



COMMUNITY THEATRE APPLICATION

City of Hermosa Beach • Community Resources Department
710 Pier Avenue, Hermosa Beach, CA 90254
(310) 318-0280 hbconnect@hermosabeach.gov

- A completed application, non-refundable application fee and security deposit are required before applications will be reviewed. Please allow up to 7 business days for review by the Department.

APPLICANT INFORMATION

Name: _____ Birth Date: _____

Phone: _____ Email: _____

Organization: _____

Organization Type: Commercial Non-Profit | 501(c)3 #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (____) _____ Email: _____

RESERVATION DATE(S)	TYPE OF USE	RESERVATION TIME IN-TIME OUT	SOUND TECHNICIAN TIME IN-TIME OUT	LIGHT TECHNICIAN TIME IN-TIME OUT	PROJECTOR TECHNICIAN TIME IN-TIME OUT
	<input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance				
	<input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance				
	<input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance				
	<input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance				
	<input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance				
	<input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance				

Attach additional sheets, if necessary.

PRODUCTION DETAILS

Event Title: _____

Cast/Crew Attendance Per Day: _____ Audience Attendance Per Performance Day: _____

Will there be a celebrity or political presence? YES NO And if yes, who? _____

Will there be videotaping during the production: YES NO And if yes, for what purpose? _____

PRODUCTION DETAILS CONTINUED...

Do you plan to use the projector and screen? YES NO

**Additional fee applies and Projector Technician required.*

Do you plan to use the cyclorama? YES NO

**Additional fee applies.*

Do you plan to use the piano (baby grand)? YES NO

**Additional fee applies.*

Do you plan to serve or sell food and/or refreshments? YES NO

Do you wish to apply for an ABC License to serve alcohol? YES NO

*Please refer to pages 4-5 for more information. **MUST BE A NON-PROFIT ORGANIZATION WITH A VALID 501(C)3***

Do you plan to use a hazer or fog machine? YES NO

**Must be turned off one hour before scheduled out time.*

Please describe any plans for special effects or stunts: _____

Please describe any sound requirements: _____

Please describe any lighting requirements: _____

Please describe any items that will be brought into the Community Theatre for the production for use on the stage, such as a banner, scenery, props, stage extensions, etc.: _____

The Dressing Room/Green Room (Room 12) comes with 19 stools and a room divider. Please indicate any additional tables and chairs that may be needed (the total available will vary): _____

Do you plan to use the marquee? YES NO

**Additional fee applies.*

Marquee information will be displayed during the last rental day of the previous show. If the marquee layout on the next page is not submitted by the 15th of the month prior to the production, City staff will use the information included within the application to create the marquee layout.

MARQUEE LAYOUT														
LINE 1 (14 spaces)														PRODUCTION TITLE
LINE 2 (14 spaces)														
LINE 3 (14 spaces)														COMPANY NAME
LINE 4 (24 spaces)														TIME(S)
LINE 5 (24 spaces)														DATES(S)
LINE 6 (24 spaces)														TICKET PHONE # OR WEBSITE

PLEASE NOTE: "HERMOSA BEACH PLAYHOUSE" IS NOT THE OFFICIAL NAME OF THE VENUE. PLEASE USE THE OFFICIAL NAME OF "COMMUNITY THEATRE" IN ALL PROMOTIONAL MATERIALS.

FEES		
	<u>NON-PROFIT RATE</u>	<u>COMMERCIAL RATE</u>
Rental Rate (Performance Day) <i>Minimum of four hours required per day.</i>	\$59 per hour	\$118 per hour
Rental Rate (Rehearsal Day) <i>Minimum of four hours required per day.</i>	\$28 per hour	\$59 per hour
Security Deposit <i>Must be received with application.</i>	\$500	\$500
NON-REFUNDABLE Application Fee <i>Must be received with application.</i>	\$100	\$100
Venue Host <i>Minimum of four hours required per day. The Venue Host is the liaison between the renter and Community Theatre and is required for the entire duration of the reservation.</i>	\$24 per hour*	\$24 per hour*
Sound Technician <i>Minimum of four hours required per day. The Sound Technician is responsible for setup and operation of all theatre sound equipment.</i>	\$24 per hour*	\$24 per hour*
Light Technician <i>Minimum of four hours required per day. The Light Technician is responsible for setup and operation of all theatre lighting equipment.</i>	\$24 per hour*	\$24 per hour*
Projector Technician <i>Minimum of four hours required per day. The Projector Technician is responsible for setup and operation of all projector equipment and is required on site during the use of the projector, in addition to the Sound and Light Technician.</i>	\$24 per hour*	\$24 per hour*
Marquee	\$59	\$59
Projector and Screen	\$295	\$295
Piano (Baby Grand)	\$118	\$118
Cyclorama	\$118	\$118

