

Event Name:	NVMI Graduation Class of 2023	Booking #:	2445
Event Status:	HOLD	Contract #:	
Event Manager:	Lauren Welsh	Account Manager:	Lauren Welsh
Client Name:	North Valley Military Institute	Contact:	De Avila, Vanessa
Client Code:		Phone #:	818-368-1557
Address:	12105 Allegheny Street, Sun Valley, CA 91352 USA	Email Address:	vdeavila@novamil.org

INSURANCE REQUIREMENTS: In addition to the total estimated cost below, Renter shall maintain, or cause to be maintained, for not less than the duration of occupancy, at least the following types and amounts of insurance. Proof of insurance is required prior to occupancy.

- **General Liability:** comprehensive or commercial form minimum limits each Occurrence \$2,000,000, General Aggregate \$4,000,000.
- **Worker's Compensation:** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
- **Sexual Abuse or Molestation (SAM) Liability Insurance:** If the work will include contact with minors, and the General Liability policy referenced above is not endorsed to include affirmative coverage for sexual abuse or molestation, Renter shall obtain and maintain a policy covering Sexual Abuse and Molestation with a limit no less than \$1,000,000 per occurrence or claim.

Friday, June 02, 2023

Location: GREAT HALL

From - To	Description	Attendance	Status	Charge	Tax
Starts - Ends	Setup Type				
9:00 AM-7:30 PM	NVMI Graduation - REHEARSAL	0	HOLD	\$2,500.00	A
2:00 PM-6:00 PM	GH Pit Closed - @Stage (1621)				

Friday, June 2, 2023 - GREAT HALL		
As of: Tuesday, February 21, 2023 10:20 PM		
TIME	ITEM	NOTES
9:00 AM	Soraya Production Crew In	
9:00 AM - 12:30 PM	Stage Setup	
12:30 PM - 1:30 PM	MEAL BREAK - Soraya Production Crew	
1:30 PM - 2:00 PM	Tech Check	
2:00 PM	Client Access / Cast Arrival	
2:00 PM - 5:00 PM	Rehearsal	
5:00 PM	Cast Departs	
5:00 PM - 6:00 PM	Client Setup / Decor	
6:30 PM	Client Vacate / Soraya Crew Out	

CSUN Parking Services

From - To	Description/Itinerary Item	Quantity	Charge	Total	Tax
9:00 AM-7:30 PM	Parking Permit - Bus Parking (Lot D1)	2	\$38.00	\$76.00	A
Cost = 4 parking spaces @ \$9.50 each					

Production - Video

From - To	Description/Itinerary Item	Quantity	Charge	Total	Tax
9:00 AM-7:30 PM	Projector - Great Hall	1	\$300.00	\$300.00	A

Artist Entrance

From - To	Description/Itinerary Item	Hours	Quantity	Charge	Total	Tax
1:00 PM-6:00 PM	Artist Entrance	5	1	\$23.00	\$115.00	A
6:00 PM-6:30 PM	Artist Entrance	0.5	1	\$31.00	\$15.50	A

Hospitality Leads

From - To	Description/Itinerary Item	Hours	Quantity	Charge	Total	Tax
1:00 PM-6:00 PM	Hospitality - Lead	5	1	\$29.00	\$145.00	A
6:00 PM-6:30 PM	Hospitality - Lead	0.5	1	\$39.00	\$19.50	A

Friday, June 02, 2023

Hospitality Staff

From - To	Description/Itinerary Item	Hours	Quantity	Charge	Total	Tax
1:00 PM-6:00 PM	Hospitality - Staff	5	1	\$23.00	\$115.00	A
6:00 PM-6:30 PM	Hospitality - Staff	0.5	1	\$31.00	\$15.50	A

