



**The Carysbrook Performing Arts Center—Fluvanna County
Application for Use or Rental**

Date ____/____/____

Applicant organization _____

Organization address _____ Zip _____

Contact person _____ Phone (____) _____

Category of Applicant In-county organization Out of-county organization Fluvanna Co. Gov.

Type of activity intended : Meeting Public hearing Workshop Drama Musical Dance

Concert Instrumental Talent show Story hour Lecture Sales presentation

Other (describe) _____

Event will be advertised as _____

Nature of expected audience (adults, families, employees, etc.) _____

Anticipated size of audience _____ This activity will be open to the public or private

Proposed date(s) and time(s) (Attach additional sheet if necessary)

date ____/____/____ from _____ to _____ date ____/____/____ from _____ to _____

date ____/____/____ from _____ to _____ date ____/____/____ from _____ to _____

date ____/____/____ from _____ to _____ date ____/____/____ from _____ to _____

Check off requirements (Fill in quantities needed where appropriate)

Basic space only (audience area, seating, stage area)

Stage Lighting and Sound System (will require CPAC technical staff)

microphones (how many?) fixed mike wireless body mike wireless hand-held mike

stage feedback monitors micro-phoned podium

stage lighting intercom dressing rooms box office phone cash register lobby water cooler

tables onstage (how many?) tables in lobby (how many?) folding chairs onstage (how many?)

overhead projector announcement on outside marquee message on telephone answering service

Comments/special requirements _____

I have read the regulations and charges for use of the CPAC on the reverse side and I am authorized to make this application for my organization.

Signature _____ Title _____ Date ____/____/____

**Mail or Fax completed application to:
Fluvanna Parks & Recreation, P.O. Box 128, Fork Union, Va. 23055 or FAX: 434-842-1015**
Do not send payment until you are notified that your application is approved

Office Use Only:	
Available: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Conflict with _____
Applicant qualified <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Need more info.
Appropriate use <input type="checkbox"/> Yes <input type="checkbox"/> No	Fee to FCPR \$ _____ Additional charges \$ _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date of determination ____/____/____
_____ FCPR Staff	

CARYSBROOK PERFORMING ARTS CENTER FEE SCHEDULE

Space Rental*

(includes audience and stage areas)

	In-County <u>Group</u>	Out-of-County <u>Group</u>	<u>Security Deposit</u>
One day, up to four hours	\$100	\$150	\$100
Each add'l consecutive day, up to four hours	\$80	\$120	\$100
Overtime occupancy, per hour	\$35	\$50	
Production Pkg. 17 days, rehearsal & show	\$600	\$900	\$300
Each add'l day rental, up to four hours	\$40	\$60	

*The County will develop a method to evaluate requests from in-County groups for a waiver or reduction of space rental fees depending on criteria including, but not limited to, financial need or the group's other contributions to the well-being and growth of the County.

Stage Lighting and Sound Systems Rental

(includes computerized stage lighting system, wired and wireless sound system, intercom, dressing rooms, box office, phone, cash register, water cooler)

	In-County <u>Group</u>	Out-of-County <u>Group</u>
One day, up to four hours	\$125	\$175
Production Pkg. 9 days, tech rehearsal & show	\$500	\$750
Each add'l day rental of systems	\$50	\$75
Staff technician (including set up and break down time)	\$20/hr	\$20/hr

Other Fees

	In-County <u>Group</u>	Out-of-County <u>Group</u>
Piano, Yamaha U2 upright (on the stage)	\$75	\$125
Piano tuning (done by Council upon request)	\$85	\$85

Note: The piano is permanently located onstage and may be played from that location. Should the renter wish to have the piano moved off the stage down to the house floor, we will have this done by professional piano movers. The performing group may be charged for this service. The group will be provided with a quote for the service and will have to pay up front for the service to be scheduled.