***If total reserved hours exceed 40 hours in a work week (Sunday-Saturday) the renter is responsible for paying the overtime rate of \$33 per hour for staff.**

INSURANCE

Applicant agrees to furnish the City of Hermosa Beach evidence of comprehensive general liability insurance in the form of a certificate naming "the City of Hermosa Beach, its officers, agents, volunteers, and employees as additional insureds." This exact verbiage is required. Applicant shall notify the City at least thirty (30) days prior to the termination, reduction, cancellation, suspension, modification, or expiration of the policy. Notwithstanding the foregoing, Applicant shall maintain insurance coverage meeting the standards outlined in this Section at all times during the term of the activity or activities for which Applicant submitted its application, as reflected in and permitted by this Agreement. All certificates are subject to approval of the City's Risk Manager.

Coverage shall be at least as broad as Insurance Services Form CG 00 01 covering commercial general liability on an "occurrence" basis, including property damage, bodily injury, death, and personal and advertising injury with limits no less than two million dollars (\$2,000,000) per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this Agreement, or the general aggregate limit shall be twice the required occurrence limit. The City reserves the right to request greater or lesser amounts of insurance coverage.

If the use includes athletic activities, Applicant shall provide evidence of that the commercial general liability insurance includes coverage for injuries to athletic participants and participant accident insurance.

If the Applicant maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

PROOF OF LICENSURE

The renter shall obtain all required licenses, pay any and all licensing fees (royalties) and secure all permits necessary to present its performances. The renter 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 production. The renter must submit proof of licensure as well as confirmation of the execution (payment) of said Agreement(s).

FAILURE TO SUBMIT PROOF OF LICENSURE WILL RESULT IN CANCELLATION OF YOUR PRODUCTION.

By this liability waiver and release (hereinafter, "Release,") it is my intention to relieve the City of Hermosa Beach, its officers, employees, agents, and volunteers (hereinafter, "City") of any duty to me. By this Release, and by virtue of the grant of the Community Theatre rental for which I have applied, I do assume the entire risk of any injuries or losses that might occur during, as a result of, or in connection with my Community Theatre rental.

By this Release I also intend to release, discharge, and forever absolve City from any and all liability for any active or passive negligence whatsoever by City or any third parties, and to waive and relinquish any claim or cause of action against City for any loss, claim, damage, personal injury, disability, death, medical expense, and any other type of expense, property damage, or loss caused by any negligence of City or any third parties. I promise not to sue or exercise any legal right to seek damages from City in connection with any injuries I may sustain in connection with my permitted activity.

I hereby acknowledge, understand, and agree that no oral representations, statements or inducements apart from the foregoing written certification have been made, and further agree this Release shall be binding on me and my personal representatives, heirs, assigns, and next-of-kin. I further acknowledge, understand, and agree that this Release constitutes a single, integrated, written contract and expresses the entire agreement of the Parties with respect to the subject matter of this Release.

I further acknowledge, understand, and agree that I am age 18 or older.

