



community school of music and arts

Finn Center Rental Information – Effective July 2011

Deposits

A reservation deposit in the amount of \$100 is due within 10 days of booking the reservation. The balance of the rental fee is due one week prior to the event/rental date.

Cancellation Policy

30 day cancellation notice required for a full deposit refund.

Tateuchi Hall Availability

Finn Center closed on major holidays

Monday – Friday (8am – 10pm), best availability after 4pm

Saturday (10am – 10pm)

Sunday (10am – 6pm)

Reay Recital Room and Cleary Ensemble Room Availability

Monday – Friday (8am – 10pm), best availability 8am – 1pm

Saturday (10am – 10pm), best availability after 2pm

Sunday (10am – 6pm)

Services/Amenities

- Parking – limited parking during weekdays, complimentary and street parking
- Catering – no preferred caterer list, referral list available
- Kitchen Facilities – small catering kitchen with sink
- Linen – supplied by licensee, rental vendor or caterer
- Tables and Chairs – none, supplied by licensee, rental vendor or caterer
- Heat Lamps – rental vendor or caterer, placed away from trees
- Dressing Area – Green Room limited to 5-6 performers.
Reay Recital Room may be rented for larger productions
- Accommodations – none, local hotel referral list available
- Outdoor Night Lighting – yes, but limited
- Restrooms – wheelchair accessible
- Meeting Equipment – audio/visual equipment rental through CSMA or local rental vendor
- Cleaning After Event – caterer, licensee and CSMA staff
- Telephone – emergency use only

Restrictions

- Alcohol – by permission only and alcohol liability insurance required
- Wheelchair Access – yes
- Smoking – no smoking facility
- Perfumed Lotions and Scents – scent free facility
- Certificate of Insurance – required for Tateuchi Hall, courtyard and facility rentals
- Amplified Music in Tateuchi Hall and Recital Rooms – amplified music allowed before 10pm



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Restrictions (cont.)

- Amplified Music in Courtyard - acoustic music only, special events approved by CSMA will require a city permit from the licensee
- Piano Lid Removal - not allowed
- Catering Kitchen – no heat source, no table or flatware, small prep area
- Open Fire – no open fire or candles allowed
- Animals – not allowed, with the exception of medical aide animals

Tateuchi Hall Standard Rental Package - \$725.00 for 4 hours Includes (rental fees will increase to \$750.00 after January 1, 2012)

Staff: 1 Event Manager and 1 House Manager during the 4-hour rental period

Facility: heating and air conditioning, janitorial, in-house stage lighting, in-house sound equipment, green room and backstage. Cost of all other services and equipment including, but not limited to, additional staff, security, and piano use not listed in basic facility fees are charged services.

Standard 4-hour rental package includes the use of Tateuchi Hall for set-up, rehearsal and performance. The rental fee includes the presence of 2 CSMA staff members responsible for overall supervision and technical assistance to the licensee. The rental package also includes the use of the hall sound system, standard lighting, podium, screen, table for merchandise and ticket sales, 2 tables for reception (if available). CSMA does not provide ticketing services.

Additional Usage Hourly Rate

If you require additional time to access the hall for set-up, rehearsals or load-in not previously contracted, contact CSMA to request additional time. If available, CSMA will add the time to the existing agreement and charge according to the fee schedule.

Should the rental period exceed 4 hours, an additional hourly rate will be charged. Portions of 1 hour will not be prorated. Please note that you are expected to set up and clean within the 4-hour rental period or you will be liable for this additional charge.

Additional Technical Support

CSMA has the final decision on staffing requirements to ensure everyone's safety, smoothest operation of equipment and ultimate success of each event.

You may wish to supplement your technical crew with CSMA staff. CSMA staff can be hired as sound technician to cue music, run spotlights, run the light board during an event, and/or stagehands to assist with decorating or installing props. This service is charged on an hourly basis and is subject to staff availability.

Piano

This fee allows you to use one, 7-foot Steinway grand piano for a 4-hour rental period. This fee does not include tuning services. A second piano can be rented for an additional fee of \$150.00. Piano tuning (with CSMA's preferred vendor) can be arranged for an additional fee of \$150.00. Piano lid removal is not allowed.



