

EPACENTER

Theater & Venue Information Packet

About EPACENTER

EPACENTER is a multidisciplinary arts and cultural hub located in East Palo Alto, California. Serving youth, families, and community members across San Mateo County, EPACENTER provides equitable access to artistic experiences in digital, visual, culinary, and performing arts. The EPACENTER campus includes classrooms, galleries, studios, a black box theater (The Boom), and outdoor gathering spaces designed to support performances, classes, exhibitions, and community events.

This packet provides essential information for artists, producers, presenters, and organizations interested in presenting events or renting performance and event spaces at EPACENTER.

Booking Overview & Timeline

EPACENTER recommends the following general booking timeline to ensure a smooth planning and production process:

Step 1: Initial Inquiry (6–12 months prior)

- Submit an event or rental inquiry through [EPACENTER's Vendor & Event Inquiry Form](#)
- Confirm date availability and preferred space(s)
- Identify tentative rehearsal, load-in, and performance dates
- Provide nonprofit status documentation if applicable

Step 2: Application & Preliminary Schedule (3–6 months prior)

- Complete required rental application/onboarding tour to place a tentative hold
- Submit a preliminary schedule including:
 - Arrival and vacate times
 - Rehearsal and soundcheck windows
 - Doors open and performance times

Step 3: Quote & Agreement (2–4 months prior)

- Receive an estimated rental and staffing quote
- Review and sign [Facility Use Agreement](#)
- Submit deposit and confirm payment schedule

Step 4: Production Planning (1–3 months prior)

- Submit detailed production schedule
- Confirm technical needs (audio, lighting, projection)
- Confirm front-of-house and lobby usage needs

Step 5: Final Confirmation (30 days prior)

- Finalize schedules, staffing, and equipment requests
- Submit required documentation (insurance, run of show)

Changes requested within 30 days of the event are subject to availability and may incur additional fees.

General Venue Policies & Use Guidelines

By entering into a Facility Use Agreement with EPACENTER, all clients agree to comply with the following policies:

- All event activities must take place within contracted hours.
- Arrival and vacate times are strictly enforced.
- EPACENTER may host multiple events simultaneously; shared spaces must be respected.
- Clients are responsible for the conduct of all performers, staff, volunteers, and guests.
- EPACENTER reserves the right to halt activities deemed unsafe or noncompliant.

Staffing Requirements

Depending on the scope of the event, EPACENTER may require the following staff:

- **Technical Supervisor / House Technician** – Oversees safety and technical operations
- **Production Assistant or Event Captain** – Coordinates front-of-house and public-facing logistics
- **Ushers / Front-of-House Staff** – Manages audience seating and safety

- **Security Personnel** – Required for large events or events serving alcohol

All staffing requirements will be determined during the production planning phase and billed accordingly.

Technical & Production Policies

- Only EPACENTER-approved personnel may operate house technical equipment unless otherwise approved.
- All technical documentation (run of show, stage plot, input list) is due no later than two weeks prior to the event.
- Open flame, pyrotechnics, confetti, glitter, and smoke effects are prohibited unless explicitly approved in writing.
- Strobe lights or other sensory effects must be clearly disclosed to audiences.
- All scenery and props must be freestanding and may not permanently alter EPACENTER facilities.

Food, Beverage & Alcohol

- Food and beverages are restricted to approved areas.
- Alcohol service requires prior written approval and appropriate permits and insurance.
- EPACENTER may require the use of licensed vendors and security staff for alcohol service.

Insurance & Required Documentation

Clients may be required to submit:

- Certificate of General Liability Insurance naming EPACENTER as additionally insured
- Liquor Liability Insurance (if applicable)
- Event schedules and floor plans
- Permits required by the City of East Palo Alto or San Mateo County

All required documentation must be submitted by the deadlines outlined in the Facility Use Agreement.

