



GEORGE WASHINGTON CARVER MUSEUM & CULTURAL CENTER

BOYD VANCE THEATRE

RESERVATION REQUEST FORM

**1165 Angelina Street
AUSTIN, TX 78702
(512) 974 - 4926**

This application serves as a request for theater space.
It does not confirm a theater reservation.
Austin Parks & Recreation Department





GEORGE WASHINGTON CARVER THEATER APPLICATION

1165 ANGELINA STREET
AUSTIN, TEXAS 78702
512.974.4926

Event Date & Time _____

Move-in date & time _____

Move-out date & time _____

PLEASE PRINT

APPLICANT:

Title of Production/Event _____

Type of Production

Play/Musical	<input type="checkbox"/>
Dance Concert	<input type="checkbox"/>
Music Concert	<input type="checkbox"/>
Lecture/Public Forum	<input type="checkbox"/>
Film	<input type="checkbox"/>
Other Please describe	

Name of Artist(s) or Arts Organization requesting space (circle one)

Name of Artistic Director (if applicable) _____

Contact Person _____

Mailing Address _____

City _____ State _____ Zip _____

Day Phone (____) _____ Evening Phone (____) _____

Mobile Phone (____) _____ Email _____

Web Address _____

Alternate Contact Person _____

Day Phone (____) _____ Evening Phone (____) _____

Mobile Phone (____) _____ Email _____



Give a brief description of the production: _____

Estimated Attendance

Number of estimated attendance per performance _____ X _____ (# of performances) = _____ total attendance

Target Audience

What ages is your production appropriate for? Adult Youth, what ages _____ Families – all ages

Is this a bi-lingual production? _____Yes _____No

If yes, what language will be spoken _____ and what level of knowledge of that spoken language will audience members need in order to understand the production? Check the most appropriate response.

- No/limited knowledge Moderate level of knowledge High level of knowledge

Ticket Sales (check the boxes that apply):

- Ticket \$ _____ adult _____ (age i.e., 18 & above)
Ticket \$ _____ youth _____ (age i.e. 17 & below)
Ticket \$ _____ senior _____ (age i.e., 55 & above)
Ticket \$ _____ group _____ (minimum number in group to qualify for group rate)
Ticket \$ _____ other _____

Where and when do you plan to sell tickets for your production/event?

Cast and Crew

Number of adult performers _____
Number of youth (under 18) performers _____
Number of staff/crew _____

Scenery, Special Lighting and Effects, Sound Reinforcement

Will the event require scenery? _____ Yes _____ No

If yes, brief description of the scenery _____



Are you willing to *partially strike your set* in the event that the Carver must use the theatre for another activity? (for example, film, lecture, etc) Yes No

Will the event require special lighting? Yes No

If yes, brief description of the special lighting _____

Does your production/event have someone qualified in **Theatre Lighting**? Yes No

If not, would you like some recommendations? Yes No

Will the event require special effects? Yes No

If yes, brief description of the special effects _____

Will the production/event require special sound equipment? Yes No

If yes, brief description of the special sound equipment _____

Does your production/event have someone qualified in **Sound Design/Sound Equipment**?
 Yes No

If not, would you like some recommendations? Yes No

PLEASE NOTE: At the time the Reservation Agreement is signed and deposit is made, the Artistic Director and/or Production Manager of **THEATRICAL PRODUCTIONS** must submit Technical Crew Information.

Receptions

Will your event host a reception of any kind during the rental? Yes No

Do you intend to serve alcohol? Yes No

PLEASE NOTE: There is a **\$25.00 kitchen use fee** each day the kitchen is used.

Special Needs

Would you like all four handicap spaces available for wheelchairs for your event?
 Yes No

Would you like for the Hearing Impaired Aide devices available for your patrons? (See pg.11)
 Yes No

Support Materials

You are welcome to attach materials that relate to your theater rental application that may be helpful to the selection committee.



