



**Yorba Linda Cultural Arts Center**  
 4802 Lakeview Avenue, Yorba Linda, CA 92886 ~ (657) 242-4660

**CITY of YORBA LINDA**  
**PARKS & RECREATION**

# FACILITY RENTAL APPLICATION

Website: [www.yorbalindaca.gov](http://www.yorbalindaca.gov)

Email: [YLCAC@yorbalindaca.gov](mailto:YLCAC@yorbalindaca.gov)

## CONTACT INFORMATION

### Primary Contract Holder:

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

### Production Manager:

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

### Organization Information (if applicable):

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_  
 Website: \_\_\_\_\_  
 Type of Organization: \_\_\_\_\_

## GENERAL PRODUCTION SCHEDULE

### Proposed Event Title:

### Type of Event:

**Expected Number of Performers:** Adults: \_\_\_\_\_ Minors (under 18): \_\_\_\_\_

**Expected Number of Attendees:** Adults: \_\_\_\_\_ Minors (under 18): \_\_\_\_\_

	Date	Start Time*	End Time*
Load-in/Set-up	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Rehearsal(s)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Performance(s)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Intermission(s) (if applicable)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Strike/Load-out	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

\*Times are approximate and may be later updated.

**ADDITIONAL SPACE**

The hourly rental fee covers the use of the Black Box Theater. In addition, on productions days and days when the user requires the use of the entire facility, an additional \$50 an hour fee will be assessed for use of the lobby, paseo, and auxiliary rooms (Art Studio, Dance Studio, and Music Room).

**Additional Spaces Requested:**

	Date	Start Time	End Time
Lobby	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Paseo	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Auxiliary Rooms	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

**EVENT INFORMATION**

**Please provide a brief description of the event:**

**Please describe your general stage set-up:** (i.e. "stage set for a 5-piece band with risers for the drum set.")

This set-up will include artificial smoke or fog.

**LIGHTING/AUDIO**

**Please describe your lighting needs:** (i.e. "a general wash of lighting on the stage in three colors.")

**Please describe your audio needs:** (i.e. "microphone for singer and music plug-in.")

This event will require City contracted AV Technician services.

Date	Start Time	End Time
_____	_____	_____
_____	_____	_____
_____	_____	_____

