



# NAPA VALLEY COLLEGE PERFORMING ARTS CENTER

Napa Valley's Gateway to the Arts

## **MISSION**

*The Napa Valley College Performing Arts Center encourages and celebrates learning through performing and cinematic arts that entertain and engage our diverse communities.*

## PERFORMING ARTS CENTER VENUES

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### PERFORMANCE SPACE

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- **Paul Ash Lobby**
  - The dramatic indoor/outdoor lobby is an open, welcoming space that can also be booked as a stand-alone venue. Monitors mounted in the lobby permit latecomers to enjoy the performance without disturbing others.
- **Main Theater** (450 seat performance space)
  - As NVC's premiere theater, the Main Theater illustrates seamless integration of aesthetics and technology. The theater's 450 seats provide excellent, unobstructed sightlines for live music, theater, dance, lectures, civic events and conferences.
- **Studio Theater** (99 seat flexible performance space)
  - An ideal space for smaller productions and meetings. With moveable seats and risers, the space can be transformed to create an intimate cabaret, a theater-in-the-round, or a traditional concert setting.
  - With a potential seating capacity of up to 99, the studio theater provides affordable and versatile setting for any type of performance, meeting or event.
- **Loretta C. Silvagni Recital Hall** (60 seat performance space)
  - The recital hall, with fixed raked seating, is an ideal venue for vocal, choral and chamber music classes, rehearsal and recitals. It is also an excellent space for lectures.

## REHEARSAL SPACE

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- **Actor's Lab**
  - The spacious rehearsal studio, equipped with an upright piano and sprung floor, is suitable for groups of up to 40 for theater, dance and choral rehearsals and classes.
- **Orchestra Room**
  - A large room dedicated to orchestral rehearsals. Along with acoustical drapes, the space also contains state-of-the-art projection and sound systems for film showings.
- **Individual and Ensemble Practice Rooms**
  - The performing art center has 2 ensemble and 9 individual practice rooms. Each is soundproof and includes a piano.

### **Support Spaces** (Box office, Paul Ash Lobby and additional rooms)

- The full-service Box Office utilizes a sophisticated computerized ticketing system with tracking and accounting capabilities as well as assisted hearing devices. Patrons may access the Box Office in-person, online or by phone. The office is staffed by trained professionals who understand the importance of customer service.
- The performing arts center also offers plenty of parking.

Additional support spaces include a green room and a full complement of dressing rooms.

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## PERFORMING ARTS CENTER EVENTS

Napa Valley College provides a variety of events through its Academic Programs, NVC Presents, and Arts Partners.

- Napa Valley College Performing Arts Academic Programs
- Department of Theater Arts
- Department of Music
- Department of Dance (While not in the Arts & Humanities Department)
- NVC Presents
- Concerts, film showings, lectures and other special events sponsored by Napa Valley College.
- Mariachi Festival



## Arts Partners

The Napa Valley College Performing Arts Center welcomes the opportunity to partner with local non-profit community arts organizations. Current partnerships include:

- Cafeteria Kids Theater
- Festival Napa Valley
- Napa Valley Youth Symphony

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## RENTALS

### Priority Booking

NVC Presents and Arts Partners receive priority booking after NVC academic programs have reserved their dates and spaces for the academic year.

This allows for priority booking over other outside users during the priority booking period.

### Primary Booking

The event calendar, determined from priority and primary booking requests, is conducted in February of each year for the following July through June.

All applications for Primary Booking are due the first Friday of each year.

- Requests Due: February 1st
- Booking Period: July through June of the following year

All requests received after the February deadline will be processed as secondary bookings.

### Secondary Booking

Booking requests received after each year's Primary Booking request deadline are considered Secondary Booking. Requests are accepted year-round and must be received at least eight (8) weeks prior to dates requested.

All Secondary Requests for Bookings require a nonrefundable \$200.00 deposit.

Any requests received less than eight (8) weeks are subject to a non-refundable \$200.00 rush booking fee.

- Requests Due: March 15th
- Booking Period: July through June of the following year

After the March deadline, requests will open to include all other outside organizations.

## PERFORMING ARTS CENTER RENTAL GUIDELINES

These guidelines are provided for all groups renting and utilizing the Performing Arts Center for events. Additional guidelines may be adopted and enforced as necessary.