Artist/Arts Organization Name: _____

Rental Dates and Times Requested

Complete the First, Second and Third Choice forms for rental dates and times requested on pages 5, 6, & 7.

Proposed Use Dates and Times: FIRST CHOICE

Year: _____

Move-in:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Rehearsals:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Performances:

How long is the performance? _____ hours

List all time needed prior to the performance and after the performance:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Move-out:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Summary of Proposed Dates as listed above:

Move-in to Move out dates: _____ to _____

Number of dates for move-in _____

Number of dates for rehearsal _____

Number of dates for evening performances _____

Number of dates for morning performances _____

Number of dates for matinee performances _____

Number of dates for move-out _____



Artist/Arts Organization Name: _____

Proposed Use Dates and Times: SECOND CHOICE

Year: _____

Move-in:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Rehearsals:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Performances:

How long is the performance? _____ hours

List all time needed prior to the performance and after the performance:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Move-out:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Summary of Proposed Dates as listed above:

Move-in to Move out dates: _____ to _____

Number of dates for morning performances _____

Number of dates for move-in _____

Number of dates for matinee performances _____

Number of dates for rehearsal _____

Number of dates for move-out _____

Number of dates for evening performances _____



Artist/Arts Organization Name: _____

Proposed Use Dates and Times: THIRD CHOICE

Year: _____

Move-in:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Rehearsals:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Performances:

How long is the performance? _____ hours

List all time needed prior to the performance and after the performance:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Move-out:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Summary of Proposed Dates as listed above:

Move-in to Move out dates: _____ to _____

Number of dates for morning performances _____

Number of dates for move-in _____

Number of dates for matinee performances _____

Number of dates for rehearsal _____

Number of dates for move-out _____

Number of dates for evening performances _____



GEORGE WASHINGTON CARVER MUSEUM & CULTURAL CENTER THEATRE

ATTACHMENT A (FEE SCHEDULE)

FEES ARE COLLECTED FROM MOVE-IN TO MOVE-OUT TIME AS FOLLOWS:

A \$20 charge shall be paid on all returned checks.

DEPOSIT \$100 (refundable)

Your reservation is considered tentative until a \$100 deposit has been receipted and a reservation agreement has been signed. The reservation deposit converts to a cleanup and damage deposit.

Deposit will be returned upon final inspection of the theater and any other areas used. If areas used are restored to original condition (reasonable wear and tear expected), clean and without damage and/or if the Renter does not use the facility beyond the hours agreed to in the reservation agreement, the deposit will be returned in full. The deposit will be mailed from the City of Austin to the Renter who signed the Reservation Agreement.

Below are reservation fees assessed for non-profit & commercial.

Facility rental fees shall be paid in full 60 days prior to the date of first scheduled use. All other fees shall be paid on Mondays for that week of rental dates and times (Monday – Saturday).

Should the reservation be made within 60 days before the first scheduled use date the deposit and facility rental fees shall be due at the same time.

Reservation fees are collected for rehearsals outside of facility hours of operation or for any performances scheduled.

Rehearsals within GWC Hours of Operation (subject to availability) are free. A \$54 per hour charge is incurred if the renters use the space beyond the initial four hours.

Reservation Fee Chart:

CLEAN-UP/DAMAGE DEPOSIT	\$100	
REHEARSALS	Non-profit & Resident Fees	Commercial & Non-Resident Fees
M-W 10AM-6PM, TH 10AM-9PM, F 10AM-4PM	\$66 equipment fee is charged per day.	\$77.25 equipment fee is charged per day.
M-W AFTER 6PM, TH AFTER 9PM or F AFTER 6PM or SAT AFTER 4PM and CLOSED ON SUNDAYS	\$448.50 (4-HOURS MINIMUM) Detail: Facility Rental Fee \$268.50 Utility Fee \$20 Staff Fee \$160	\$499.50 (4-HOURS MINIMUM) Detail: Facility Rental Fee \$319.50 Utility Fee \$20 Staff Fee \$160
EACH ADDITIONAL HOUR	\$54 PER HOUR Detail: Facility Rental Fee \$30 Utility Fee \$12 Staff Fee \$12	\$85 PER HOUR Detail: Facility Rental Fee \$45 Utility Fee \$20 Staff Fee \$20Note
EQUIPMENT FEE	\$66 PER DAY	\$77.25 PER DAY
	NOTE: No charges for rehearsals	