Rehearsal in Tateuchi Hall for Tateuchi Hall Rentals

Rehearsals for rentals on a day prior to the event will be charged \$150 per hour
includes 1 CSMA stagehand

Staffing

Additional Staff <i>determined by CSMA per event details</i>	\$ 40 per hour
Additional Technician <i>light board operator, follow-spot, stagehands, cue music, etc.</i>	\$ 40 per hour
Security <i>required beyond regular CSMA business hours</i>	\$ 20 per hour

Instruments

Piano Rental – Steinway 7-foot	\$150 each
Piano Tuning	\$150 each
Removing Piano Lids Not Allowed	

Sound Equipment

8 Channel Mixer (no technician)	\$ 50
Microphones (cabled)	No Charge
Microphones (wireless)	No Charge
Speakers/Monitors (2)	\$ 50

Audio and Visual

CD Player	\$ 20
Laptop	\$ 25
DVD Player	\$ 20
Slide Projector	\$ 50
Video Projector (2,000 lumens)	\$150
Video System (TV, video/DVD player)	\$ 35

Recording

Blank Media CD	At Cost
Direct to Disc Recording during Event	No Charge
Multi Channel CD Recording	Not Available at this Time

Miscellaneous Items

Podium	No Charge
Music Stands (up to 10 - if available)	No Charge
Concert Hall Rug 9 x 6	No Charge
Tables (2 small tables in Vestibule Lobby)	No Charge
Tables (6 foot or 8 foot folding - if available)	No Charge
Tripod Easels	\$ 5 each
Canopy 10 x 10	\$ 20 each
Risers - <i>includes CSMA staff installation</i>	Call for Fees



Receptions with Tateuchi Hall Rental (1 hour, subject to availability)

Reception in Courtyard \$100.00

Receptions allowed during the warmer months if serving light refreshments and appetizers. Catered, sit-down dinners or buffets requiring dinner tables and chairs are not allowed.

Acoustic music only - amplified music in the courtyard not allowed without prior approval. A City of Mountain View permit is required for any amplified music or amplified programs.

Reay Recital Room, Cleary Ensemble Room, Multipurpose Room, or Studio Usage with Tateuchi Rental (subject to availability)

Hourly rate applies. Reay Recital Room = \$175 per hour, Cleary Ensemble Room = \$125.00 per hour, Multipurpose Room = \$125.00 per hour and Studio = \$20.00 per hour.

Storage

Finn Center can not provide storage space to licensees. If the licensee books an event on consecutive days and if there are no CSMA programs scheduled, it may be possible to leave items in Tateuchi Hall. CSMA is not liable for loss or theft of licensee property.



