

# EPACENTER

## Theater & Venue Information Packet

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### 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.

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### 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.

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## **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.
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## **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.

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## 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.
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## 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.
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## 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.

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## 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
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## 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
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## Contact Information

### **EPACENTER**

East Palo Alto, California

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

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

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*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
<b>AV System</b>	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, Keyswitch	Middle Atlantic	RPS Series	1

OFFICE 128				
	Description	Manufacturer	Model	Qty
<b>AV System</b>	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
<b>Display</b>	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
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Café 100				
	Description	Manufacturer	Model	Qty
<b>AV System</b>	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, Keyswitch	Middle Atlantic	RPS Series	1
	1/8" & RCA Input	RDL	D-CIJ3	1

YOUTH LOUNGE 223 / VISUAL ARTS 206??				
	Description	Manufacturer	Model	Qty
<b>AV System</b>	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

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

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

<b>The Jam? [Band Room 117]</b>				
	Description	Manufacturer	Model	Qty
<b>AV System</b>	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)			
<b>Loudspeakers</b>	Playback Speakers, 12"	JBL	AC299	2
	Loudspeaker Amplifier, 2-ch	QSC	GXD8	1
<b>Display</b>	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
<b>Recording System</b>	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
<b>AV System</b>	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
<b>Display</b>	80" LCD/LED	A/R	A/R	1



	Monitor, tuner, RS-232, variable audio output			
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The Mix			
Description	Manufacturer	Model	Qty
<b>Audio Recording - Control Room</b>			
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
<b>Monitoring-Audio</b>			
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

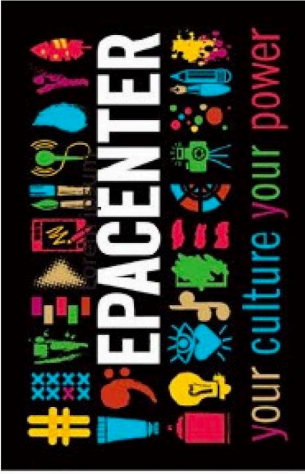
Dual Channel Phantom Power Supply	Audix	APS2	1
Musician Monitoring System; Distribution Hub	Aviom	D400 - DANTE	1
Monitor Controller, main unit & CSR-1 remote	Presonus	Central Station Plus w/ CSR-1	1
<b>Monitoring - Video</b>			
27" LED Monitor; Articulating Mounting Arms	Ergotron	Neoflex LCD Arm	
<b>Utility</b>			
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

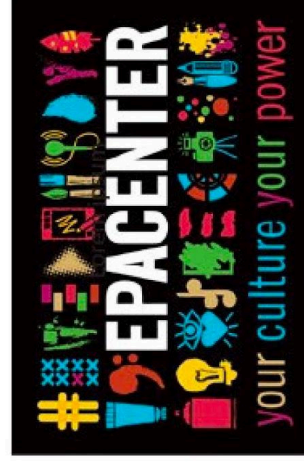
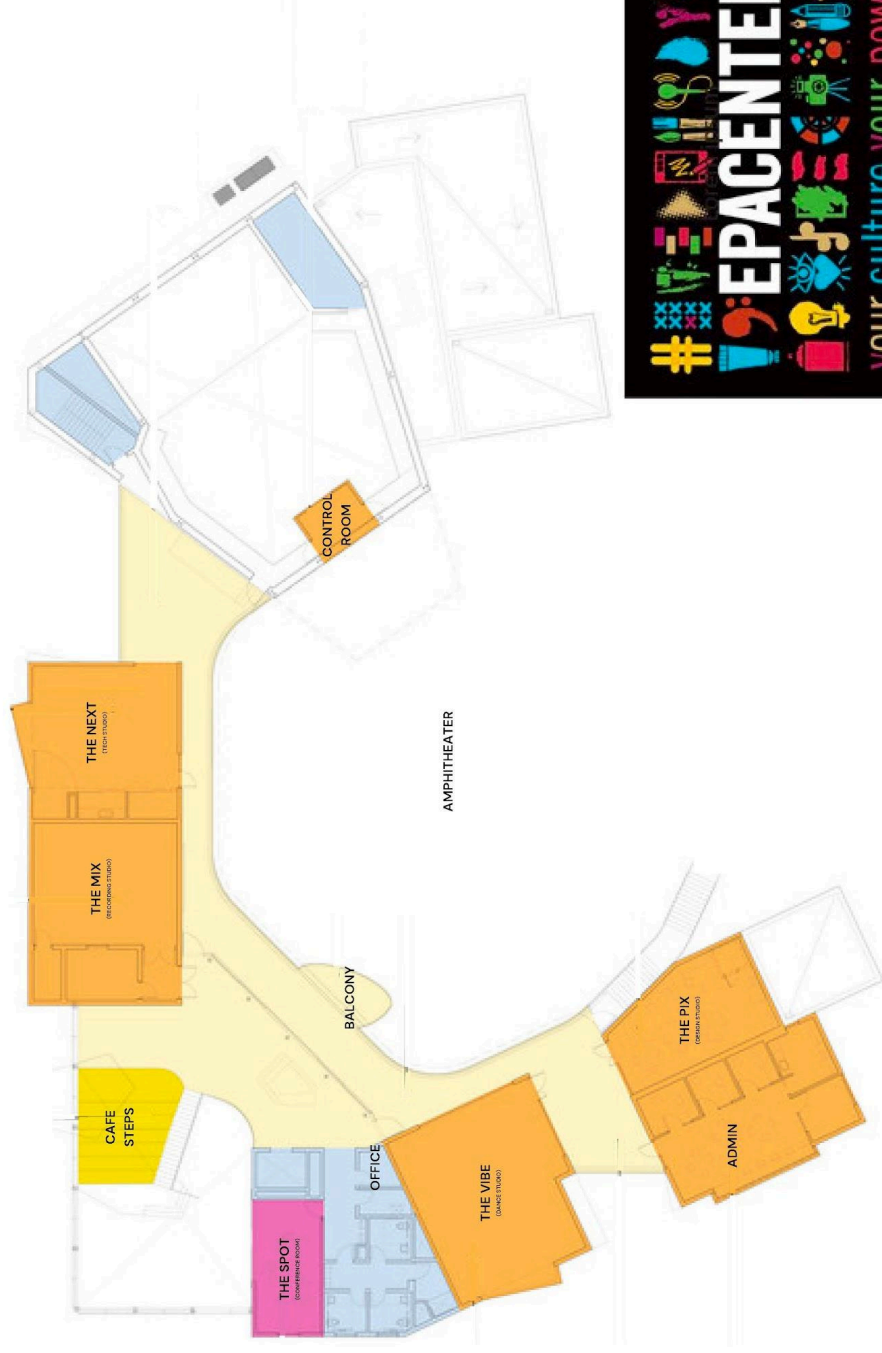
	Passive 1x2			
Loudspeaker System - Theater	Main Loudspeaker, L/R - Point Source	JBL	AM5215/26	2
	Subwoofer, 18"	JBL	ASB6118	2
	Amplifier, 4-ch, Network, Main	QSC	CXD4.5Q	1
Utility	Audio Combining Networks	Radio Design Labs	STD-600	2
	Audio Isolation Transformers	Radio Design Labs	TX-AT1	2
<b>Production Intercom</b>				
	Master Station, 2 ch	Clear-Com	MS-702	1
<b>Video Systems</b>				
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
<b>Recording</b>				
	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