Production Heads

From - To	Description/Itinerary Item	Hours	Quantity	Charge	Total	Tax
9:00 AM-6:00 PM	Technical Supervisor	9	1	\$50.00	\$450.00	A
9:00 AM-6:00 PM	Electrics E1 Head	9	1	\$46.00	\$414.00	A
9:00 AM-6:00 PM	Audio A1 Head	9	1	\$46.00	\$414.00	A
6:00 PM-6:30 PM	Technical Supervisor	0.5	1	\$68.00	\$34.00	A
6:00 PM-6:30 PM	Electrics E1 Head	0.5	1	\$62.00	\$31.00	A
6:00 PM-6:30 PM	Audio A1 Head	0.5	1	\$62.00	\$31.00	A

Production Techs

From - To	Description/Itinerary Item	Hours	Quantity	Charge	Total	Tax
9:00 AM-6:00 PM	Deck	9	2	\$36.00	\$648.00	A
9:00 AM-1:00 PM	Deck	4	2	\$36.00	\$288.00	A
6:00 PM-6:30 PM	Deck	0.5	2	\$49.00	\$49.00	A

Location: ZEV REHEARSAL ROOM

From - To	Description	Attendance	Status	Charge	Tax
Starts - Ends	Setup Type				
9:00 AM-7:30 PM	NVMI Graduation (Faculty Robing / Holding Room) - REHEARSAL	0	HOLD	\$750.00	A
2:00 PM-6:00 PM					

Location: VALERA LOBBY

From - To	Description	Attendance	Status	Charge	Tax
Starts - Ends	Setup Type				
9:00 AM-7:30 PM	NVMI Graduation - REHEARSAL	0	HOLD	\$0.00	A
2:00 PM-6:00 PM					

Saturday, June 03, 2023

Location: GREAT HALL

From - To	Description	Attendance	Status	Charge	Tax
Starts - Ends	Setup Type				
8:00 AM-4:00 PM	NVMI Graduation	0	HOLD	\$5,000.00	A
10:00 AM-12:15 PM	GH Pit Closed - @Stage (1621)				

Saturday, June 03, 2023

Saturday, June 3, 2023 - GREAT HALL			As of: Tuesday, February 21, 2023 2:32 PM
TIME	ITEM	NOTES	
8:00 AM	Soraya Production Crew In		
8:30 AM	Client Arrival		
9:30 AM	Lobby + House Open		
10:00 AM - 11:00 AM	Baccalaureate Ceremony		
11:00 AM	Intermission (15 min)	Graduates change into robes	
11:15 AM - 12:15 PM	Graduation Ceremony		
12:15 PM - 2:00 PM	Strike Stage		
12:15 PM - 1:15 PM	Reception	Courtyard / Lobby	
1:30 PM	Lobby Close		
1:30 PM - 2:30 PM	Client Decor Strike		
2:00 PM	Soraya Production Crew Hard Out		
3:00 PM	Client Vacate / Soraya Rentals Team Out		

Production - Video

From - To	Description/Itinerary Item	Quantity	Charge	Total	Tax
8:00 AM-4:00 PM	Projector - Great Hall	1	\$300.00	\$300.00	A

Artist Entrance

From - To	Description/Itinerary Item	Hours	Quantity	Charge	Total	Tax
8:00 AM-3:00 PM	Artist Entrance	7	1	\$23.00	\$161.00	A

Hospitality Leads

From - To	Description/Itinerary Item	Hours	Quantity	Charge	Total	Tax
8:00 AM-3:00 PM	Hospitality - Lead	7	1	\$29.00	\$203.00	A

Hospitality Staff

From - To	Description/Itinerary Item	Hours	Quantity	Charge	Total	Tax
8:00 AM-3:00 PM	Hospitality - Staff	7	1	\$23.00	\$161.00	A

Production Heads

From - To	Description/Itinerary Item	Hours	Quantity	Charge	Total	Tax
8:00 AM-2:00 PM	Technical Supervisor	6	1	\$50.00	\$300.00	A
8:00 AM-2:00 PM	Electrics E1 Head	6	1	\$46.00	\$276.00	A
8:00 AM-2:00 PM	Audio A1 Head	6	1	\$46.00	\$276.00	A

