



City of Hermosa Beach ~ Community Resources Department

## HERMOSA BEACH COMMUNITY THEATRE

710 Pier Avenue  
Hermosa Beach, CA 90254

# RULES AND REGULATIONS FOR COMMUNITY THEATRE USERS

## GENERAL RULES

1. The Community Resources Department reserves the right to assign additional staff members, police, fire personnel or require security guards if necessary to ensure the smooth and safe operation of the Community Theatre.
2. The City will not provide for box office attendants, ushers, stage hands, follow spots or stage managers. The city House Manager is assigned to specific duties and is not responsible for any production work. A City House Manager is required at all times while your group is in the theatre.
3. The assigned technicians will operate all house lighting and audio systems, unless specific arrangements are made at least two (2) weeks prior to rental. Groups renting the playhouse may not operate any house technical equipment without the written permission from the Theatre's Administrative Staff.
4. Insurance: Unless greater coverage is requested, renter agrees to furnish the City of Hermosa Beach a certificate of insurance for \$1 million comprehensive general liability insurance covering the entire period of this permit, naming the "*City of Hermosa Beach, its officers, agents, and employees as additionally insured.*" Insurance is to be placed with insurers with a current A.M. Best's rating. Insurance can be obtained through the City, if requested.
5. Proof of Licensure: The User shall obtain all required licenses, pay any and all licensing fees (royalties) and secure all permits necessary to present its performances. The user will assume all costs arising from the use of patented, trademarked, franchised or copyrighted music, materials, devices, processes or dramatic rights used on the premises and incorporated in the event. The User must submit proof of licensure as well as confirmation of the execution (payment) of said Agreement(s). Proof of licensure is due two weeks prior to arrival. Failure to submit may result in cancellation of your production.
6. Renter is responsible for all damages to the Community Theater caused by, arising out of, or in any way connected to this event. Any fees associated with damages will be deducted from the damage deposit.
7. All members of the Community Resources Department or other responsible City employees are empowered by the City to use all necessary means to enforce these rules.
8. The City reserves the right to terminate the contract with the renter at any time without advance notice and on cause deemed sufficient by the City.
9. Open flame of any kind is not permitted in the theatre, the stage, or lobby area.
10. Included in the theatre rental is: the Community Theatre, one (1) dressing room, theatre lobby and box office.
11. No disposable polystyrene food containers (Styrofoam) allowed. **CITY MUNICIPAL CODE 8.86.010**
12. No smoking within 20 feet of all building entrances. **AB 846 (VARGAS) CHAPTER 342, STATUTES OF 2003**
13. Vendors shall be prohibited from using plastic bags to deliver, provide or hand merchandise to customers. **CITY MUNICIPAL CODE 8.68**

## HOUSE RULES

1. **There will be no food or drink in the theater or on the stage at any time.** Beverages are allowed in the interior lobby and exterior lobby area only.
2. No jumping up or down from the stage to the theater floor; stair units have been provided. Any stunts or potentially hazardous activities must be approved by the Theatre's Administrative Staff prior to rental of the theater.
3. Renter and crew are not permitted to walk on the catwalks or have access to the control booth unless they are the assigned to be Follow Spot operator (must be 18 and over with a signed waiver).
4. Smoking is strictly prohibited in the building lobby, theater, and foyer.
5. Renter is responsible for conducting an orderly event and at the conclusion must remove all stage, sets, equipment, costumes, tickets, spike tape and supplies from the theater.

## PAYMENT PROCEDURES

1. **All fees are due two weeks prior to arrival.** This includes rental fees, staff fees, damage deposit, clean up fees, and insurance premiums. Failure to pay all fees by the due date will result in possible cancellation of your production.
2. All payments must be in the form of Cashier's Check, Cash, Credit Card or Money Order. Please make all payments made payable to "City of Hermosa Beach".
3. Refund of damage deposit fees not utilized will be returned and mailed 4-6 weeks after the event.
4. City will retain the entire damage deposit and will bill the payee for any damages, loss of equipment or staff fees incurred that exceed the damage deposit.

