

# OFF-CAMPUS FACILITY RENTAL

These estimates will vary in their format, and sometimes will even be relayed via email. They must include a confirmation of the reservation and the cost estimate of the space.



Superintendent	Ext. 142/Fax 757-5323
Board of Education	Ext. 140/Fax 757-5323
Educational Services	Ext. 144/Fax 757-5323
Business Services	Ext. 122/Fax 757-5319
Curriculum & Instructional Services	Ext. 150/Fax 757-5423
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**Davis Joint Unified School District**

October 14<sup>th</sup> 2014

To: Kristy Lauron  
Mga Kaibigan

Re: Estimated Theater Charges for use of the Brunelle Theater

According to the times and dates submitted to the Davis School District on the facility use application, the estimated cost of rehearsals and performances of the annual Pilipino Culture Night at the Brunelle Theater is as follows:

Rehearsals: A total of 22 hours over 3 days @ 60.20/hour - \$1324.40  
Two 8 hour performance days @ \$500 each - \$1000  
Overtime of 6 hours on performance days @ 77.20/hour = \$463.20  
Additional use of Lighting sound equipment and extra classroom - \$300

**Estimated total for theater use: \$3087.20**

This estimate does not include the damage deposit of \$500 or any charges for additional technical labor. It does not include estimated charges for use of the projector.

Thank you,

Kathy Peter  
Performing Arts Coordinator  
DJUSD

## Off-Campus Facility Estimate

### *BRUNELLE THEATRE LEASE AGREEMENT*

2. Schedule: April 27<sup>th</sup> 2014 6pm-Midnight Theater  
 April 28<sup>th</sup> 4pm-Midnight Theater  
 April 30<sup>th</sup> 4pm -Midnight Theater  
 May 1 4pm- Midnight (Theater and PA-8)  
 May 2 4pm-Midnight (Theater and PA-8)  
 May 3 10am -Midnight (Theater and PA-8)

District policy dictates that a Theatre Operations technician must be present during all times the Theatre is being used. The Theatre Operations technician must not be assigned production duties during performances.

### 3. Fees:

User hereby agrees to pay all District fees, service costs and equipment rental costs associated with the use of the Theater, for the Performance. Even if not estimated below, District reserves the right to determine minimum staffing for the Performance, including, but not limited to, security guards if necessary. The District may make staffing determinations as necessary, either before or during the run of the Performance. All staffing shall be at the sole cost and expense of User. The fees, services and equipment anticipated to be needed for the Performance are listed below as follows:

Performance Rent	\$ 2 performance days + 6 hours overtime = \$1463.20
Rehearsal Rent	\$ 30 Rehearsal hours @ \$60.20/hour = \$1806.00
	Use of PA-8 \$100
	Lighting Use \$100
	Sound Use \$100
Cleaning/Damage Deposit	\$ 500
Other Miscellaneous	\$

**ESTIMATED TOTAL DUE**      **\$3569.20 - Event cost**  
**\$500.00- Damage Deposit**

In the case that the deposit should be returned, the check should be made payable to: (Note: all checks take 2-3 weeks to process from the date of the event)





## Off-Campus Facility Estimate

Kristy L. J. J.

Dear Kristy:

Thank you for selecting Rancho Solano for your upcoming event. I am pleased to confirm the following tentative reservation:

### MK Bash

Day/Date	Start/End Time	Location	Function	#	Rental
Fri, 5/16/14	12:00PM- 7:00PM	Sunset Room	Set Up and Service	5	\$0.00
Fri, 5/16/14	7:00PM- 8:00PM	Sunset Room	Cocktails	130	\$0.00
Fri, 5/16/14	7:00PM-12:00AM	Sunset Room	Reception	130	\$375.00
Fri, 5/16/14	8:00PM- 9:00PM	Sunset Room	Buffet Dinner	130	\$0.00



To confirm this reservation on a definite basis, please sign and return this letter along with a deposit of \$500.00 by Friday, February 14, 2014. Please note the Terms and Conditions attached to and made part of this agreement.

The remaining balance of your estimated total charges is due two weeks prior to your event. Any additional charges are due at the conclusion of your event.

I look forward to working with you to make this a very successful event. If you have any questions, please don't hesitate to call.

Sincerely,

Suzy Silver  
Director of Sales and Catering

X \_\_\_\_\_  
Confirmation Signature

X 2/6/14 \_\_\_\_\_  
Date