PERFORMANCES	Non-profit & Resident Fees	Commercial & Non-Resident Fees
ALL PERFORMANCES SCHEDULED	\$448.50 (4-HOURS MINIMUM) Detail: (same as listed above)	\$499.50 (4-HOURS MINIMUM) Detail: (same as listed above)
EACH ADDITIONAL HOUR	\$54 PER HOUR Detail: (same as listed above)	\$85 PER HOUR Detail: (same as listed above)
EQUIPMENT FEE	\$66 PER DAY	\$77.25 PER DAY





GEORGE WASHINGTON CARVER THEATRE TECHNICAL SCHEDULE

STAGE

Proscenium width and height	30'-0''w x 18'-0''
Plaster line to back wall	24'-0''
Plaster line to front of stage	4'-0''
Center line to stage right wall	27'-8''
Center line to stage left wall	28'-0''
Wing space to stage right wall	12'-8''
Wing space to stage left wall	13'-0''
Stage Floor	Installed in 2004 and in excellent condition. Marline grade plywood over 1 1/8'' plywood deck on wood joints. Solid maple floor level with marline grade plywood (same thickness) in front of curtain.
(Stage electrics info) Road Board Plug-In	Strand 520i control console with standard DMX connections in light control room at rear of house and at stage manager's panel at stage left.
Dimmer Racks	192 capacity Dimmer Cabinet
	Dimmer/circuit and 25 circuits at each electric

SOFT GOODS

Main Curtain	Vertical rise of 34'-0' with manual control at stage left.
	Maximum speed of 7'' per minute.
Legs	Located on the 4th, 7th, 11th and 14th batten
Rear Traveler	Located on 19th batten 19'' upstage of Plaster Line
Scrim	Located on 20th batten 20'' upstage of Plaster Line

LIGHT FIXTURES

30	SL-Series Ellipsoidal Spotlight. 26 (6x12), 575 watt, with C-clamp, Color Frame
30	Fresnel, 1000w, 6'', with clamp and color frame
12	Altman Focusing Scoop Floodlight, 500-1000 watt, with color frame
12	Source Four PARs, with 5 lenses and color frames
5	Altman Cyc Floodlight, 3-sectin, 1000-1200 watt w/safety screen
2	Lycian Super Arc 400 Followspot



LIGHT CONTROLS/CONSOLE

Main control console	Strand 520i control console with standard DMX connections in light control room at rear of house. Mini Light Palette 520i 1,000-ch/500-att
Remote	Remote focus Hand-held designer's unit for 520i.
Stage Manager's Panel	PREMIERE Display station (lights) Reporter out to console
House control	PREMEIRE 1-push button station at house entry

FLY SYSTEM

Double weight counter purchase system with twenty lines.	
Available battens for scenery	Batten #8, 6" from Plaster Line
	Batten #9, 7"-8' from Plaster Line
	Batten #12, 11" from Plaster Line
	Batten #15, 15" from Plaster Line
	Batten #17, 17" from Plaster Line
	Batten #18, 17"-6' from Plaster Line
Fly gallery height	10"
Batten Capacity	925 pounds
Arbor Capacity	1,850 pounds
First available line from Plaster	7"
Last available line from Plaster	17"-6'
There are NO MOTOROZED sets	All sets are manually operated from the galley.

