



Venue Request

Date: _____

Person/s Applying: _____

Contact #: _____

E-mail: _____

Type of Program: (choose one)

Play ____ Art Show/Art Classes ____ Concert ____ Dance ____ Other ____

If other, please give details.

On the following page you will find the necessary documents needed for the venue request. Please note the requirements are different depending upon the type of program you are requesting to host at LCCA. Please use the check list below to ensure all documents have been filled out and submitted. Missing forms and/or information will be considered at the Program Directors discretion.

Check List

Cover page ____ Signed Rules and Guidelines ____ Completed Program Form ____

Attached Program Calendar ____ Staff List ____ Crew List ____

Basic Rules and Guidelines

We at LCCA encourage arts of all types to display and promote their skills through a venue designed for the artist. LCCA would like to enclose basic rules and guidelines of the facility.

FULL BUILDING:

No alcohol (unless agreed upon by both parties) or smoking is allowed in any part of the building. This includes outside the front doors, side doors or back alley. Smokers will need to be at least 20 feet away from the building and any open doors. The Program Director's office is off limits unless accompanied by an LCCA representative.

Gallery:

LCCA is more than just a performance space. At times there will be other events happening at the same time. Please be respectful of such. If there is an Art Exhibition at the same time as your event, the gallery is to be left in the set up that it has been placed in.

Kitchen:

Should be kept cleared of all personal items. Clean out the refrigerator. Take out trash as needed. **NO PAINT IN THE KITCHEN SINK. DO NOT CLEAN BRUSHES IN KITCHEN SINK.** Please use the prep area to clean items.

PREP AREA: (sinks on the Southwest side)

Do not leave personal items behind. All trash to be taken out to the dumpster. Wash out sinks and sweep the floor when done. Clean counter top. This is a community space, leave it nice so others can also enjoy the venue.

Storage Area:

No one is allowed in the LCCA storage area unless accompanied by an LCCA representative. Use of the storage area will be met on a needs-based evaluation.

Performance Space:

No painting of the walls or flooring. Chairs will be stacked and put away at the end of the performance. Stage will be taken down and put away at the end of the run.

Thermostat:

Thermostat is preset. Please do not tamper with it. If you need more heating or cooling, please ask an LCCA representative.

Returns/Repairs:

If equipment needs maintenance or repairs, please inform the Program Director or the Executive Director. All borrowed equipment needs to be returned to the lender ASAP.

Outside:

Keep clear of debris and trash. If possible use a magnetic brush to pick up screws or nails. This is a nice venue, and the community always deserves LCCA to look it's best.

Commission Fee:

LCCA retains **20%** of all artwork sold, classes held, paid performances hosted by any person renting LCCA Gallery, Performance Space, Class Area and LCCA equipment.

LCCA is a space to be enjoyed by all. Thank you for helping LCCA and the community of Hobbs by showing your support through the arts. If there are any questions or concerns, please contact the Program Director, Executive Director or an LCCA board member. We will gladly answer any questions you may have.

These guidelines are put into place to keep LCCA in proper working order so that the community of Lea County and its visitors may enjoy all the programs LCCA and its affiliates have to offer. Please abide by these guidelines.

By signing below, I acknowledge I have read and understand the expectations of LCCA.

Name: _____

Date: _____

LCCA Rep: _____

Date: _____

For plays only

Please choose a genre:

Comedy ____ Farce ____ Musical ____ Drama ____
Melodrama ____ Suspense ____ Children's Show ____

Proposed dates: _____ to _____ of _____

Set and Props Requirements: (sets must be able to be moved in out through the double doors)

Other requirements: (choose all that apply)

Sound System ____ Mics ____ (wired or wireless) Stage ____
Piano ____ Other _____

Run time: _____

Who owns the copyrights: _____

In a few words, please describe the nature of the show and to what audience it caters.

For Art Shows/Art Classes Only

What type of show is it:

Who will be involved: (choose one)

Personal ____ Organization ____ What organization: _____

Proposed showing dates: _____ to _____ of _____

When will set up and hang take place: _____ to _____ of _____

When will take down take place: _____ to _____ of _____

What type of stands to be used: (choose all that apply)

Short Square ____ Medium Square ____ Large Square ____

Short Round ____ Medium Round ____ Large Round ____

Small Easel ____ Medium Easel ____ Large Easel ____

Mobile Walls ____ Display Cases ____

Other Needs:

For Concert/Dance Series Only

Genre:

Rock ____ Pop ____ Alternative ____ Jazz ____ Country ____
Vocal ____ Instrumental ____ Other ____ (explain) _____

Name of Group/Studio: _____

What is the targeted Audience: _____

Please include the set list below:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Other Needs: (some fees may apply)

Stage ____ Lighting ____ Sound System ____
Other _____ (give details below)

Fees for LCCA Venue

Venue Rental - \$200.00

(facility use)

Stage - \$200.00

(includes set up and tear down)

Lights - \$75.00

(placed on stage at desired locations)

Sound System - \$125.00

(system includes four main speakers, two monitors, four microphones, Cables and sound board)

Other - \$25.00

(assessed on a need to need basis)

Additions fees may apply with the use of other LCCA equipment not listed. When filling out the request forms please feel free add any additional information regarding the program you wish to host at LCCA.

We look forward to working with the community of Hobbs and with all of Lea County to establish a working relationship. Thank you for your submissions and for your support.