



## **Booking Packet and Application for Use**

Effective, July 23, 2010

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# Welcome to the Barnsdall Gallery Theatre (BGT), a facility of the City of Los Angeles Department of Cultural Affairs!

## GUIDELINES FOR RENTING THE BARNSDALL GALLERY THEATRE

1. Please Book Early!
2. Review the entire packet carefully.
3. Return the *Application for Production/Rehearsal/Event Booking/Screening* to the BGT Office via E-mail, U.S. Mail or Fax.
4. Please include a *first, second, and third* choice of dates for your event(s) in your application. These dates should be at least **ninety (90) days** from the application submission date.
5. Upon receipt of your application you will be informed of dates available for your event(s).
6. The BGT Office will contact you to set up a Production meeting for your event.
7. At the Production Meeting please come prepared with all of the information regarding your production, including the technical needs and timeline. .
8. Following the Production Meeting a Cost Estimate is prepared for your event(s). The Cost Estimate will include a due date for the payment of the **100% non-refundable deposit** (based on the estimate). A cashier's check or money order is the ONLY acceptable method of payment of BGT Fees. Payment of the non-refundable deposit is required to reserve the requested date(s). Upon receipts of the non-refundable deposit and a fully-executed *City of Los Angeles Department of Cultural Affairs, Barnsdall Gallery Theatre Permit for Use*, you may then begin to market your event.
9. Please contact the BGT Office if you have any questions, or require any additional information. BGT Office business hours are Wednesday through Friday, 10 a.m. to 5 p.m. We are closed on Mondays and Tuesdays and Official City Holidays.

BGT looks forward to the success of your event!

## FACILITY USE FEE

### Rates for Four (4) Consecutive Hour Period

*Example: If performance begins at 8:00 p.m., the 4- hour call begins at 6:30PM and ends at 10:30p.m. Time before 6:30p.m.and after 10:30 p.m. are charged at the rate of \$75 per hour.*

Commercial and/or For-Profit Organization/Entity \$1,300  
Additional hours beyond 4-hour call will be charged at an hourly rate of \$75

Non-profit Organization/Entity \$650  
Additional hours beyond 4-hour call will be charged at an hourly rate of \$75

*The Facility Use Fee for Performances includes use of the space for up to four (4) consecutive hours, or any portion thereof; use of house lighting and sound systems (BGT only); use of assigned dressing rooms and assigned backstage space and utilities. PLEASE NOTE: All technical crew and/or house staff needed must be billed for a minimum four (4) hour call at the appropriate labor rates.*

Technical Rehearsal \$350  
Additional hours beyond 4-hour call will be charged at an hourly rate of \$75

*The Facility Use Fee for a Technical Rehearsal includes use of the space for up to four (4) consecutive hours per rehearsal, or any portion thereof; use of house lighting and sound systems (BGT only); use of assigned dressing rooms and assigned backstage space and utilities. PLEASE NOTE: All technical crew and/or house staff must be billed for a minimum four (4) hour call at the appropriate labor rates.*

Worklight Rehearsal \$200  
Additional hours beyond 4-hour call will be charged at an hourly rate of \$50

*The Facility Use Fee for a Work light Rehearsal includes use of the space for up to four (4) consecutive hours per rehearsal, or any portion thereof; use of assigned dressing rooms and assigned backstage space and utilities. PLEASE NOTE: All technical crew and/or house staff needed must be billed for a minimum four (4) hour call at the appropriate labor rates.*

Filming Rates are available upon request.

PLEASE NOTE: The City of Los Angeles Department of Cultural Affairs Barnsdall Gallery Theatre Permit for Use is a temporary agreement between the City of Los Angeles Department of Cultural Affairs (DCA) and qualified Renters for periodic use of the facility. This infers neither legal claim to the facility nor any relationship other than one of a temporary nature as detailed in the Permit for Use.

## LABOR CHARGES

The City of Los Angeles requires that Barnsdall Gallery Theatre Technical and House personnel staff ALL production activities on site. The Renter is responsible for the actual hourly wages for any additional labor, and for any labor expenses that exceed the minimum four (4) hour call. All labor charges are in addition to rental fees. California Labor Codes require that personnel be paid at the rate of time and a half for an over eight hour shift, and double time for an over twelve hour shift based on their hourly rate.