Production Techs

From - To	Description/Itinerary Item	Hours	Quantity	Charge	Total	Tax
8:00 AM-2:00 PM	Deck	6	2	\$36.00	\$432.00	A

Location: VALERA LOBBY

From - To	Description	Attendance	Status	Charge	Tax
Starts - Ends	Setup Type				
8:00 AM-4:00 PM	NVMI Graduation	0	HOLD	\$0.00	A
10:00 AM-12:15 PM					

CSUN Parking Services

From - To	Description/Itinerary Item	Quantity	Charge	Total	Tax
8:00 AM-4:00 PM	Parking Permit - Self Parking (Lot B1 Buyout)	1	\$3,000.00	\$3,000.00	A

CSUN Police

From - To	Description/Itinerary Item	Quantity	Charge	Total	Tax
8:30 AM-1:30 PM	Security - CSUN Police	1	\$625.00	\$625.00	A

Custodial Consumables

From - To	Description/Itinerary Item	Quantity	Charge	Total	Tax
8:00 AM-4:00 PM	Custodial & Public Health Consumables	1	\$200.00	\$200.00	A

Saturday, June 03, 2023

Audience Services Heads

From - To	Description/Itinerary Item	Hours	Quantity	Charge	Total	Tax
8:00 AM-2:00 PM	House Manager	6	1	\$46.00	\$276.00	A
8:00 AM-2:00 PM	Senior Lead Usher	6	1	\$29.00	\$174.00	A

Audience Services Leads

From - To	Description/Itinerary Item	Hours	Quantity	Charge	Total	Tax
8:00 AM-2:00 PM	Usher - Lead	6	5	\$29.00	\$870.00	A

Audience Services Staff

From - To	Description/Itinerary Item	Hours	Quantity	Charge	Total	Tax
8:30 AM-2:00 PM	Usher	5.5	26	\$23.00	\$3,289.00	A

Custodians

From - To	Description/Itinerary Item	Hours	Quantity	Charge	Total	Tax
8:30 AM-4:00 PM	Custodian	7.5	5	\$39.00	\$1,462.50	A

Location: ZEV REHEARSAL ROOM

From - To	Description	Attendance	Status	Charge	Tax
Starts - Ends	Setup Type				
8:00 AM-4:00 PM	NVMI Graduation (Faculty Robing / Holding Room)	0	HOLD	\$1,500.00	A
10:00 AM-12:15 PM					

Facility Fee on a per ticket / attendee basis

From - To	Description	Quantity	Charge	Total	Tax
12:00 AM-12:00 AM	Facility Use Fee - Non-Ticketed Event	1200	\$2.00	\$2,400.00	ADMINFEE 1

SORAYA Box Office

From - To	Description	Quantity	Charge	Total	Tax
12:00 AM-12:00 AM	Ticket Office - Ticket Build	1	\$200.00	\$200.00	ADMINFEE 1

Client to distribute tickets to audience.

ESTIMATE

Location Rental - YSNC:	\$9,750.00
Location Total:	\$9,750.00
CSUN Police:	\$625.00
Custodial Consumables:	\$200.00
CSUN Parking Services:	\$3,076.00
Production - Video:	\$600.00
Setup Total:	\$4,501.00
Artist Entrance:	\$291.50
Audience Services Heads:	\$450.00
Audience Services Leads:	\$870.00
Audience Services Staff:	\$3,289.00
Hospitality Leads:	\$367.50
Hospitality Staff:	\$291.50
Custodians:	\$1,462.50
Production Heads:	\$2,226.00
Production Techs:	\$1,417.00
Staffing Total:	\$10,665.00
Facility Fee on a per ticket / attendee basis:	\$2,400.00
SORAYA Box Office:	\$200.00
Miscellaneous Total:	\$2,600.00
Total All Subgroups:	\$27,516.00
Subtotal:	\$27,516.00
ADMIN FEE 1%:	\$275.18
Total:	\$27,791.18
Payments/Credits:	\$0.00
Balance:	\$27,791.18