors is not allowed.
 - iii. Strollers, walkers, and other devices that are too large to fit in the seating units may not be stored in the aisles, on the stairs, or blocking the fire exits.
 - iv. **Fire exit doors are for emergency use only.**
 - v. Photography and video are allowed at the discretion of the client.
- C. Scenic Specifications:
 - a. See attached drawing for locations of legs and borders.
- D. Lighting Specifications:
 - a. Please see attached paperwork for a graphic representation of ideal light plot and list of channels and systems.
 - b. Exact makeup of the house plot is subject to change. Regardless of the exact makeup of the house plot, UA Little Rock commits to making sure the following events will be sufficiently lit:
 - i. Lecture with podium that takes up ½ stage.
 - ii. Lecture with podium that encompasses whole stage.
 - iii. Dance recital with a warm and a cool “look” and three colors on the background.
 - iv. Convocation or other ceremonial events.
 - c. Changes to positions, equipment, or focus of lights are at the discretion of the Lighting Director and only by prior approval.
 - d. Light Board: MA Dot 2.
- E. Sound Specifications
 - a. System is capable of playing back from the following devices:
 - i. CD player (dual CD, provided by UA Little Rock).
 - ii. iPod/iPad/iPhone/MP3 player (provided by client).
 - iii. Computer (provided by client).
 - b. System:
 - i. Front of House PA system
 - ii. 16 inputs for microphones
 - c. Microphones available:
 - i. 4 wired microphones at a cost of \$50/per. Additional mics will incur an additional charge from an outside rental company.
 - ii. We do **not** have the capacity for lapel microphones or body microphones with headsets. Client may provide such microphones with prior approval. Wireless microphones are \$100/per mic as charged by an outside rental company.
 - iii. 8 microphone stands.

VII. Technical Specifications & Rules of Use (cont.)

F. Lobby Specifications:

- a. Maximum Occupancy: 173
- b. Rules of Use:
 - i. Tape is not allowed on our walls.
- c. ii. No permanent marks may be made on walls.
 - iii. All decoration and activities in the lobby must be approved in advance of the event.

G. Liability

The University is an instrumentality of the State of Arkansas and is entitled to sovereign immunity. The parties agree that all claims, demands or actions for loss, expense, damage, liability, or other relief, either at law or in equity, for actual or alleged personal injuries or property damage arising out of or related to the Agreement by the University or its officers, employees, agents, or designated representatives acting within the official scope of their position, must be brought before the Claims Commission of the State of Arkansas.