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**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 CONFERS 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): FAX (A/C, No): E-MAIL ADDRESS:	
<b>SAMPLE</b>  INSURED [Your Company Name]		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: (Insurer must have an AM Best Rating of A- or higher.)	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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

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

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CUMULATIVE OCCUPANT LOAD OF 115 INCLUDING ADJACENT ROOMS & 1/2 OF STAIR 1 SEATING. REQUIRES 2 EXITS AT MIN. 36 INCHES EACH.

EXIT 1  
88 OCCUPANTS  
SEE TABLE 2 FOR  
EXIT CALCULATION

EXIT 4  
122 OCCUPANTS  
SEE TABLE 2 FOR  
EXIT CALCULATION

EXIT 2  
122 OCCUPANTS  
SEE TABLE 2 FOR  
EXIT CALCULATION

EXIT 3 ONLY  
SERVES 50% OF  
BOOM BOX  
64 OCCUPANTS  
SEE TABLE 2 FOR  
EXIT CALCULATION

OCCUPANT LOAD OF  
129 REQUIRES 2 EXITS  
AT MIN. 36 INCHES  
EACH

2-HOUR FIRE  
WALL

COURTYARD TOTAL OCC. LOAD  
FROM INTERIOR ROOMS  
240 OCCUPANTS  
(DOES NOT INCLUDE EXITS DIRECTLY FROM  
CAFÉ & BOOM BOX TO PUBLIC SIDE)

TABLE 1 - INDOOR OCCUPANT LOAD CALCULATION

Level 1 Interior Building Areas	Area (sf)	OLF (sf/person)	Occ. Load	No. Exits Req.
Boom Box Theater 111	1535	15	129	2
Storage 112	129	300	1	1
Loading 114	221	300	1	1
Instrument Storage 116	170	300	1	1
Band Green Room 117	328	15	22	1
Visual Arts 110	700	300	22	1
Gallery 109	845	50	17	1
Café Seating 100	605	15	40	1
Stair 1 Seating	N/A	18 Imperson	32	1
Check In 101	228	15	15	1
Inst Practice 103	66	50	2	1
Inst Practice 104	138	50	3	1
Inst Practice 105	96	50	2	1
Inst Practice 106	66	50	2	1
Inst Practice 107	42	50	1	1
Inst Practice 108	42	50	1	1
Inst Checkout 145	135	100	2	1
Sewing Ctr. 144 Quat Area	60	7	9	1
Sewing Ctr. 144 Work Area	118	200	1	1
Office 143	63	100	1	1
Office 142	49	100	1	1
Office 141	74	200	1	1
Office 135	353	15	27	1
Youth Center 133	191	100	2	1
Office 128	345	100	4	1
Office 125	612	50	13	1
Wood Shop 124	58	100	1	1
Office 126	71	300	1	1
Storage 127	40	200	1	1
Kitchen 129	35	200	1	1
Storage 130	35	200	1	1
Total Occ. Load			372	
Req. No. of Exits			2	

TABLE 2 - EXIT CALCULATION

EXIT	Occ. Load	Req. Door Width (in)	Act. Door Width (in)	Notes
Exit 1	88	36	36	1
Exit 2	122	36	36	2
Exit 3	64	36	36	3
Exit 4	120	36	36	2
Total	372	144	252	

- Notes
1. 50% occupant load from Café & all rooms contributory to Café including 1/2 of Stair 1 seating
  2. 50% of all occupants exiting to courtyard
  3. 50% occupant load from Boom Box