Ground Zero Performance Café
Performance Event Application Guidelines
2010--2011

• If you are interested in having an event at Ground Zero Performance Café please fill out an application at www.usc.edu/scheduling as completely and as detailed as possible.

• Applications must be received at least 4 weeks in advance of the earliest date you are requesting to be considered. All applications will be reviewed and processed in the order received. If you have any questions please do not hesitate to contact the Ground Zero Production Manager, gzprod@usc.edu, or refer to our FAQ on our website, usc.edu/gzcoffee.

• There is a $100 refundable deposit required for all events held at Ground Zero. This deposit is accepted only after your application has been received and a hold placed for your event. If your application is accepted and a hold placed for your event, your deposit will be due no later than two (2) weeks prior to your event.

• All events at GZ are free admission therefore we are unable to provide compensation to artists.

• Bands and other purely entertainment based performers, such as improv, stand-up comedians, etc. are referred to as bookings and do not incur a rental fee. Most other events at Ground Zero are considered rentals.

• Ground Zero reserves the right to make the final decision as to whether your event will be considered a rental or a booking. Both rentals and bookings may incur a staffing fee and rentals will incur a rental fee.

• Rentals requiring the coffee bar be closed to the public will incur a higher rental rate than those that allow the coffee bar to remain open. Availability for events that close the coffee bar is far more limited than for those that allow it to remain open.

• Ground Zero Performance Café books events 7 nights a week, though some nights have different restrictions. Sunday - Tuesday is reserved for acoustic and softer acts with no drum kits and lower sound levels and is readily available for rentals. Thursday-Saturday is reserved for amplified events which generally include drum kits and higher sound levels. These nights are generally not available for rentals. Wednesday can be booked for either amplified or acoustic events and is available for rentals.

• We require that all rentals and bookings fill out the event request form and technical information sheets, including the technical rider. We ask that events with multiple acts fill out the technical rider for each individual act. One copy per band/act please. All copies of the technical rider must be turned in together in one packet, along with the event request.
Separate supplemental forms will not be accepted and packets without a supplemental form for each act will be considered incomplete and will not be considered for a reservation.

- Ground Zero does not provide a built-in audience for events. You will be expected to promote and advertise your own event. Limited attendance may affect Ground Zero's decision on your potential for future bookings.

**Ground Zero Rates**

**Important Rental Information:**
- Rental rates and Staffing fees vary based on school affiliation and the needs of a particular event.
- An estimate will be sent to you at the time a hold is placed for your event.
- The open/closed distinction refers to whether or not the coffee bar will remain open and fully functioning for the public during the event.
- Restriction of blending for free entertainment-based bookings is at the discretion of GZ Staff.
- If food is served at an event it is automatically considered a rental.
- A $100 refundable deposit is required for all reservations, no exceptions.
- Ground Zero only accepts payment and deposits in the form of cash, internal requisition, cashier’s check, money order or credit card.
- Acoustic groups or individual acoustic performers do not need to pay the technical staffing fee.
- If your event requires the furniture in the venue to be rearranged, it is your (the client’s) responsibility to check with the Ground Zero staff and make sure the intended set-up is approved. Once the event has ended, the client must return the furniture to its original layout. The Ground Zero staff will be the final authority as to whether or not the furniture has been correctly laid out. Failure to return the furniture to the base set up will result in the loss of cleaning and damage fees.

**Student Organizations**

**Hourly Rental Rate Additional Staffing Rate (if necessary)**
- Open $75/hr $21/staff member/hour
- Closed $150/hr $21/staff member/hour

**Campus Departments**

**Hourly Rental Rate Additional Staffing Rate (if necessary)**
- Open $125/hr $21/staff member/hour
- Closed $250/hr $21/staff member/hour

**Off-Campus**

**Hourly Rental Rate Additional Staffing Rate (if necessary)**
- Open $175/hr $21/staff member/hour
- Closed $350/hr $21/staff member/hour

**CNTV Student Filming**

**Hourly Rental Rate Additional Staffing Rate (if necessary)**
- $50/hr $21/staff member/hour
**Filming**

**Hourly Rental Rate Additional Staffing Rate (if necessary)**
- $350/hr $21/staff member/hour

**Amplified/loud bands (student affiliation irrelevant)**

**Technical staffing fee**
- $20/hour for attendance less than 100
- $40/hour for attendance over 100

Scheduling Office – STU-B7 – MC 0898 – 3551 Trousdale Parkway – Los Angeles, CA 90089 213-740-6728 – Fax: 213-740-8157 – Email: GZProd@usc.edu