Accessibility & Inclusion

EPACENTER is committed to accessibility and inclusion. Clients must:

- Maintain accessible seating and pathways
- Ensure ADA-compliant audience services
- Coordinate accommodations in advance when possible

Cleanup & Load-Out

- All spaces must be returned in a broom-clean condition
- All event materials must be removed by vacate time
- Additional cleaning or damage fees may apply

Contact Information

EPACENTER

East Palo Alto, California

Website: <https://www.epacenter.org>

Event & Facility Inquiries: <https://forms.gle/oJdVj8FuJSCQ15mm6>

This document is a working draft and subject to revision as EPACENTER policies and facilities evolve.

EPACENTER AV Systems Equipment List

| The Gallery | | | | |
|------------------|---|-----------------|------------|-----|
| | Description | Manufacturer | Model | Qty |
| AV System | Audio Mixer/Amplifier | TOA | A-712 | 1 |
| | Program/Paging Speakers-Ceiling (SC) | Electro-Voice | EVID C4.2 | 4 |
| | Local Control & Input Plate (Volume, RCA, 1/8") | | Custom | 1 |
| | In-Wall Tilt-Down Rack | Middle Atlantic | TOR | 1 |
| | Power Control for Tilt Rack, Keypad | Middle Atlantic | RPS Series | 1 |

| OFFICE 128 | | | | |
|------------------|---|--------------|----------------|-----|
| | Description | Manufacturer | Model | Qty |
| AV System | HDMI Wall Plate, Decora, white | Crestron | MP-WP152-W | 1 |
| | HDMI over Fiber Cable | FSR, Inc | DR-PCB-Hxx | 1 |
| | Control Panel (CSP-2) | Extron | MLC Plus 100 | 1 |
| | Amplified Sound Bar | Crestron | SAROS SB-200-P | 1 |
| | Floor Box | FSR, Inc | FL-500P | 1 |
| Display | 65" LCD/LED Monitor, tuner, RS-232, variable audio output | A/R | A/R | 1 |

| | | | | |
|--|--|-----------|--------------------|---|
| | Wall Mount for Monitor w/ Swing-Recessed | Chief Mfg | PNRIW Series + PSB | 1 |
|--|--|-----------|--------------------|---|

| Café 100 | | | | |
|------------------|---|-----------------|------------|-----|
| | Description | Manufacturer | Model | Qty |
| AV System | Audio Mixer/Amplifier | TOA | A-724 | 1 |
| | Ceiling Pendant Loudspeaker, 5.25" (SHP) | Soundtube | RS500i | 6 |
| | Local Control & Input Plate (Volume, RCA, 1/8") | | Custom | 1 |
| | In-Wall Tilt-Down Rack | Middle Atlantic | TOR | 1 |
| | Power Control for Tilt Rack, Keypad | Middle Atlantic | RPS Series | 1 |
| | 1/8" & RCA Input | RDL | D-ClJ3 | 1 |

| YOUTH LOUNGE 223 / VISUAL ARTS 206?? | | | | |
|--------------------------------------|--------------------------------|--------------|----------------|-----|
| | Description | Manufacturer | Model | Qty |
| AV System | HDMI Wall Plate, Decora, white | Crestron | MP-WP152-W | 1 |
| | HDMI over Fiber Cable | FSR, Inc | DR-PCB-Hxx | 1 |
| | Control Panel (CSP-2) | Extron | MLC Plus 100 | 1 |
| | Amplified Sound Bar | Crestron | SAROS SB-200-P | 1 |

| | | | | |
|----------------|---|-----------|---------|---|
| Display | 80" LCD/LED Monitor, tuner, RS-232, variable audio output | A/R | A/R | 1 |
| | In-Wall Junction Box | Chief Mfg | PAC-501 | 1 |

| The Vibe? [Dance Studio 217] | | | | |
|------------------------------|---|-----------------|------------|-----|
| | Description | Manufacturer | Model | Qty |
| Audio System | Audio Mixer | Ashly | MX-206 | 1 |
| | CD / Bluetooth / USB / Aux Player | Denon Pro | DN-500CB | 1 |
| Utility | Power Sequencer | Middle Atlantic | PDS-615R | 1 |
| | AV Rack & accessories, wall mount swing out | Middle Atlantic | DWR Series | 1 |
| Loudspeakers | Playback Speakers, 12" | JBL | AC299 | 2 |
| | Playback Speakers, Subwoofer, 15" | JBL | AC115S | 2 |
| | Loudspeaker Amplifier, 2-ch | QSC | GXD8 | 2 |

