

# PORTLAND COMMUNITY COLLEGE SYLVANIA PERFORMING ARTS CENTER

## PAC Facility and Equipment Fees:

*Rate Sheet – effective – January 1, 2024*

Base Rental Rate includes:					
<b>PAC Auditorium (Aud):</b>		<b>PAC Little Theatre (CT 201 - LT):</b>		<b>PAC Lobby:</b>	
<ul style="list-style-type: none"> <li>• 380-seat auditorium, and stage</li> <li>• Lobby, 2 dressing rooms, green room access</li> <li>• Basic Rep plot lighting (100+ lights)</li> <li>• Up to 4 microphones</li> <li>• 8 standard 6ft banquet tables and 50 chairs</li> </ul>		<ul style="list-style-type: none"> <li>• 100-seat configurable room (no</li> <li>• 100 fold out seats (with a 10 ft s</li> <li>• Basic Rep plot lighting (25+ light</li> <li>• 1 microphone and 2 speakers</li> <li>• Lectern</li> </ul>		<ul style="list-style-type: none"> <li>• 75 seats with no tables</li> <li>• 55 seats with 8 tables</li> <li>• 8 standard 6ft banquet tables</li> <li>• 1 microphone and 2 speakers</li> <li>• Lectern</li> </ul>	
Base Rental Rates:		Base Rental Rates:		Base Rental Rates:	
PERFORMANCE		REHEARSAL		PERFORMANCE	
Location	Rate	Location	Rate	Location	Rate
PAC Aud	\$900 /day	PAC Aud	\$700 /day	PAC Aud	\$700 /day
PAC Lobby	\$300 /day	PAC Lobby	n/a /day	PAC Lobby	\$250 /day
PAC Courtyard	\$500 /day	PAC Courtyard	n/a /day	PAC Courtyard	\$300 /day
PAC 101	\$200 /day	PAC 101	\$75 /day	PAC 101	\$100 /day
PAC 104 WDrM	TBD /day	PAC 104 WDrM	TBD /day	PAC 104 WDrM	TBD /day
PAC 105 MDrM	TBD /day	PAC 105 MDrM	TBD /day	PAC 105 MDrM	TBD /day
PAC Scene Shop	TBD /day	PAC Scene Shop	TBD /day	PAC Scene Shop	TBD /day
<b>Other Facility Charges:</b>			<b>Other Facility Charges:</b>		
PAC Load in	\$100 /hr		PAC Load in	\$50 /hr	
Spacing	\$100 /hr		Spacing	\$50 /hr	
Dark Night	\$150 /day		Dark Night	\$100 /day	

### Additional Rental Expenses:

*Per event unless otherwise noted*

Additional Mics	\$75.00
Basic Stereo Recording	\$50.00
Projector	\$150.00
Wide TV or Projector Screen	\$25.00
A/V Streaming (live feed)	\$150.00
1-4 platforms (or risers)	\$150.00
Stage wall removal/restore	\$50.00
Marley Dance Floor	\$200.00
Scene Shop Change Over	\$150.00
Orchestra Pit Removal/Return	\$150.00
7' Yamaha Grand/Upright	\$200.00
Piano w/ tuning	
Cue Lab	\$4 /day
Snow Drop	\$25 /wk
Fog Machine	\$25 /day or \$75 /wk
New gel: 2 wk notice required	Cost
Materials (Snow, Tape, etc.)	Cost
Light Plot reset *	\$150

\*If the event requires changing the light REP plot, cost for restoring the plot PLUS personnel cost will be charged to the client.

### PAC Policies:

#### 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 and gelled lights. If the event requires changing light REP plot, the cost for restoring the REP plot 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. The PAC may require Client to provide proof that all scenery is constructed safely and of flame retarded material. There must be a label attached to scenery stating that it has been flame retarded. The PAC may also ask Client to provide a sample of the scenery material for testing.

**Custodial Charges:***Typically required before and after each performance.*

PAC Cleaning (Aud + Lobby)	\$185.00
PAC Quick Clean (Lobby only)	\$150.00
Little Theatre Cleaning	\$150.00
Courtyard Cleaning	\$185.00
Courtyard/ Lobby set up/strike	TBD

**Public Safety Charges:***vertime charges apply for coverage outside of campus hours.***Typical Campus Hours:**

Monday-Friday 6:00a-10:00p (Gates Locked 10:30p)	
Saturday 6:00a-8:00p (Gates locked at 8:30p)	
Sunday 6:00a-6:30p (Gates 6:30p)	
PS Overtime	\$100 /hr

**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 the PAC office (PAC 108) during event.

**Oregon Office of State Fire Marshal:**

Phone: 503-378-3473

Address: 4760 Portland Road NE, OR 97305

E-mail: oregon.sfm@state.or.us

**Serving Food:**

To serve food from an outside caterer in the PAC, Clients must get approval from PCC Food Services. Requests for catering approval must be sent no later than 30 days before the event.

**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 and 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 and crew are allowed back stage. Please ask friends and 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 attend to before your arrival.
- 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 and light board areas.
- 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 and 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.

**PAC Contact Information:**

Emailing the PAC is the best way to get a hold of PAC S Please email us at [pac@pcc.edu](mailto:pac@pcc.edu).

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