CUBBERLEY
COMMUNITY CENTER
City of Palo Alto

Theatre Rental Guide

Cubberley Community Center
4000 Middlefield Road T2
Palo Alto, California 94303

Phone: 650.329.2418
Fax: 650.856.8756
email: cubberley@cityofpaloalto.org

www.cityofpaloalto.org/cubberley-theater

Contact Directory

Booking

Cubberley Front Desk (650) 329-2418 cubberley@cityofpaloalto.org

Responsible for:

- *Theater and support space availability*
- *Application submittal*
- *IRS non-profit verification*
- *Insurance*
- *Payments and refunds*

Director of Theatre Operations

Brian Haines (650) 329-2602 cubberley-theater@cityofpaloalto.org

Responsible for:

- *Advance planning: technical and preproduction meetings*
- *Production planning: lighting, sound, staging, equipment needs*
- *Audience services: house management, usher staffing, video & audio recording*
- *Post event: billing and questions*

Facility Manager

Kathy Espinoza-Howard (650) 329-2418 cubberley-manager@cityofpaloalto.org

Responsible for:

- *Application approval*

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Section 1

Reservation Process Schedule

The purpose of the Theatre rental Packet is to ensure that the facility is utilized for recreational, cultural, educational, social, and community service functions that meet the needs and interests of the community, as well as to set clear policies, procedures, regulations and rental fees regarding such uses. The 317-seat theater has its own unique character and is suitable for a variety of multi-cultural events.

Calendar Year

Applications are accepted beginning in December for the booking period beginning in September of the following year and continuing through August two years following. For example: for requests taken in December 2009, the rental period would be from September 2010 through August 2011. Applications are accepted on a first come, first served basis, with the preference given to on-going and city-sponsored programs. On-going and city-sponsored events will be given preferential booking opportunities prior to dates being opened to the public.

Submitting Application

The Cubberley office will hold a tentative reservation for up to fourteen (14) days awaiting a written application.

During the tentative reservation period, an application must be obtained from the Cubberley office or web page and returned to 4000 Middlefield Road, T-2, Palo Alto, CA 94303 between the hours of 8:30 A.M. – 6:00 P.M. Monday through Thursday, or Friday 8:30 A.M. to 5:00 P.M.. Tentative reservations will be cancelled after the expiration date if no application is received.

Organizations submitting an IRS verification of non-profit status with their application may be eligible to receive a discount. Verification must be filed along with the application, and will not be accepted at a later date.

Rental time entered must include time for set-up, decoration, take-down and clean-up. All activities must conclude by midnight unless permission is granted by the Director of Theatre Operations. Deliveries and pick-ups cannot be made outside the rental period, unless prior arrangements are made with the Director of Theatre Operations.

Approval

Approval is dependent upon intended use, applicant's agreement to abide by the terms and conditions, availability of space, availability of staff, and any additional conditions deemed necessary by the Director of Theatre Operations. After the following criteria are met, reservation approvals will be mailed within two to four weeks:

- Facility Manager's signature
- Initial pre-production meeting to create a contract estimate
- A non-refundable reservation payment equal to one-third (1/3) of the pre-show estimate is due two weeks after the initial pre-production meeting
- Determination of insurance certificate provider

Thirty Days Prior to Event

- Final payment, equal to two-thirds (2/3) of the pre-show estimate including cleaning and damage deposit
- General liability insurance
- Liquor liability insurance
- State liquor license

Fourteen Days Prior to Event

- Audience services worksheet
- Catering services agreement
- Activity timeline
- Sound, lighting, and audio-visual requirements
- Set-up requirements