



Rental Procedure: New Vic Theater

Thank you for your interest in renting the New Vic Theater for your event needs.

The first step to renting at the New Vic is choosing the date(s) of your rental. If you already know the date(s) you wish to request, visit <http://www.etc.sb.org/rental/index> and check the online New Vic Rental Availability calendar.

Once you have confirmed that your selected date(s) is available, send an e-mail the ETC Production Manager at productionmanager@etc.sb.org expressing interest. Include any initial questions you may have about the space as well as the date(s) you wish to request. Once a date(s) has been verified available, that date(s) will be put on hold and the Renter will be given the Scope of Work form along with the New Vic Policies and Guidelines form which will detail all costs and fees. These documents can also be found on the ETC website listed above.

Next you will need to fill out the Scope of Work form to the best of your ability and email it in Word doc. format to the ETC Production Manager. After the Scope of Work form has been received and reviewed, a meeting will be set up to go over the form in detail at the New Vic Theater with the Production Manager followed by a full tour of the Theater.

Following this meeting the Space Contract and Estimate of Rental documents will be created and sent to the primary contact for the rental. Once the Space Contract document is signed and returned to the ETC Offices (1330 State Street Suite 204 Santa Barbara CA 93101 attn: Production Manager) with the required non-refundable deposit, the date(s) requested will then be confirmed and added to the New Vic Rental Calendar.

After ETC has received the signed Space Contract, Estimate, and deposit, ETC will require all marketing materials for the ETC website and proof of Commercial General Liability Insurance and Workers' Compensation Insurance for the date(s) of your rental and within two weeks of submission tickets will go on sale.

Ensemble Theatre Company is excited to be working with you on your event.

Ensemble Theatre Company
at the New Vic

1330 State Street Suite 204
Santa Barbara, CA 93101