## CANCELLATION/CHANGE POLICY

1. All cancellations received in writing two (2) weeks prior to the company's arrival will receive a full reimbursement of all fees paid less application fee (\$100). Premiere Group members are bound to the cancellation policies in effect through the Allocation Policy.
2. All cancellations received in writing in less than two (2) weeks of the company's arrival the company will forfeit all rental fees, staff fees, and application fees.
3. Any additional rental hours or staff fees incurred will be deducted from the damage deposit (when applicable).
4. Any changes made to the schedule must be made in writing or in person to the Theatre's Administrative Staff. Changes requested less than thirty (30) days prior to load in are not guaranteed, although staff will do their best to accommodate any requests.

## SPECIAL SERVICES

1. A 6-foot ebony Grand Piano is available to Playhouse renters for a fee of \$100 per day. Arrangements for piano rental must be made with the Theatre's Administrative Staff at least two weeks prior to the rental date.
2. A Projector is available to Playhouse renters for a fee of \$250 per day. Any request for the use of the projector requires a Sound Technician at the rate of \$20 per hour.
3. A cyclorama is available to Playhouse renters for a fee of \$100 per day. You must inform the Theatre's Administrative Staff of this use prior to loading into the theatre.

## THEATRE CONCESSION STAND

1. Use of the concession stand/bar area in the theatre lobby is included with the rental of the theatre. Any food or drinks sold during rental is required to be pre-packaged. **RED PUNCH MAY NOT BE SERVED UNDER ANY CIRCUMSTANCES.**
2. User is responsible for providing all supplies and monetary change necessary for concession stand sales. A cash register is not provided.
3. The serving or sale of alcohol is permitted only for registered non-profit groups. Written approval is required from the Theatre's Administrative Staff, the Hermosa Beach Police Chief and the Alcoholic and Beverage Control office of California. Proper

paperwork must be completed and returned in a timely manner to ensure time for approval.

- i. If deemed necessary by the Theatre's Administrative Staff or the Police Chief, additional staff or security may be required. All additional fees will be the responsibility of the renter.
4. If food or drink is to be sold, three (3) ushers are required to ensure that all food and drinks are kept in the theatre lobby only. Scheduling of ushers is the full responsibility of the theatre group. Ushers will be required to stand at the three theatre entrances (from lobby) at all times during the service of the food items. *Please note that City staff will not be required or permitted to fulfill this duty.*

## **HANDLING OF PROPERTY & EQUIPMENT**

1. User agrees not to drive any nails, screws, tacks or pins into, or secure any other objects to the floors, walls, ceilings, partitions, doors or woodwork of the Community Theatre with tape or other adhesives, and will not in any manner change or move any fixture of the Community Theatre unless authorized by the Theatre's Administrative Staff.
2. The use of any equipment that is the property of the Community Theatre is to be operated by theatre staff only.

## **LOAD-IN & OUT PROCEDURES**

1. At the beginning of each day, a group representative (Producer, Director, Technical Director or Stage Manager) is required to check-in with the House Manager and sign all required documents. The same representative is required to check-out with the House Manager at the end of the day and sign any necessary paperwork. No member of the group will be allowed access into the theatre until the check-in sheet is filled out.
2. Load-In is allowed no sooner than the first date indicated on the contract. Permission is required from the Theatre's Administrative Staff if groups require an earlier load-in time than previously requested.
3. While loading-in, users are allowed access to the driveway and loading doors at the back of the theatre. Parking in this driveway is permitted for loading and unloading ONLY and is not permitted as general parking. User must ensure all vehicles are parked along the east curb of the driveway ONLY (double parking is not permitted under any circumstance). At the completion of load-in and load-out, users must keep this area clear of vehicles and any other theatre related equipment.
4. Clean-up of the theatre and all other applicable space must be completed in a timely manner. Groups are required to schedule time for clean up and removal of all sets and equipment at the time of the theatre application process and must ensure they are out by the scheduled time to allow time for preparation for future renters.
5. User's responsibilities during clean up include (but are not limited to): clearing of tables, chairs, surfaces and floors of all user products, equipment or trash and placement of trash into designated containers.
6. The House Manager will document the condition of the property after use and will inform the user if there is additional cleaning required to minimize additional cleaning charges added to the contract.
7. The deposit will be used as payment for damage to the premises caused by the user or for special cleaning needs caused by the user's actions.
8. Groups are NOT allowed to paint on the back loading dock of the theatre. All painting must be done off-site, unless it is small touch ups, which can be done in the theatre with the use of tarps to protect theatre equipment and the stage. All painting is prohibited at the complete discretion of the House Manager.

