

Daniel Recital Hall Rental

Student: _____ Phone number: _____

Email: _____

Date of event: _____ Time of event: _____ am pm

Performer/Group: _____

Date of rehearsal: _____ Time of rehearsal: _____ am pm

DRH

21 days or more before recital date

\$100.00 = simple: The use of the hall with basic lights and sound (up to 3 mic's, 2 monitors & 1 technician).

\$200.00 = complex: The use of the hall, lighting cues and sound (up to 10 mic's, 5 monitors & 2 technicians).

8-20 days before recital

\$120 simple

\$220 complex

7 or fewer days before recital

\$150 simple

\$250 complex**

**At this stage there is no guarantee that multiple technicians will be available for a complex set up, as shift scheduling happens weeks in advance.

Recording

Audio recording = \$80.00.

After your recital, rychard.cooper@csulb.edu will send you a link to download your recording. Please be aware that **it may take several weeks after your recital for your recording to be finished.**

Please deliver this form and any accompanying material to the Music Department office at least 2 weeks prior to your event.

ADDITIONAL DRH RECITAL POLICIES AND FEES

Student recitals and rehearsals are generally accompanied by a Recital Hall Technician, however, you are primarily responsible for ensuring the health and safety of all persons involved in the event. Maintenance issues should be reported to the DRH Technician or Conservatory Office as soon as possible.

DRH SET UP TIERS (standard and complex)

DRH **Standard** setup includes:

shells, stands, chairs, and stage lighting. Use and size of a piano must be stipulated on the Performance Facilities Request Google form.

DRH **Complex** set up includes all of the above and:

Microphones, monitors, sound reinforcement, CD, DVD, or computer playback, and other audio visual etc. Requests for a complex set up must be completed a minimum of six weeks in advance of the recital. All information on the request must be complete and accurate (number and placement of mics, boom stands, etc.).

DRH FEES

Fees are payable in the Conservatory Office.

Recital Audio Recording \$80 (due 21 days or more before recital date)

Paid in full 21 days or more before recital date	\$100 standard set up / 1 technician \$200 complex set up / 2 technicians
Paid in full 8-20 days before recital	\$120 simple \$220 complex
Paid in full 7 or fewer days before recital	\$150 simple \$250 complex AND At this stage there is <u>no guarantee</u> that multiple technicians will be available for a complex set up, as DRH shift scheduling happens weeks in advance.

It is expected that all activities will be consistent with the long-term operation of the facility. The stage floor, curtain system, and audiovisual system require particular attention. The stage floor is not water resistant, and the surface will not stand up to abuse such as spilled liquids or items that can gouge the surface (such as instrument end pins, poorly maintained equipment, or any object that is dragged across it). Special precautions are required as follows:

1. All instruments containing end pins must use a protective device ("rock stop" or related) at all times.

2. Curtains are to be opened or closed only when both sides have been cleared of all obstructions. Persons operating the curtain control should have a hand on the stop button at all times, while the curtain is in motion.
3. Instrument cases should be stored neatly on the left side of the stage whenever possible. The Conservatory and the recital hall staff are not responsible for damage to instruments left or stored on stage. Do not block any exits, equipment access or curtains with cases.
4. Liquids are not allowed on the stage except water when necessary for the performance. All water should be in bottles with no-drip caps. Clean up spilled water as soon as possible.
5. All items without wheels must be carried from place to place on stage and not dragged. This includes podiums, chairs and stands.
6. Audio-visual equipment can only be operated under the supervision of the recital hall staff.

Backstage Area:

The backstage area is not designed or approved by the Fire Marshal for public access. Special care must be taken to move the rear stage door slowly so that it does not derail. It weighs a few thousand pounds and could cause serious injury if abused.

The backstage area may not be used for warm-up, dressing etc., nor for storage of any equipment except recital hall equipment. This area must be supervised at all times when it is open. Do not leave the roll-up door open during a rehearsal, performance, or at any time when the back area is not being supervised by a responsible individual. The same applies to the fire door from the stage to the backstage area.

Green Room:

The DRH Technician will open A206 for you at the beginning of your recital block.

Equipment:

Equipment belonging to the recital hall (chairs, stands, risers, shells, equipment etc.) is for use only in the recital hall; it may never be taken to other classrooms or performance areas. The stage must be cleared of all equipment and the backstage area cleared of all non-recital-hall owned equipment at the end of each scheduled recital.

Pianos:

Access to pianos is by pre-arrangement only. Currently a 7' Steinway B and 9' Steinway D are kept on stage.

Concert pianos are restricted to dress rehearsal and performance time only. Pianos have fallboard locks: the technical crew have access to those lock keys, and the pianos will be unlocked as part of stage setup. Concert tunings for pianos must also have a minimum of three weeks advance notice, to allow for scheduling and work time. Please note: piano covers should never be placed on the floor.

The DRH Technician has the following duties:

Unlock all doors, including restrooms, backstage, and Green Room doors
Assist with stage set-up of chairs, stands, risers and shells, plus any pre-arranged audio-visual equipment.

Preparation of backstage area – wing curtains, fire door and main curtain in appropriate position. All exits clear and unobstructed. Area clean and safe.

Preparation of Lobby area – excess equipment stored appropriately. Are presentable and patron ready.

Unlock piano, fold and store cover, help move piano into place.

Lighting cues.

Recording.

Sound reinforcement.

Projections.

Operation of screen and main curtain from booth.

Announce house opening to ensemble. Clear stage appropriately. Give OK for house to open to House Manager.

Pre-show announcement.

Following the performance, the Technicians will have the following duties:

Assist with stage strike, to ensure that all equipment is properly stored away.

Lock up the facilities: including Green Room, restrooms, and all recital hall doors.

Cover and lock piano.

DRH Technicians are not available to work on stage during the concert.