



Dear Prospective Renter,

We're so excited you're considering producing your event at The Performing Arts Education Centers (the PAECs). The Las Virgenes Unified School District and the entire PAEC staff are committed to providing you with a great experience during your time with us.

Here's how the process works:

## **1. SEND US AN EVENT QUESTIONNAIRE**

Please complete a Performing Arts Education Center Event Questionnaire and return it via email or mail. It's okay if you can't answer every question; just include what you know now.

If we have any questions after we read your questionnaire, we'll call you. More than anything, we want to understand your plans so we're all on the same page and working toward the same goals.

(Find the form online at <http://thepaecs.org/rental/> or request one via email at [theatermanager@lvusd.org](mailto:theatermanager@lvusd.org).)

## **2. SCHEDULE A WALK-THRU**

To get a better sense of how your event will look and feel at the PAECs, contact the Theater Manager and schedule a walk-thru of the space. We love showing off our extraordinary venues during private tours to prospective renters.

## **3. REVIEW YOUR ESTIMATE**

Once we understand your plans (i.e., proposed dates and times, required staff, etc.), we'll send you an Event Costs Estimate detailing what we think your event will cost.

Once we come to an agreement on the estimate and the dates of your event, we'll send you a Rental Agreement.

## **4. SIGN ON THE DOTTED LINE**

As soon as you return two signed copies of your *Rental Agreement* along with a 50% Non-Refundable Deposit, we'll lock your date(s) in on the PAEC calendar and you can begin promoting your event.

Mail your Cashier's Check, made payable to *The Performing Arts Education Center*, to:

*The Performing Arts Education Center  
LVUSD  
4111 N. Las Virgenes Road  
Calabasas CA 91302  
ATTN: Theater Manager*

## **5. Pre-production**

Work with PAEC Staff to plan all the backstage and Front-of-House elements of your upcoming event.

## 6. BUILD YOUR BOX OFFICE

All ticketed events in the Performing Arts Education Center must use the PAEC Box Office.

To help you build your event into our online Box Office system, we'll send you a "*Building Your Box Questionnaire*" to help us better understand how you plan to sell tickets to your event.

## 7. GET INSURED

You must acquire Event Liability Insurance from you insurance company, as detailed in our Rental Agreement, and provide proof of your coverage at least thirty (30) days prior to your event.

If you don't have insurance, we won't be able to allow you to start working in the building.

## 8. THE BIG DAY

By the time you arrive at the big day, everything will go as smooth as silk because we all did such a good job of planning out all the details!

## 9. FINAL SETTLEMENT

In the days following your event, we'll account for all box office revenue, as well as any outstanding costs associated with your event (i.e., production costs, materials, outstanding rent, labor costs, box office fees, etc.), and send you a *Settlement Proposal*.

Once both parties agree on the *Settlement* and all event costs have been deducted from your Box Office receipts and/or advance deposits, we'll send you a check for the remaining balance.

Unfortunately, we can't release any money from the Box Office until after your scheduled event has occurred without incident, and the *Settlement Proposal* has been approved.

## WE CAN'T WAIT TO HOST YOU!

Thank you for your interest in The Performing Arts Education Centers. We look forward to hosting your event.

See you at the theatre!



Gilles Chiasson  
Theater Manager