## **DECORATIONS/POSTINGS**

1. User is not allowed to hang, attach or tape to the walls in the theatre lobby. A hanging track system is included in the lobby to hang posters, artwork or other materials. Groups are responsible for supplying easels if additional posting is necessary.
2. The User may not decorate the theatre or other applicable facility with any flammable materials such as bunting, tissue paper or crepe paper that is not flame-retardant. All scenery and props must meet fire code regulations.

## APPLICATION PROCESS

1. Complete the Facility Application for Theatre Use and return to the Community Resources Office with the \$100 application fee.
2. Community Resources Staff will prepare and complete a contract, listing the dates and times requested (if available).
3. **2 weeks prior to rental start date:** User must confirm, in writing, contract dates and staff times are correct and pay any remaining balance.
  - a. Any staff changes after this point **MUST** be made in writing to the Recreation. The change will not be approved until user receives written confirmation from staff regarding the change is okay and that staff are available. It is the responsibility of the user to ensure their schedule is all inclusive and staff changes are for emergencies only.

## PARKING

1. Parking is available in the Community Center Parking lot, Pier Avenue and 11<sup>th</sup> Place. Parking spots are not available for rental and cannot be reserved unless given written permission from the Recreation Director.
  - a. Please note that the Community Center has scheduled classes and/or rentals which may limit parking in the locations listed above.
  - b. Staff parking spaces or City Vehicle parking spaces are **NOT** available for theatre users, cast or crew.

## BREAKS/MEAL PERIODS FOR THEATRE STAFF

1. At the beginning of each shift, users are required to schedule break times with City Staff if the scheduled shift is more than four hours. This scheduled time will be agreed to by both parties to enable the least impact on the production. If staff and users agree that no break is necessary, meal periods will not be required.

## STAGE EXTENSIONS

1. Stage extensions are permitted as long as the following is applied:
  - a. No theatre seats are permitted to be removed for any reason. Seats are permanent to the theatre and must maintain their placement during all productions. Removal of seats can result forfeiture of your deposit.
  - b. There must be at least 36' (3 feet) between the stage and the front row of seats.  
Since the seating is not parallel with the stage, all stage extensions must remain parallel with the front of the seats and have a distance of 36'.
2. User must inform the Theatre's Administrative Staff if stage extensions will be used prior to load-in.

## LIGHT BOOTH

1. Users must be accompanied by City Staff at all times while in the light booth.
2. It is the responsibility of the User to provide someone to maintain any Follow Spots for their production.
  - a. Follow Spots must be 18 years or older and must sign a waiver before performing their duties of the production.

## THEATRE MARQUEE

1. If available, the user will be allowed to post show information on the marquee located above the theatre entrance doors facing Pier Avenue. Marquee information will be displayed *no more than* two weeks prior to the first show date and will be put up as soon as the previous show has exited the theatre.

## TABLES AND CHAIRS

1. A total of 13 tables and 25 chairs are included in your rental of the theatre.
  - a. Please note that 2 of the tables are to remain backstage and one table is to remain in the Box Office. The remaining tables (10) can be used throughout the theatre, backstage area, and dressing room.
  - c. The benches are also available and will remain in the theater lobby for additional seating.
  - d. If additional tables or chairs are needed, you will need to provide them at your own expense.

## **ADDITIONAL RULES AND REGULATIONS MAY BE IMPOSED AT STAFF'S DISCRETION**