| The Jam? [Band Room 117] | | | | |
|--------------------------|-----------------------------------|--------------|----------|-----|
| | Description | Manufacturer | Model | Qty |
| AV System | Audio Mixer - Playback | Ashly | LX-308B | 1 |
| | CD / Bluetooth / USB / Aux Player | Denon Pro | DN-500CB | 1 |
| | Unbalanced to Balanced | RDL | A/R | 1 |

| | | | | |
|-------------------------|---|----------|------------|---|
| | Transformer, Stereo (TV output) | | | |
| Loudspeakers | Playback Speakers, 12" | JBL | AC299 | 2 |
| | Loudspeaker Amplifier, 2-ch | QSC | GXD8 | 1 |
| Display | HDMI Wall Plate, Decora, white | Crestron | MP-WP152-W | 1 |
| | HDMI over Fiber Cable | FSR, Inc | DR-PCB-Hxx | 1 |
| | 80" LCD/LED Monitor, tuner, RS-232, variable audio output | A/R | A/R | 1 |
| Recording System | Audio Mixer-Recording | Ashly | MX-206 | 1 |
| | CD/Flash Recorder | Tascam | SS-CDR200 | 1 |
| | Hanging Choir Mics, White | Audix | M1255BW | 2 |

| The Pix? [Digital Arts 210] | | | | |
|-----------------------------|--------------------------------|--------------|----------------|-----|
| | Description | Manufacturer | Model | Qty |
| AV System | HDMI Wall Plate, Decora, white | Crestron | MP-WP152-W | 1 |
| | HDMI over Fiber Cable | FSR, Inc | DR-PCB-Hxx | 1 |
| | Control Panel (CSP-2) | Extron | MLC Plus 100 | 1 |
| | Amplified Sound Bar | Crestron | SAROS SB-200-P | 1 |
| Display | 80" LCD/LED | A/R | A/R | 1 |

| | | | | |
|--|---|--|--|--|
| | Monitor, tuner, RS-232, variable audio output | | | |
|--|---|--|--|--|

| The Mix | | | | |
|---|--------------|-------------------------|-----|--|
| Description | Manufacturer | Model | Qty | |
| <i>Audio Recording - Control Room</i> | | | | |
| Desktop Control Surface | Avid | S3 | 1 | |
| Audio Interface w/ Thunderbolt & Dante, 8 Mic Pre | Focusrite | Red 8Pre | 2 | |
| Recording Computer | | | | |
| Recording / Playback Computer | Apple | iMac PRO 27" w/ VESA | 1 | |
| Computer-Based Recording Software | Avid | ProTools HD | 1 | |
| <i>Monitoring-Audio</i> | | | | |
| Control Room Monitoring Loudspeaker L/R, Powered | Dynaudio | LYD8 | 2 | |
| Control Room Monitoring Loudspeaker Sub, Powered | Dynaudio | BM9S-II | 1 | |
| Studio Room Monitoring Loudspeaker L/R, Powered | Dynaudio | LYD5 | 2 | |
| Monitoring Loudspeaker, Wall Mount | Dynaudio | A/R | 4 | |
| Studio Room Monitor Mic | AKG | PZM-11-LL | 1 | |

