PORTLAND COMMUNITY COLLEGE SYLVANIA PERFORMING ARTS CENTER
PAC Facility and Equipment Fee’s:
Rate Sheet – effective – August 1, 2018

Base Rental Rate includes:

PAC Auditorium (Aud) & Lobby:
- 380-seat auditorium, stage, lobby, 2 dressing room
- Basic Rep plot lighting (100+ lights)
- Up to 4 microphones
- Green Room access
- Access to 8 standard size 6’ banquet tables
- Access to 50 chairs

PAC Little Theatre (CT 201 - LT):
- 100-seat configurable room (no backstage)
- 100 fold out seats (with a 10 ft stage)
- Basic Rep plot lighting (25+ lights)
- Up to 1 microphone and 2 speakers
- Lectern

PAC Lobby:
- 75 seats with no tables
- 55 seats with 8 tables
- Access to 8 standard size 6’ banquet tables
- Up to 1 microphone and 2 speakers
- Lectern

Commercial Rates:

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<tr>
<th>Location</th>
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Non-Profit Rates:

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Other Facility Charges:

- PAC crew Load in:
- Spacing Rehearsal (no light or sound):
- Empty Space “dark night” fee (all events):

Additional Rental Expenses:

- Additional Mics Packages: $75.00
- Basic Stereo Recoding + thumb drive: $50.00
- Projector: $150.00
- Wide Screen TV or Projector Screen: $25.00
- A/V streaming to lobby or Rm 101: $150.00
- 1-4 Platforms (or risers): $150.00
- Additional Platforms or steps units: TBD
- Stage stairs removal/restore: $50.00
- Light Plot changes/reset: $150.00
- New gel: 2 week notice required: Cost
- Marley Dance Floor: $150.00
- Scene Shop Change Over: $150.00
- Orchestra Pit Removal/Return: $200.00
- 7’ Yamaha Grand/Upright Piano w/ tuning: $250.00
- Snow Drop: $25 /wk
- Fog Machine: $25 /day or $75 /wk
- Consumable Materials (Snow, Tape, etc.): Cost

Additional Rental Expenses:

- Applies to all events. Will be removed from bill after event if Lighting Designer’s notes deems it unnecessary.

Stage Rigging:

- Only PAC staff may use the PAC rigging system. Any rigging equipment provided by Client must comply with USITT rigging standards. PCC reserves the right to inspect rigging and prohibit use of unsafe rigging practices.

Lighting Equipment and House REP Plot:

- Only PAC staff may use the PAC Lighting consol. PAC Provides a lighting REP plot complete with focused & gelled lights. If Client requires changing light REP plot, personnel costs for changes PLUS costs for restoring the plot after Client’s event will be charged to the Client.

Sound Equipment:

- Only PAC staff may use the PAC sound board and equipment.

Scenery:

- All scenery must be approved by PAC Rental Coordinator. Who, at their discretion may require Client to provide proof that all scenery is constructed safely and of flame retarded material. Such proof must consist of a label attached to scenery indicating that it has been fire retarded with a date in evidence. The PCC Rental Coordinator may also, at their discretion, ask Client to provide a sample of the scenery material for flame testing.

Special Effects Permits:

- Open flame, or pyrotechnic effects such as flash pots, candles, etc., requires the Client obtain a Fire Permit from the City of Portland Fire Marshall 5 days prior to their use on stage. Permits must be posted and on file in PAC 108 during event

Oregon Office of State Fire Marshal:
- Phone: 503-378-3473
- Address: 4760 Portland Road NE, OR 97305
- E-mail: oregon.sfmarshals.state.or.us

Serving Food on Campus:

- PCC requires a minimum of 30 days advance notice for risk and safety approval to be granted for any food being served on campus. Authorization for an outside caterer must be approved by the Director of Auxiliary Services or the Food Service Manager for PCC.

Please refer to the "important considerations before booking at PCC" section located on the "Booking your Event" page for polices that all events are held accountable to.

7/12/18
**PORTLAND COMMUNITY COLLEGE SYLVIANA PERFORMING ARTS CENTER**

**Rate Sheet – effective – August 1, 2018**

**PAC Personnel Charges:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Hourly Rate</th>
<th>Overtime Rate</th>
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<tbody>
<tr>
<td>Event Supervisor</td>
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<tr>
<td>Technical Director</td>
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<tr>
<td>Carpenter</td>
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<tr>
<td>Stage Manager</td>
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<td>Light Designer</td>
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<tr>
<td>Light Board Tech</td>
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<tr>
<td>Spot Operator</td>
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<tr>
<td>Master Electrician</td>
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<tr>
<td>Projectionist</td>
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<tr>
<td>Set Up Crew</td>
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</table>

**PAC personnel Policy:**

- All events require a minimum of one PAC Supervisor present during all hours Client is on PCC premises.
- PAC Supervisor/Crew call is 30 minutes prior to Client entering the building to open & prep the space.
- Supervisor/Crew call is 90 minutes prior to Curtain during performance/event dates
- All crew calls are 4-hour minimum.
- Paper Tech meeting is required for all events, unless otherwise determined by the PAC Scheduler—with 3 days minimum notice required.
- PCC House Manager is required for All PAC auditorium events - call is no less than 90 minutes prior to Curtain.
- House Manager call is no less than 90 minutes prior to Curtain.
- PAC does not provide Box Office staff or Ushers.
- PAC Does not provide ticket sales services.

**Federal Labor laws for breaks & meals:**

- 1-hour meal break is required after every 6-hour shift. NO EXCEPTIONS.
- 15 minute break is required every two hours (excluding rehearsals & performances).

**Meals & Breaks Policy:**

- 1-hour meal break, PAC is closed during break (clients cannot be in building when closed)—crew remains off the clock.
- 30-minute meal break, PAC is open during break—Client pays for meals and PAC crew remains on the clock.
- Client will be charged $10 for each meal.

**PAC Contact Information:**

Emailing the PAC is the best way to get a hold of PAC Staff. 
Email: pac@pcc.edu

**GUEST RULES:**

We are very proud of our facility and request that you please remember a few rules during your visit here...

- No food or drink in the auditorium, the stage & wings or the scene shop (the only exception is bottled water).
- Please leave all areas including the dressing rooms clean (no costumes on the floor, no make up on mirrors, etc.).
- Only production participants & crew are allowed back stage. Please ask friends & family to wait in the lobby.
- If you arrive prior to your scheduled time you are welcome to sit and wait in the green room. The crew will not be able to assist you until your scheduled arrival time. The crew has assigned duties that they are required to attended during this time.
- No feet on the seats in the auditorium.
- No running at any time.
- Please do not touch the Projection Screen or the Cyclorama (the large white curtain located at the back of the stage).
- Please do not touch any technical equipment such as lights, booms, the sound & light board areas located at the back of the house.
- Please be aware of your surroundings when you are on or near the stage area.
- Due to dim lights, sometimes it is very hard to see all of the technical equipment.
- Please be sure to check in & out with the Event Supervisor.
- Please be sure to listen to any announcements made over the loud speakers because they may be talking to you.

7/12/18