### HOURLY LABOR RATES

<b>\$37/hour</b>	<b>\$30/hour</b>	<b>\$25/hour</b>
Technical Director (TD)	Stage Hand/Deck Crew	House Attendant
Master Electrician	Light Board Operator	Ticket Taker
Facility Monitor	Sound Board Operator	Lead Usher
Projectionist	Follow Spot Operator	Maintenance
Security	House/Box Manager	Lot Attendant

**Renter is required to provide four (4) volunteer ushers per performance or shall be charged \$400/ performance.**

The BGT’s Technical Director (TD) will determine and estimate theatre related labor needs for the Renter’s production from information provided to the TD by Renter at the Production Meeting. Within five (5) business days of the Production Meeting the Renter shall be presented with a Cost Estimate for their production at the BGT. **PLEASE NOTE: This is only an estimate. The Renter will be responsible for actual charges incurred for the production.**

The Renter is responsible for providing all of the design elements (lighting, sound, sets, etc.), a Technical Production Coordinator and a Stage Manager, if needed, for their production. The BGT TD will estimate the timeline for the delivery of all design elements (i.e. set, sound and lighting plots, etc.); to insure that adequate technical staffing is available. The Renter will be responsible for obtaining plots from designers and providing a technical schedule.

### FACILITY EQUIPMENT AND MAINTENANCE CHARGES

BGT has a dimmer-per-circuit lighting system and a basic inventory of lighting instruments that are rented for **\$1 per instrument, used on a per performance basis only**. The Renter is not responsible for burnouts; BGT will replace lamps as needed. Sound equipment, in excess of the house system, if carried in BGT’s inventory, is available for rental at reasonable rates. Renters may arrange with the BGT TD to bring in their own lighting and sound equipment to be used with the BGT lighting and sound systems. The BGT TD will determine such equipment’s compatibility with the house systems and advise the Renter accordingly.

### FACILITY EQUIPMENT AND MAINTENANCE RATES

<b>Item</b>	<b>Description</b>	<b>Per Performance Rental Cost</b>
Lighting Equipment	No. of instruments used (Average 30)	\$1.00 per lamp
Microphone	Hand held	\$15.00 each
Lavaliere	Lapel microphone	\$50.00 each
HD Digital Projector	Includes 25' x 12' Screen	\$300.00
Slide Projector	Standard	\$20.00
Spotlight	Standard	\$25.00
Piano	Grand	\$100.00
PA System (outdoors)	Portable Board with 2 Speakers	\$200.00 /4-hour minimum

## **BOX OFFICE, TICKET PRICES AND PER TICKET FACILITY USE FEE**

It is the policy of the BGT that the Renter handles ticketing services for their event/show. At the request of the Renter, BGT Staff will provide information on outside ticketing agencies.

Renter is to consult with BGT Staff on pre- and post-show Box Office Hours.

**A \$1 Facility Use Fee is charged for all admissions to any performance to help defray the cost of public use of the facilities.**

This charge is based on each performance's ticket drop. This is not an additional cost to the Renter, but is added to the advertised price of each ticket category set up by the Renter, i.e. if the Renter has decided on a ticket price of \$10 all marketing materials must reflect a ticket price of \$12, so that the Renter's revenue projections are not eroded).

This charge is not levied on House or Press Comps, or on special outreach groups arranged with the Renter through DCA, BGT, the Mayor's Office or Council District 13.

The Renter shall be invoiced \$1 per admission post the event date(s). The Invoiced amount shall be due ten (10) business days post the event.

## **HOUSE SEATS**

**BGT maintains six (6) house seats for each performance.** If not used, these seats are released for general sale 24-hours prior to curtain. Additionally 4 seats are reserved for Handicap access.

## **CONCESSIONS**

Sodas, water, coffee, tea, and light packaged snacks are served in the lobby at every performance by BGT staff. No food or beverages are allowed in the audience chamber at any time. No food or beverage may be distributed by any Renter, club or organization without the express knowledge and written consent of BGT. Renters may also sell specialty food and promotional items such as t-shirts, books, CD's, and tapes for a Merchandise fee payable to the BGT.

