

Memorial Auditorium Lighting Package Rental

Booking

To submit a request to use the lighting instruments in Mem Aud, submit a work order through the Event Services website (<http://eventservices.stanford.edu/requests/index.cfm>). Under "Audio/Visual Needs", list "Memorial Auditorium Lighting Package Rental" as well as the dates and number of days that you plan to turn on the instruments. For each date, include a description of what the use will be (i.e. "cue to cue", "dress rehearsal," or "performance").

Under "Further Details", request that an inventory and current rep plot be sent as soon as possible. If it is your first time arranging this rental, also ask for a walkthrough of the building with an Event Services project manager.

It is important to submit this rental request as soon as possible (at least a month before the production) to ensure that the designer has a solidified inventory to work from and to give Event Services adequate time to restock if necessary.

Pricing

The usage of all Event Services owned lighting instruments in the repertory plot and lighting storage room ("cage") are included in the prices below. A day of usage is whenever a substantial number of lights are turned on (generally, the first day of cue to cue).

- \$750 per day for the first two days of use
- \$200 per day for each additional day of use

Inventory

The rental package is for the contents of Event Services owned lighting equipment within Mem Aud. Event Services will guarantee the inventory that is sent when the work request is submitted. However, it is understood that this may fluctuate from production to production by a few instruments.

The following inventory is considered a baseline as of 2010, and includes both the cage and rep plot. If there is a significant discrepancy (i.e. more than 5 units), bring it to Event Services' attention, and they will find additional instruments. Additionally, if you are missing enough instruments to complete a system (i.e. 20 fresnels to cover the stage), ask Event Services if they can find additional inventory to make up the difference.

- Source Four bodies – 116 (126 including 10°)
- 10° lens – 10 (note that these 10 instruments and lenses are generally not touched)
- 19° lens – 35
- 26° lens – 69
- 36° lens – 41
- Source Four PAR (MFL) – 14
- 7" Fresnel (1200W) – 40

- Altman Focusing Cyls – 12 units/36 instruments
- MR16 Ministrips – 10

Maintenance

Event Services maintains an inventory of lamps for replacement. If the supply runs out, contact Event Services and they will replenish the stock.

Every instrument that is hung above head height should have a safety cable. If there are not enough to cover the entire inventory, contact Event Services and they will provide additional safeties.

If an instrument that was counted in the inventory is not functional, contact Event Services and they will switch it out from their off-site stock.

Contact

To contact someone at Event Services 24/7, call the on-call number at (650) 444-6051.

To contact someone at Buildings, Ground, and Maintenance for any other issue (plumbing, electrical, etc.), call the on-call number at (650) 723-2281.