



## 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.

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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 or smoking is allowed in any part of 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 Directors/Executive Directors office is of limits unless accopted by an LCCA representative.

### **Gift Shop/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 is has been placed. The gift shop is strictly for the use of LCCA.

### **Kitchen:**

Should be kept cleared of all personal items. Clean out 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 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.

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 is 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 that LCCA has.

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)

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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.

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**For Art Shows/Art Classes Only**

What type of show is it:

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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:

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**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)

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## **Fees for LCCA Venue**

**Venue Rental - \$100.00**

(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.