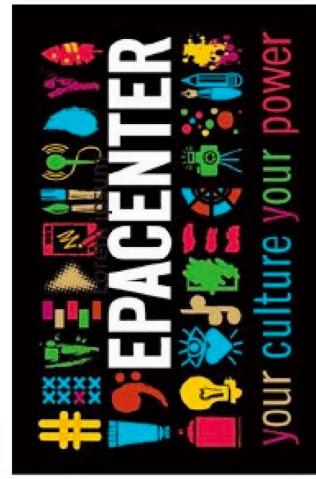
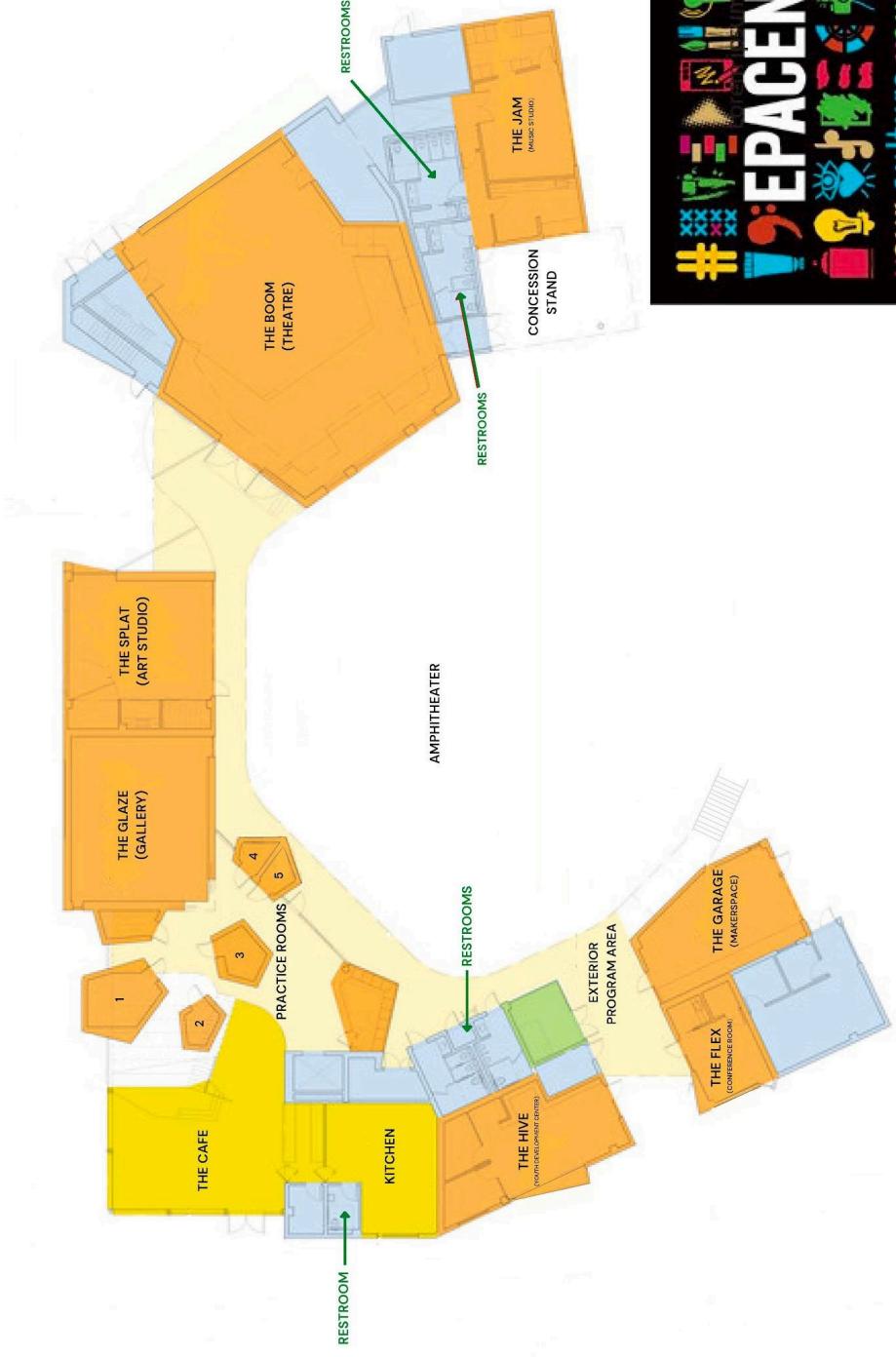
| | | | |
|--|-------------------|-------------------------------|---|
| Dual Channel Phantom Power Supply | Audix | APS2 | 1 |
| Musician Monitoring System; Distribution Hub | Aviom | D400 - DANTE | 1 |
| Monitor Controller, main unit & CSR-1 remote | Presonus | Central Station Plus w/ CSR-1 | 1 |
| <i>Monitoring - Video</i> | | | |
| 27" LED Monitor; Articulating Mounting Arms | Ergotron | Neoflex LCD Arm | |
| <i>Utility</i> | | | |
| Audio Patchbay, 1/4" longframe, Programmable | Bittree | 489 Programmable Series | 1 |
| Data Patchbay / RJ-45 (Data) | Leviton | Gigamax 5e Series | 1 |
| Audio Combining Networks | Radio Design Labs | STD-600 | 2 |
| Audio Isolation Transformers | Radio Design Labs | TX-AT1 | 2 |
| Power Conditioning, 4x 20A ckt S | SurgeX | PF-420 | 2 |
| Power Distribution & Sequencing | Middle Atlantic | PDS-615R | 2 |
| Hanging Choir Mics, White | Audix | M1255BW | 2 |