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TATEUCHI HALL



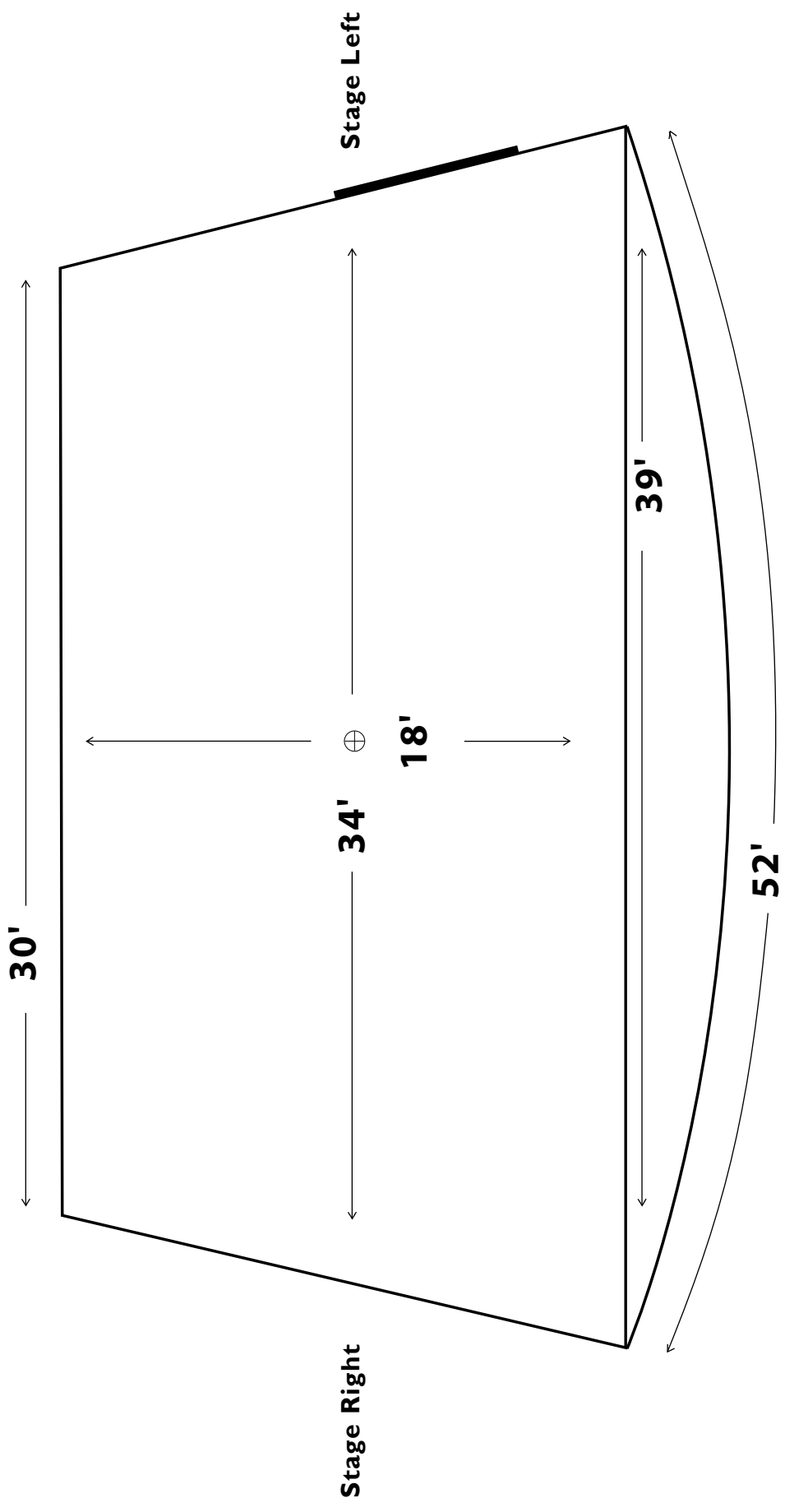
Stage Size: 615 square feet
Front of Stage: 52' x 39' (arc shape)
Middle of Stage: 34' wide

Back of Stage: 30' wide
Seating Capacity: 179 fixed seats, 200 maximum

SOUND EQUIPMENT

- **Steinway Grand Piano. 7 foot (2)**
- **Power Amplifiers and Matched Speaker (3)**
 - Right QSC PLX3002 Pro 3000 WATT
 - Center QSC PLX1202 Pro 1200 WATT
 - Left QSC PLX3002 Pro 3000 WATT
- **Mixer**
 - Alesis – 8 XLR Microphone Channels
- **Microphones**
 - (1) Wireless – Condenser Shure Beta 87A-W, Voice, on/off switch
 - (2) XLR Cable – Condenser Shure Beta 87A, Voice or Instrument
 - (4) XLR Cable – Dynamic Shure 57, Voice or Instrument
 - (2) Lavalier Lapel Wireless Microphones
- **Stage Floor Monitors (2)**
 - (2) JBL – Woofer – Med – Tweeter, 185 Watt
- **EQ**
 - Yamaha DME-32, Preset for Best Acoustical Sound

For additional equipment inventory and questions, please contact John Neves, Technical Manager at jneves@arts4all.org or 650/917-6800, ext. 339.



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Tateuchi Hall | Stage Map