## **MARKETING**

No production may be promoted in any fashion until a Letter of Agreement has been signed and accepted by BGT, and a 100% non-refundable deposit received. All marketing and press release information must be pre-approved by BGT prior to distribution or printing. On-site signage is recommended with the Technical Director's approval. All promotional materials must carry the following phrase:

**BARNSDALL GALLERY THEATRE  
IS A FACILITY OF THE CITY OF LOS ANGELES  
DEPARTMENT OF CULTURAL AFFAIRS**

## **INSURANCE**

All BGT users must indemnify the City of Los Angeles, its departments, divisions, elected officials, executives, managers, employees, and agents from all liability for damages or personal injury resulting from Renter's activity(ies) at BGT.

In the case of rehearsals, conferences, or workshops, for which no admission is charged, the Renter may comply by signing a Risk Waiver permit on behalf of the Renter's Organization and participants prior to the first scheduled use of the facility.

BGT staff has NO authority to grant access to BGT by any individual or group until a Risk Waiver or Certificate of General Liability Insurance has been received from the Renter.

### **Insurance Requirements**

1. All events with an audience require evidence of single-limit general liability coverage in the amount of \$1,000,000 per occurrence indicating the **City of Los Angeles** as additionally insured. The certificate holder must indicate the **City of Los Angeles**.
2. The Renter may provide a certificate of insurance from an existing policy, or may purchase event insurance through the City's Insurance Broker on a per event basis, or herewith that the City of Los Angeles assumes no liability for claims by Renter or their personnel under state or federal Workers Compensation Insurance Laws.
3. Renters are strongly advised to maintain Workers Compensation Insurance coverage for all paid or volunteer staff.
4. The City of Los Angeles has an event insurance program available to renters/users of the BGT. Please call **1-800-420-0555, Monday-Friday 9am to 5pm for a quote.**

5. In all cases, the City of Los Angeles, its Departments, Commissions, elected officials, executives, managers, employees, agents, and citizen shall be indemnified and held harmless by Renter from any and all claims, unless caused by gross negligence or willful misconduct, as stated in the *Permit for Use Barnsdall Gallery Theatre City of Los Angeles Department of Cultural Affairs*.
6. **The Certificate of Insurance for the event must be received two (2) weeks in advance of the event. The event will be cancelled if the Certificate of Insurance is not received.**

## **STAGING - SETS AND SCENIC ELEMENTS - STORAGE**

City of Los Angeles Los Angeles Fire Department safety regulations must be strictly adhered to by BGT staff and Renters.

Backstage storage space is limited. Before installation the Technical Director must approve all staging elements brought into BGT.

The Technical Director can help evaluate potential problems at the initial production meeting so the Renter can make alternative artistic choices, or decide early on whether or not the BGT is an appropriate venue for the production.

Nothing, including sets or signs or notices, may be attached in any way to any wall or floor without the expressed approval of the Technical Director.

All scenic elements must be built and painted off site prior to being brought into the theatre.

Renters are strongly advised against staging which requires many scene changes or the movement and storage of large set pieces.

## **PYROTECHNICS/ SMOKE EFFECTS**

Los Angeles Fire Department (LAFD) regulations require the issuance of a permit for any stage effect(s) involving smoke machines, open flames, cigarettes/cigars/pipes, flash boxes or any other incendiary device. LAFD may charge a fee of \$65/hour for a Fire Marshall to be on site for your event. Through the Technical Director, renters are responsible for obtaining approval for any such effect(s) no later than 30 days prior to the opening performance. Unapproved effects will result in the immediate cancellation of the *Permit for Use*, the performance and the balance of the run.

## **REHEARSALS**

A significant portion of BGT's stage time is dedicated to serving arts and community-based organizations. In some instances, BGT will provide the first, or only, structured rehearsal environment for many of these groups. Every effort will be made to accommodate rehearsal schedules of renters. However it must be understood that BGT may not always be available. BGT is not a turnkey operation. No activity, including rehearsals, may be scheduled or conducted without a member of the BGT staff present. Renters needing a significant amount of rehearsal time are encouraged to investigate alternative rehearsal facilities.