| The Boom | | | | |
|-----------------------------|--|------------------|---------------------|-----|
| | Description | Manufacturer | Model | Qty |
| Audio System | | | | |
| Mixer/MultiChannel | Digital Audio Mixer | Yamaha | TF5 | 1 |
| | Digital Audio Mixer, Network I/O Card | Yamaha | NY64-D | 1 |
| | Digital Audio Mixer, Remote Input, 16x8 | Yamaha | TIO1608-D | 2 |
| Automixer/DSP | Audio DSP matrix / automixer | QSC | Q-SYS Core 110f | 1 |
| | Network Switch, Q-SYS / AES67 | Extreme Networks | Summitt X440 Series | 1 |
| Outboard Equipment Rack | CD Playback | Denon | DN-500CB | 1 |
| Outboard Playback/Recording | Computer-Based Effects Playback Computer | Apple | iMac 27" | 1 |
| | Computer-Based Audio/Video Playback Software | Figure 53 | Q-Lab Pro Bundle | 1 |
| | Computer-Based Recording Software | Avid | ProTools First | 1 |
| | Dante Virtual Soundcard Software | Audinate | Virtual Soundcard | 1 |
| Wireless Mic System | Wireless Mic Handheld TX & RX | Shure | QLXD24/SM58 | 2 |
| | Antenna Distribution, | Shure | UA 221 | 2 |