SOUND-MICS, SPEAKERS & BOARD

1	Allen & Heath GL 3300 buss live console	Dual functionality, 8 audio groups, 8 auxiliary send, 12x2 matrix, 4 mute groups, 2 stereo returns, 4 bands eq plus hpf stereo channels.
8	Audio-Technica HLD Mics	Provides unique high output element
4	Audio-Technica CC Mics	Ideal for drum overheads, acoustic guitar, piano, horns and under snare
4	Audio-Technica Floor Mics	For surface mount application requiring high quality sound pick-up.
2	ME3 (Headset Mics)	Intended for music and speech applications that require maximum movement.
Other specialty mics available upon request from production Director/Sound Technician		
4	Electrovoice Elminator floor monitors	Constant directivity 80*x55* horn in a vertical orientation that provides usable monitor angles of 50*x65*
4	JBL – JRX Loudspeakers	For that extra need of high powered two way sound
5	Ultra-DI Box, Model 100 (Behringer)	Multi-purpose active direct inject box for live and studio applications.

STAGE MANAGEMENT

Clear Com Speakers	Located in each dressing room
Stage Manager's Panel	Located Stage Left
17 Clear Com Headsets	(15 dual earphone sets and 2 single earphone sets)

HEARING IMPAIRED NEEDS

10 Listen Technologies ear pieces and neck loops	These devices are for those with legitimate hearing problems and can only be checked out by patrons from the Carver Museum front desk staff. Please specify on your application if you would like this option with your production.
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THEATRE TECHNICAL PACKAGES

<p>Lecture Package 1 mic and podium or one 6 ft. table 3 mics and one eight foot table Power Point option.</p>	<p>Resident / Non-Profit Fee \$66.00 per day</p>	<p>Non-Resident / Commercial Fee \$77.75</p>
<p>Small Production Pkg 4-6 any type mcs Clear coms</p>	<p>Resident / Non-Profit Fee \$91.75 per day</p>	<p>Non-Resident / Commercial Fee \$108.00</p>
<p>Full Production Package 8 any type microphones 4 monitors Power Point Options</p>	<p>Resident / Non-Profit Fee \$117.25 per day</p>	<p>Non-Resident / Commercial Fee \$138.00</p>
<p>Concert/Musical Package 12 any type microphones 6 monitors Power Point option Clear coms</p>	<p>Resident / Non-Profit Fee \$194.75 per day</p>	<p>Non-Resident / Commercial Fee \$229.00</p>

NOTE: Please make sure of your package choice. Switching of packages is ***not*** allowed on the day of the show/event, as your bill will have been paid three days prior.



RECEPTION PACKAGES

Cookies n' Punch Package (included with theatre rental)

- 1-2 8 ft. Table(s)
- 1 Registration Table (optional)
- 1 48" Round Table or 6 30" round tables

Meet & Greet Package

Resident / Non-Profit Fee \$87.00

Non-Resident / Commercial Fee \$102.25

- 2 8 ft. tables
- 2 48" rounds or 2 6 ft. tables
- 10 30" rounds
- 1 registration table

Eat, Drink, Be Merry Package

Resident / Non-Profit Fee \$113.75

Non-Resident / Commercial Fee \$133.75

- 2-3 large food/serving tables
- Bar set up (two 6 ft. tables)
- Up to 10 mixed size tables with 2-3 chairs each (30 chairs max)
- 1 registration table and 1 podium.

Full Party & Ceremony Package

Resident / Non-Profit Fee \$155.75

Non-Resident / Commercial Fee \$183.25

- 2-3 large food/serving tables
- Bar set up (two tables)
- 10 mixed size tables with chairs
- Registration table, Podium
- PA System set up.

NOTE: If you are renting the theatre and hosting an opening night reception, your lobby rental is free with the BASIC LOBBY SET UP. However, if you want anymore than the basic you will need to pay that package fee.





GEORGE WASHINGTON CARVER THEATRE TECHNICAL SCHEDULE

NOTES

Please share any other information about your production/event!