## RECEPTION

Pre- or Post-Receptions MUST be arranged at the time of booking. The BGT Upper and Lower Lobbies are too small for receptions. There is no indoor facility space for receptions, except at the Junior Arts Center which charges Facility Use Fee. Also the Junior Arts Center Patio is available for a Facility Use Fee. You are permitted one (1) Pre- or Post- Reception to be held outside the Barnsdall Gallery Theatre at no charge; however, additional charges for Labor and Security may be incurred (based on need). If more than one reception is booked an additional fee will be assessed.

## PARKING

(We need to discuss in light of a possible new Parking Policy)

Free Patron Parking is available in the lower parking lot at the park entrance and in the parking spaces on the hill on the perimeter of Barnsdall Park. Handicap parking is available on the perimeter and the Courtyard Lot (when not in use). You may request Parking Lot Attendants for your event for an additional Labor Charge.

*Presently under negotiations is access to the Kaiser Parking Lot off of Barnsdall Avenue and Vermont Ave. Prior arrangements must be made directly with Kaiser Permanente. A stairway and elevator are available to be used by the public at the southeast corner of the park. Patrons will be able to park in the Kaiser Parking Lot and use the elevator and/or stairway to enter Barnsdall Park. An additional Security Fee will be charged based on usage by Kaiser Permanente. A Certificate of Liability is required. For additional information please ask the BGT Staff.*

**PLEASE COMPLETE the attached *Application for Production/Rehearsal/Event Booking/Screening* and return to the BGT Office!**



**XVI. APPLICATION FOR PRODUCTION/ REHEARSAL/ EVENT BOOKING/SCREENING**

**Title of Event** \_\_\_\_\_

**Organization** \_\_\_\_\_

<b>Authorized Rep.</b> _____	<b>Position</b> _____	
<b>Address</b> _____		
<b>City</b> _____	<b>State</b> _____	<b>Zip Code</b> _____
<b>Phone</b> _____	<b>FAX</b> _____	<b>Cell Phone</b> _____
<b>Email</b> _____		

Which best describes your proposed activity?

- Rehearsal                       Theatrical Presentation                       Meeting                       Other
- Musical Presentation                       Filming                       Screening

Briefly Describe Your Proposed Activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the *first, second* and *third Choice* of dates that you are requesting for your event:

CHOICE	DAY & DATE	ARRIVAL TIME	SHOWTIME	END TIME	ACTIVITY
<b>FIRST Choice</b>					
<b>SECOND Choice</b>					
<b>THIRD Choice</b>					

**List any additional dates:**

How much time before event would you need for load-in or rehearsal? (Attach detailed schedule)

Please describe any sets, props, or equipment that you plan to bring into the space (Subject to approval of the BGT TD):

Please describe any technical needs (i.e. projector, microphones, piano) or equipment that you may need to use for your event:

Will you need to use Stage Lighting?  Yes  No      House Sound System?  Yes  No

How many people will attend rehearsals? \_\_\_\_\_ Your Event? \_\_\_\_\_

Will you be holding a reception outside the BGT?  Yes  No

If yes,  pre-event reception                      or                       post-event reception

Is open flame (candles, cigarettes, cigars, prop suns, flash boxes, smoke machines or any other incendiary device) a part of your production?  Yes  No

If yes, please explain: \_\_\_\_\_

Will you be selling tickets?  Yes  No      If yes, Ticket Price: \_\_\_\_\_

**\*On a separate piece of paper, please provide a short, descriptive synopsis of your event, ticket price and phone number or website where tickets may be purchased – this is for our Monthly Calendar. (If this information is not given, then this event will not be promoted on the calendar):**

Please attach or send some brief information on the background, activities and purpose of the producing organization. If a 501(c) 3 organization, please also attach a copy of the determination letter from the IRS confirming this status to receive the Non-Profit Rate.

*To the best of my knowledge, the above information is true and correct. I hereby attest that I am empowered to act and sign documents on behalf of the individual of organization requesting space and to bind that organization to perform pursuant to such documents.*

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Printed Name

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Title/ Position

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Signature

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Date

When completed, please mail, email or fax this application with any supporting documents.