- Primary applications must be submitted at least 8 weeks in advance of the first date of venue rental. Requests are due by February 1<sup>st</sup> for the following year.
- Any changes to an application must be submitted in e-mail or writing to the PAC or Facilities Services Office no later than 1 week prior to the event date.
- Applications are reviewed on a bi-weekly basis.
- Napa Valley College does not provide marketing support for non-academic events.
- Smoking is prohibited in the Performing Arts Center building.
- Animals, other than service animals, are not allowed in the venue.
- Any signage or decor must be affixed with blue tape to avoid residue and must be cleared by the end of the event. NO DUCT TAPE. Appropriate posting areas for flyers include two corkboards along the offices/student classrooms. For any additional posting needs, contact a staff member. Note that unauthorized postings are subject to removal at the building manager's discretion.
- Nothing may be affixed to venue interior or exterior walls, floors or architectural components. Decorations or signs may not be placed in the venue without prior approval by Napa Valley College staff.
- **As a condition of using college facilities, please include the following disclaimer in all public announcements:** "This event is not sponsored nor endorsed by the Napa Valley Community College District"

## LOBBY DISPLAYS

Works of student, faculty and other local artists are on display in the Center's lobby on a rotating basis.

## ARTS PARTNERS

With a commitment to expanding the vibrancy of the Napa Valley College Performing Arts Center at Napa Valley College, we have created the Arts Partners Initiative to recruit a group of resident companies for inclusion in our annual season.

### Arts Partners receive:

- Priority booking after academic program dates are reserved
- Agreed upon Memorandum of Understanding updated annually
- Simplified booking and contracting process
- **Inclusion in NVC Performing Arts marketing materials (per individual MOU):**
  - Poster Design & Print Services
  - Program Design & Print Services
  - Social Media blasts for performances



**Arts Partners must:**

- Be an established Napa County Performing Arts non-profit with a successful track record of well attended and artistically relevant performances within the last two years
- Fill a void in our current performing arts center programming
- Connect with the mission of Napa Valley College
- Include Napa Valley College in marketing materials, social media and press releases

**Applying for Arts Partnership:**

Applications will be accepted on a rolling deadline and reviewed by the NVC Performing Arts Evaluation Team thirty to ninety days after they are received.

To receive priority booking for the upcoming season, new applications must be submitted by February 1st.

The Performing Arts Evaluation Team will score the applications against published criteria. Follow-up interviews will be offered based on those scores. Organizations that seem appropriate for Arts Partnership status will be recommended by the Team to the Artistic Directors for programming.

The number of Arts Partner contracts awarded is not predetermined, since it will depend on the details of each individual partnership.

**Arts Partner Sponsorship:**

Local non-profit performing arts companies may qualify for a Napa Valley College sponsorship.

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**PERFORMING ARTS CENTER – RENTAL PROCESS:**

- <https://www.napavalley.edu/about/administrative-services/facilities-and-risk-management/facilities/facilities-reservations.html>

(Select “Staff & Students” or “Community Use”)

## Rental Process – Community Use

1. Submit an e-mail to Samantha Maddox ([samantha.maddox@napavalley.edu](mailto:samantha.maddox@napavalley.edu)) and Matthew Cowell ([MCowell@napavalley.edu](mailto:MCowell@napavalley.edu)) including all event details. **Location, date and timeframe of request must be included.**
2. Following review, an e-mail will be sent to the requester to confirm if the event has been approved or denied. If the event is approved, a “HOLD” will be placed on the PAC rental calendar.
3. Approved applicants must then complete the [FACILITY APPLICATION](#) through the online Community Use portal. New users will be required to create an account. [NEED HELP? CLICK HERE](#)
4. Add your event and information to our [MASTER CAMPUS CALENDAR](#) for public advertising!
5. Once the official request has been submitted, a cost assessment will be sent via e-mail with a breakdown of all rental costs.  
  
*\* Prices may increase if additional time or services are requested.*
6. Once the cost assessment is signed and returned by the applicant, a certificate of insurance with a separate endorsement naming Napa Valley College as additional must be provided.
7. Once these documents are received, a confirmation e-mail will be sent to the applicant.
8. Following completion of the event, an invoice will be mailed with a breakdown of the total amount due for the rental.

ANY outside organization intending to serve alcohol **must** have an approved Daily License Application (ABC-221) through the [CA Department of ABC](#) on file with Napa Valley College along with copies of ALL servers [TIPS](#) trained certificates. **College Police are required to work events.**

**PARKING** is now enforced, 7 days per week.

If you'd like to cover parking for your guests, you can use our **Validator Program** (details available in the Resources & Forms section on the Facilities Reservation page). Guests may also pay for their own parking. Details on this are available on our [parking](#) page. Parking is \$3 per space per day.