

# KiMo Theatre Equipment & Labor Request form 501c-3

Event Name \_\_\_\_\_ Event Date(s) \_\_\_\_\_

Renter / Producer name \_\_\_\_\_

**Return this completed form not less than 1 month prior to your event.**

You may provide equipment instead of or in addition to, that provided from the KiMo's inventory. However, its operation and compatibility with KiMo equipment cannot be assured.

**Lighting Categories** select one

**In-House light plot** \_\_\_\_\_

Stage lights are rented 'as is', and included with the rental of the KiMo.  
 121 fixtures total, includes 35 specials that may be adjusted for your event.  
 The 86 'House' light plot fixtures may NOT be adjusted.  
 A minimum of 1 lighting operator is required.  
 If any stage lights are adjusted, at least 1 (additional) assistant is required.  
 Scheduling adequate time for adjustments and the creation of lighting  
 'pictures' is the responsibility of the Renter/Producer.

**Independent lighting design** additional fixtures are available (see below) \_\_\_\_\_

The KiMo **does not** provide Lighting Designers.  
 A minimum of 1 operator and at least 2 assistants are required.  
 The amount of work proposed directly affects the amount of building rental  
 time and labor required. Consult directly with your Lighting Designer.

How many lighting persons will your event require? (see above) \_\_\_\_\_

Will you provide these persons,  
 or will you require an outside vendor to provide them for you? \_\_\_\_\_

**Additional Lighting Equipment.** rental charges are per fixture/item quantity requested

Standard Theatrical Fixtures .....(\$10/week. no PAR cans)..... \_\_\_\_\_

Martin 918 .....(\$50/day, \$100/week. 4 only)..... \_\_\_\_\_

Follow spot .....(\$10/day. 2 only)..... \_\_\_\_\_

Electrical power tie-in (80A, 220v) .....(\$75)..... \_\_\_\_\_

Electrical power tie-in (200A, 3 phase) .....(\$150)..... \_\_\_\_\_

Scene Machine .....(\$30/ 1<sup>st</sup> day, \$15 each additional day. 1 only)..... \_\_\_\_\_

**Sound System, Equipment Packages.**

select one

**P. A.** .....(price included in building rental)..... \_\_\_\_\_  
first 6 input devices, ie. wired microphone or DI box – CD/ cassette player.  
12ch. FOH mixing console - 4ch. graphic EQ. - SPX 90-II reverb  
auditorium speakers (stereo) – 1 ch. of stage monitor w/ 2 speakers

A minimum of 1 sound operator is required.  
If on-stage equipment is moved during the event an assistant may be required.

**Sound Reinforcement** .....(\$150/d, \$300/wk)..... \_\_\_\_\_  
first 9 input devices, ie. wired microphone or DI box – CD player.  
32ch. Mackie SR-32 mixer **or** 32ch. Soundcraft Series II mixer -  
2 Yamaha SPX 2000's - 4ch. stage monitor w/ graphic EQ  
& 6 monitor speakers

1 operator and a minimum of 1 assistant is required.

**Concert Sound**.....(\$350/d,\$600/wk)..... \_\_\_\_\_  
9 or more input devices, ie. wired microphone or DI box – CD player.  
32ch. Mackie SR-32 mixer **and** 32ch. Soundcraft Series II mixer  
2 Yamaha SPX 2000's – PreSonus ACP 88, 8ch. compressor –  
6ch. stage monitor w/ graphic EQ & 8 JBL monitor speakers

2 operators and at least 1 assistant are required.  
During set-up and load-out, or if on-stage equipment is moved during the event, additional assistance is usually required due to the size or weight of some of the equipment.

How many sound persons will your event require? (see above) \_\_\_\_\_

Will you provide these persons, or will you require an outside vendor to provide them for you?  
Explain.

\_\_\_\_\_

Scheduling adequate time for set-up, sound check, rehearsal, performance & load-out/restore/clean-up is the responsibility of the Renter/Producer. Extra fees will apply.

your initials \_\_\_\_\_



**Stage Labor**

All rental of KiMo lighting, sound and additional equipment does **NOT** include labor for; set-up, operation and load-out/restore. Your backstage staff / crew must be at least 18 years old and should consist of at least 3 persons; 1 each for lighting, sound and stage.

Renter provided.

Any personnel provided by you must have prior training and be qualified to perform their assigned duties. Your use of the KiMo may be cancelled or postponed if you do not provide sufficient qualified personnel to safely present your event. If in our opinion it is necessary for the KiMo to provide additional or replacement persons for your event, at the KiMo’s expense, you will be billed for these persons.

KiMo Contracted Vendor provided.      Approx. \$22 per hour, per person. .

List any other stage personnel not noted above, that you are requesting the KiMo’s labor Vendor to provide for you. All events require backstage/onstage security personnel.

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Requests for the KiMo labor Vendor to provide labor for your event **cannot** be guaranteed with less than 2 weeks notice. Requests for crews larger than 3 persons will require at least 3 weeks notice.

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If any backstage items and equipment that you provide for the presentation of your event arrive before or leave after the times listed in your KiMo rental contract you will be billed for “Unscheduled” (overtime) use of the building.

All KiMo lighting, sound or additional equipment set up specifically for your event must be returned to its original location and/or function prior to the conclusion of your use of the building. Extra fees will apply.

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Renter / Producer signature \_\_\_\_\_

Signature Date \_\_\_\_\_

For any information about stage labor or equipment for your event please contact,

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