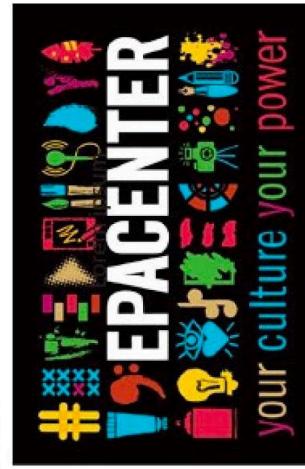
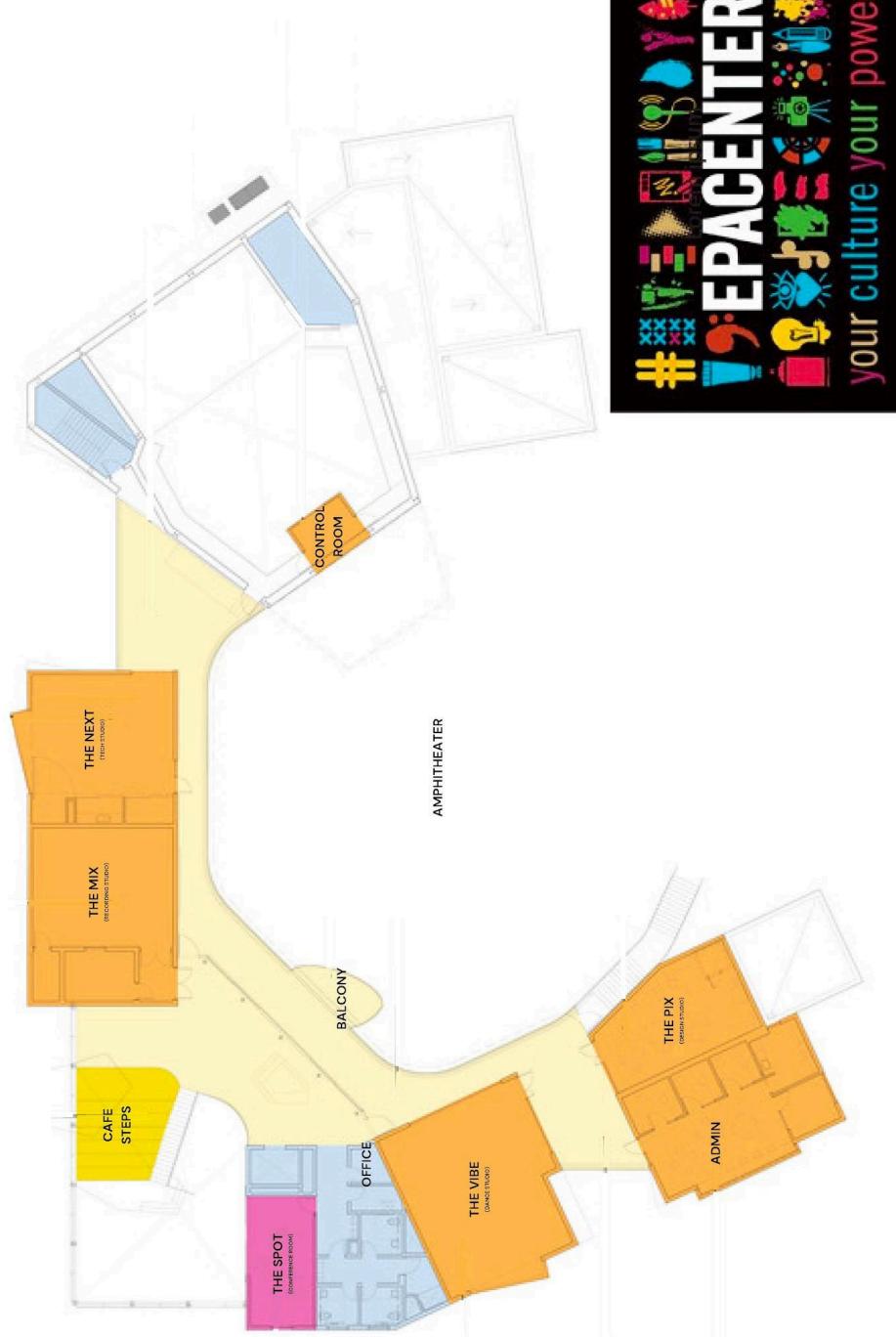
| | | | | |
|-----------------------------------|--|--------------------|-----------------------|---|
| | Passive 1x2 | | | |
| Loudspeaker System - Theater | Main Loudspeaker, L/R - Point Source | JBL | AM5215/26 | 2 |
| | Subwoofer, 18" | JBL | ASB6118 | 2 |
| | Amplifier, 4-ch, Network, Main | QSC | CXD4.5Q | 1 |
| Utility | Audio Combining Networks | Radio Design Labs | STD-600 | 2 |
| | Audio Isolation Transformers | Radio Design Labs | TX-AT1 | 2 |
| <i>Production Intercom</i> | | | | |
| | Master Station, 2 ch | Clear-Com | MS-702 | 1 |
| Video Systems | | | | |
| Projection | Video Projector, 10k lumen, 1920x1200, DLP, Laser | Digital Projection | Evision Laser 10K | 1 |
| | Motorized Projection Screen, 16:10 ratio; Size: 9'-11" X 17'-8" + Black Drop | Da-Lite | Professional Electrol | 1 |
| Monitoring/Playback | 19" Color Monitor & Receiver, HDCP, Tuner, Rackmount | Totevision | LED-1907HDMTR | 1 |
| | Blu-Ray Player, RS-232 | Denon | DN-500BD | 1 |
| Recording | | | | |
| | Hard Disk Recorder | Black Magic Design | HyperDeck Studio Pro | 1 |

| | | | | |
|--|---------------------------|----------|-----------------------|---|
| | SSD Drive | Sandisk | 480GB Extreme Pro SSD | 4 |
| | SSD Drive Dock, USB3.0 | StarTech | | 2 |

Level 1



Level 2



CERTIFICATE OF INSURANCE REQUIREMENTS
EPACENTER – Tier 1

Please note: All incorrectly completed insurance certificates will be returned.

