

Bellevue School District Equipment Use Application and Agreement

Date: 4.9.15

Name/Organization: BANGLADESH FOUNDATION Contact Person: RASHED NOMAN (425) 615 2151

Address: 8853 166th Pl. SE, BELLEVUE, WA 98006 Phone: (425) 615 2151

Building Location: BELLEVUE HIGH SCHOOL COMMONS Building Use Application Number _____

Dates Equipment Desired: 2nd MAY 2015 Days of Week (Circle) M T W TH F **(Sa)** Su

Date Delivery Desired: 2nd May 2015 Date Pick Up Desired 2nd May 2015

Delivery Location at school or building: Bellevue High School Commons

Fees: Delivery - \$60 per truck (includes pick up and delivery)

Fee Schedule:

Item:	Daily charge	Notes
Stages – includes step	\$10 per stage	4' X 8' X 32" high — 69
Choir Riser	\$10 per riser	Curved 20 students per riser
Choir Shell	\$10 per riser	5' X 6' wide
Band Riser	\$10 per riser	8", 16", 24" heights available
Tables	\$5 per table	30" X 72" – 6 people per table -- 30
Chairs	\$.25 per chair	Folding — 150
Panels	\$5.00 per panel	4' X 8'

Equipment Needed:

Item	Quantity	No. Days	Rate
<u>Ladder</u>	<u>2</u>	<u>1</u>	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

To be filled out by BSD Facilities or Warehouse Services:

Delivery Fee Due = _____ Equipment Rental Fees Due = _____

Total Due _____

Fill out and file with applicable building use application if possible. Mail to BSD Facilities, 12037 NE ⁵ 8th Street Bellevue, WA 98005 or fax to 425-456-4584.

Damage Loss: Applicant agrees to reimburse the Bellevue School District for damage incurred to any equipment while being used by the applicant including full replacement cost if needed. Agreement: This agreement is granted upon the express provision that the above named group using the equipment and/or their legal representatives, successors and assigns, agreeing at all time to indemnify and keep indemnified and to hold harmless Bellevue School District #405 and its directors, officers, agents, and employees, and each of them, and each of their successors or assigns, (hereinafter called the "obligees"), from and against any and all claims, actions and suits, whether groundless or otherwise, made, instituted or asserted by any person whomsoever, and from and against any and all losses, damages, costs, charges, council fees, payments, expenses and liabilities whatsoever, which the obligees, or and of them, shall or may sustain or incur by reason, or growing out of, or in any manner relating or incidental to the use of the Bellevue School District #405 equipment by the above named group using the equipment of the Bellevue School District.

Acceptance of Terms: _____ Date: _____

PAC EQUIPMENT FORM; Directions for use (please read):

Return to PAC Coordinator within 5 days of Facility App submittal – fax 425-456-4584 OR 12037 NE 5TH Street, Bellevue WA 98005

To complete this form: In the **COLUMN** of the school being used **CIRCLE** the items needed.

If the equipment is available at that school, a 'Y' will be indicated. If it is not available 'N' is indicated. Associated costs are indicated with '\$Y'. A number indicates the *general* amount available at that school; *each theater, and the equipment within, are used daily for learning. At times the full number indicated is not available and not known until we arrive.*

Add special instructions on each line or at bottom in the comments section

Name of Event: BENGLI NEW YEAR CELEBRATION	Day of Event Contact Name: RASHED NOMAN
Date of Event: 2nd May 2015	Day of Event Contact Number: (425) 615 - 2151
Description of Event: COMMUNITY GATHERING , SONG & DANCE PERFORMANCE .	

Add Comments in this column or at bottom ↓		IS	IHS	NHS	SHS
STAGE					
FULL STAGE Or <input checked="" type="checkbox"/>	BELLEVUE PAC	Y	Y	Y	Y
HALF STAGE Or	(Mid-stage forward)	N	Y	Y	Y
APRON ONLY	(In front of CLOSED Grand curtain- generally used for lectures)	Y	Y	Y	Y
Grand Curtain Set (how do you want the main curtain to look?)	CIRCLE ONE: 1)Down & closed 2)Down & open 3)Stage Framed (grand valanced at top w/false walls extended)	/	/	/	/
LIGHTING					
House/Lecture <input checked="" type="checkbox"/>	Audience and apron lights only	Y	Y	Y	Y
Standard <input checked="" type="checkbox"/>	AS IS when you enter PAC; no light adjustment; Can be operated by User from panel or turned on at start of program and left	Y	Y	Y	Y
Custom	Requires Technician – Specific; include info on spots & genie lift; COLORED GELS ARE USER PROVIDED	\$Y	\$Y	\$Y	\$Y
AUDIO					
Use of most items requires technician					
Choir Microphones	hung at front of stage; used for choirs	0	2	0	2
Wireless Microphones	Handheld/Lapel (or clip on)	1	2	2/3	1/0
Floor Table Boundry Microphones	lays flat on floor or table; supercardioid condenser	0	2	3	3
Vocal Instrument Microphones	Dynamic Supercardioid	4	6	7	13
Mic Stands		3	4	7	8
Monitors/Speakers	Generally used for musical feedback	2	4	4	3
Communication Head-Sets (wired only)		6	6	6	12
Projector (permanently mounted in front of screens)	EPSON PowerLite 8300NL; User must bring in computer to project presentations	Front	Front	Front	Front
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	Y	Y	Y
USER MUST PROVIDE COMPUTER	No MAC Support	Circle here			
CD Player	*Cannot accept MP3 formatted disks	Y*	Y*	Y	Y*
DVD Player		Y	Y	N	N
Assisted Listening Devices		N	Y	Y	Y
ADDITIONAL OPTIONS					
Podium	Identify which side of stage L C R	Y	Y	Y	Y
Music Stands	Must be Ordered; associated costs (delivery charge) for users only; in bulk of 30; 60 total	\$Y	\$Y	\$Y	\$Y
Choir Risers	Must be Ordered; associated costs (delivery charge) for public users only. 4 sections, 3 risers/20 students per section – no backs	\$Y	\$Y	\$Y	\$Y
Shells	Associated Costs to public users	N	\$Y	\$Y	\$Y
Clouds	Associated Costs to public users	N	N	\$Y	\$Y
Orchestra Pit	Associated Costs; cover removal/installation	N	\$Y	\$Y	\$Y
Other					
Locking Fly Rail	Requires Technician	N	Y	Y	Y
"Green" Room <input checked="" type="checkbox"/>	List items needed, i.e., tables, chairs	Y	Y	Y	Y
Ticket Booth <input checked="" type="checkbox"/>		N	Y	Y	Y
Coat Room <input checked="" type="checkbox"/>		N	N	N	Y
Lobby <input checked="" type="checkbox"/>		Y	N	N	Y
Other Rooms Needed	List other rooms being requested for use in the school				

(gen. used for musical feedback) *cannot accept MP3 formatted disks

Additional Comments: (please be as specific as possible, we will be using this to support your event)