



Rev 11/25/11

ENVISION CENTER RENTAL RATE CARD - LIVE EVENTS

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Discounts for weekly renters with a one year lease

ROOM	BALBOA BANQUET ROOM	SUNSET STUDIO AUDITORIUM	VICTORY AUDITORIUM
	Seats 90 Theater Style 1140 sq ft Max Capacity 110 \$500/5hr minimum \$100 each additional hour \$1000/10-12 hrs.	Seats 150 Theater Style 2133 sq ft, 11.5 x 17 triangle stage Max Capacity 150 \$625/5hr minimum \$100 each additional hour \$1225/11-12hrs	Seats 244 Theater Style 3000 sq ft, 8x20 horizontal stage Max Capacity 300 \$750/5hr minimum \$125 each additional hour \$1500/11-12hrs
LABOR	REQUIRED: None OPTIONAL: Audio Technician \$25hr/5hr min	REQUIRED: Some Events may require security guards at \$20hr. OPTIONAL: Lighting/Power Point \$25hr/5hr min Audio Tech \$25hr/5hr min	REQUIRED: Audio Technician \$25hr/5hr min Some Events may require security guards at \$20hr. OPTIONAL: Lighting/Power Point tech \$25hr Audio or Lighting \$25hr/5hr min <i>Inhouse operators required for ENvision Equipment.</i>
CHAIRS/TABLES	90 Chairs included. Round Tables included if available. Linens not included.	150 Chairs. Up to 10 round tables if avail, labor chrg will apply. Linens not included.	244 Chairs included. Tables and Table set up available at extra cost. Linens not included.
INCLUDED	Room Rental Rate, Power, air/heat, On-Site Coordinator, basic audio includes portable 6 channel mixer, speakers, one wired microphone and bathrooms. Additional equipment/labor may be rented a la carte if available.	Room Rental Rate, Power, air/heat, On-Site Coordinator, basic audio, 2-3 wired microphones, 16 channel mixer, monitors, speakers, powerpiont projector, special lighting board, Drums & Keyboard, bathrooms, support rooms may be avail. Additional equipment/labor may be rented a la carte if available.	Room Rental Rate, Power, air/heat, On-Site Coordinator, basic audio, 32 channel mixer, speakers, 4-5 wired microphones, monitors, powerpoint projector, lighting board (requires paid operator), bathrooms, support rooms may be avail. Additional equipment/labor may be rented a la carte if available.

ROOM

ENVISION AUDITORIUM	<i>This room is brand new!!</i>	ENVISION AUDITORIUM
Seats 430 Theater Style, up to 470 5200 sq ft Room, 31 x 45 sprung stage 2500 sq ft Lobby Area Max Capacity 500 \$1000/5hr minimum \$150 each additional hour \$1800/11-12hrs REQUIRED LABOR: House Manager \$15hr/5hr min Audio Technician \$25-\$35hr/5hr min Security Guards Min 2-3 @ \$20hr OPTIONAL LABOR: Lighting Board Op \$25-\$35hr/5hr min Video Switcher \$25-35hr/5hr min Computer/Projector Op \$20hr/5hr min In House Technician \$20-\$25hr/5hr min	Included: Includes up to 470 new padded chairs Includes use of 2500sq ft Lobby Area, Green Room or Nursing Mother's Room with live videofeed (requires video op), additional support rooms, Room rental Rate, Power, Air/Heat, New Allen-Heath iLive digital mixer with presets, 5-6 wired microphones, music stands, speakers, HD projectors, monitors and brand new bathrooms. Eventually Lobby will include Café. Additional equipment/labor may be rented a la carte if available. Victory Auditorium seats 244 can be used as overflow room for Envision auditorium for a total of 714 seats.	Full Day Theatrical Rentals that include multiple rehearsal and performance days. Rehearsal M-Th: \$600/12 hrs Rehearsal F-Su: \$800/12 hrs Performance M-Th: \$1200/12hrs Performance F-Su: \$1700/12hrs \$150 each additional hour <i>Inhouse operators required for ENvision Equipment.</i>

Envision Center is film friendly with Cam-Lock Power Tie In, High Ceilings and Two Roll Up Doors. Call for filming rates.
 This Rate Card applies to live events, not filming.

ADDITIONAL ROOMS/PARKING:

Small Rooms:

Childcare Rooms/Support Rooms/Green Rooms: Additional support rooms may be included with rental on a case by case basis.

Kitchen Use: \$75 per event per day Full Kitchen, bring your own plates, silverware etc. (Not avail yet)

ENvision Parking:

ENvision Center Parking Lot is available to renters at no charge, if available. EC does not guarantee parking but is available on a first come, first serve basis. The facility houses 144 parking spaces marked Envision Center and Hirsch Pipe available evenings and weekends. Weekday daytime parking includes approx 70 spaces marked Envision Center Only. Parking is never allowed in Vally Storage/Uhaul Spaces at any time.

Other Parking:

Street parking includes 42 spaces and an additional 30 spaces on nearby streets. Premier Restaurant across the street may provide an additional 22 spaces in the evenings. Large Public Parking Lots are close by on Sepulveda, north for Costco Lot and south for Osh Lot. Also the Orange Line Parking lot can house hundreds of cars and must be contracted directly with the Orange Line.

GENERAL PROCEEDURES - Special Event Rentals

To Hold Space: Signed contract and check security deposit equal to 50% of room rate. Security Deposit Check will be cashed to verify funds. Unused portion of security deposit will be mailed out within two weeks after rental.

Booking Space: First 50% payment due no later than 30 days before rental. Second 50% payment and all labor costs due 2 weeks prior to rental. All rentals must be paid in advance or the rental will be postponed or cancelled.

Groups of 100 or more, will be required to be covered by General Liability Insurance with 1 Million coverage per occurrence and 2 Million General Aggregate, naming MSCC additionally insured. Certificate must be received no later than with 1st 50% rental payment.

Furniture, tables, chairs, equipment, decor in all rooms must be put back as found at end of each event and trash must be picked up.

If use Kitchen, must clean it and leave in same condition you found it.

*Sign in & Out for Time will be required at the arrival of first person and departure of last person.

*Audio Sign in & Out for lost/damages will be required before/after equipment is used.

* Only designated parties with names on lease/contract may sign.

OT Charges will apply for room use before or after designated time. It will be prorated at room rate in 15 minute intervals, and will be deducted from deposit check.

Lost/Damages Charges will be deducted from deposit check.

OT charges will apply if your attendees linger in parking lot more than 30 min following event.

No Alcohol is allowed on the premises including the parking lot. A champaign toast is allowed at wedding receptions only.

Smoking is only allowed in the parking lot away from entrances.