All renters, contractors, sub-contractors, and vendors performing work in connection with any Buildings shall be covered by insurance obtained and maintained at Renter's sole expense in the amounts not less than the following:

- a) Comprehensive General Liability, including Contractual Liability
\$1,000,000
- b) Automobile Liability Insurance for bodily injury and property damage
\$1,000,000 per occurrence, including all owned, non-owned, hired, and leased vehicles.
- c) Workers' Compensation statutory amount, Employers' Liability
\$1,000,000 per accident

Renter shall provide a Certificate of Insurance showing insurance in the amounts and of the types listed above, and showing as additional named insureds all the entities listed below required additional named insureds for such Building.

Additional Policy Terms/Conditions:

(1) All insurance required shall contain a waiver of subrogation in favor of EPACENTER and East Palo Alto Youth Arts & Music Center, LLC; (2) provide that such insurance is primary, non-contributory and not excess insurance in respects to any other valid and collectible insurance. (3) All insurance with the exception of workers compensation, are to endorse and list EPACENTER and East Palo Alto Youth Arts & Music Center, LLC as an Additional Insured and must provide thirty (30) days prior written notice of cancellation to Manager, except for 10 days non-payment of premium.

Send certificates to: (Certificate Holder): EPACENTER
Attn: Nadine Rambeau
1950 Bay Road
East Palo Alto, CA 94303

Additional Insured: EPACENTER and East Palo Alto Youth Arts & Music Center, LLC



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERNS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | |
|--------------------------------|----------------|--|-------------------|
| PRODUCER | Phone: Fax: | CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: | FAX (A/C, No): |
| SAMPLE | | INSURER(S) AFFORDING COVERAGE | |
| INSURED [Your Company Name] | | NAIC # | |
| | | INSURER A : (Insurer must have an AM Best Rating of A- or higher.) | |
| | | INSURER B : | |
| | | INSURER C : | |
| | | INSURER D : | |
| | | INSURER E : | |
| | | INSURER F : | |

| INSR LTR | TYPE OF INSURANCE | ADOL N&D | SUBR W&D | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|-------------|--|-------------|-------------|---------------|----------------------------|----------------------------|---|
| | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR | | | | | | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ex occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 OTHER: \$ |
| | GENL AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC | | | | | | |
| | AUTOMOBILE LIABILITY ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | | | | | COMBINED SINGLE LIMIT (Ex accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| | UMBRELLA LIAB EXCESS LIAB | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ OTHER: \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY AN/PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MANAGER EXCLUDED? <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | <input checked="" type="checkbox"/> PER STATUTE \$ 1,000,000 E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 |
| | | | | | | | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Renter must include the following in the Description of operations and attach corresponding endorsements:

1. Attach a copy of the General Liability Additional Insured Endorsement(s) reflecting the following: EPACENTER and East Palo Alto Youth Arts & Music Center, LLC is named as an additional insured on the General Liability policy with respect to the event or job listed above. Excess/Umbrella policy follows form and must provide thirty (30) days prior written notice of cancellation to Manager, except for 10 days non-payment of premium.
2. Renter's insurance is Primary with no right of contribution by EPACENTER or East Palo Alto Youth Arts & Music Center, LLC.
3. Waiver of Subrogation in favor of EPACENTER and East Palo Alto Youth Arts & Music Center, LLC on the General Liability and Workers' Comp Policies.

| | |
|---|--|
| CERTIFICATE HOLDER | CANCELLATION |
| EPACENTER Attn: Nadine Rambeau 1950 Bay Road East Palo Alto, CA 94303 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
| | AUTHORIZED REPRESENTATIVE |

© 1988-2015 ACORD CORPORATION. All rights reserved.