Signature of Applicant

Date

Applicant Name (Please Print)

RULES AND REGULATIONS

Staffing:

1. The City's Venue Host is assigned to specific duties; is not responsible for any production work; and is required at all times while the renter is in the Community Theatre.
2. The City does not provide box office attendants, ushers, stagehands, stage managers or house managers.
3. At the beginning of each rental day, the renter or a designated group representative is required to check-in with the Venue Host by signature. The renter or designated group representative is also required to check-out with the Venue Host/Technician at the end of each day by signature.
4. The City reserves the right to assign additional City staff, Police or Fire Personnel, or require Security Guards, if necessary, to ensure a smooth and safe production. Additional costs will be at the responsibility of the renter.
5. The City's Technicians are the only ones permitted to operate City equipment, with the exception of the follow spotlight, unless otherwise approved, by special permission, by the Community Theatre's Administrative Staff by the 15th of the month prior to the rental's start date. T
6. Renters are required to schedule break times with City staff if the rental exceeds five hours. City staff are required to take a 30-minute break at five hours, a one-hour break at eight hours, and a one-and-a-half-hour break at 12 or more hours. This scheduled time will be agreed on by both parties to provide the least impact on the production.
7. Audio microphones are provided. Theatre technicians do not apply wireless systems, lavalier mics and harness for performers. This audio procedure is tasked to the 'renter' production company/stage manager(s). Our staff will be available to assist with "how-to" instructions to secure the mics accordingly and disengaging them for return.

Refreshments:

8. There will be no food or drink allowed in the theatre or on stage at any time. Food (pre-packaged only) and drinks are only allowed to be served in the lobby. The renter is responsible for and required to pack and seal any food items left overnight into containers. The renter is responsible for providing all supplies and monetary change necessary for concession stand service and sales. A cash register is not provided. The renter is responsible for all food and drink clean-up and disposal.
9. Glass containers are only permitted behind the bar and are not to be served to the public; renters must pour its contents into a separate non-glass container.
10. Renters are prohibited from using plastic bags to provide or hand merchandise to costumers.
11. The City requires the renter enlist three (3) ushers to ensure all food and drink is kept in the lobby and to assist with any post-production clean up needs.
12. Non-profit organizations who wish to serve and/or sell alcohol must complete form ABC-221 found at <http://www.abc.ca.gov/forms/ABC221.pdf> and submit it to the Community Resources Department for signature by City staff. Once the appropriate signatures are obtained, the non-profit organization will be notified that the application is ready for pickup. The signed application must then be submitted to the ABC office, located at 3950 Paramount Blvd., Suite 250, Lakewood, CA 90712. Non-profit organizations are responsible for all fees associated with the application to the ABC Office. Once approved, the final license must be submitted to Community Resources Staff by the Thursday prior to your show date.

Facility Conditions:

13. Rental of the Community Theatre includes use of the theatre, lobby, green room/dressing room and box office. All production related activities must remain within these areas only.
14. The Community Theatre DOES NOT have a fly system. Any rigging including the hanging of a backdrop, signage, lighting equipment, or scenery must be approved prior to rental.
15. No jumping from the stage to the theatre floor is allowed at any time; stair units have been provided.
16. No smoking is permitted at any public location within the City of Hermosa Beach.
17. Open flame, of any kind, is strictly prohibited.
18. The renter may not decorate with any flammable materials such as binding, tissue paper, or crepe paper. The renter is responsible for making sure all materials meet fire code regulations.
19. No tape or other adhesive, nails, screws, tacks, or pins may be used to secure materials or objects to the Community Theatre's fixtures. A hanging track system is available in the lobby to hang posters, artwork, or other similar materials.
20. The use of glitter, confetti, rice, bird seed or flower petals is prohibited.

RULES AND REGULATIONS CONTINUED...

Facility Conditions Continued:

21. Renters are not allowed to paint in 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.
22. Parking is extremely limited within the City of Hermosa Beach. The Community Theatre is within the Community Center which holds various classes, rentals or special events that share the surrounding parking areas. Staff parking spaces or City Vehicle parking spaces are not available to renters.
23. While loading in, renters are allowed use of the driveway to the loading doors at the back of the Community Theatre. Parking in this driveway is permitted for loading and unloading only and is not able to be used for general parking. Renters must ensure that all vehicles in this location park 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, renters must keep the driveway clear of any vehicles or production related equipment.
24. Be mindful of other activities taking place in the Community Center.
25. The renter is responsible for conducting an orderly production and at the conclusion of the rental must return the facility to its original state. The renter's clean up responsibilities include, but are not limited to clearing tables, chairs, surfaces and floor of all the renter's products, equipment or trash; and the placement of such trash into designated containers. This must be completed in a timely manner within the renter's approved reservation time. Additional time spent by the renter or by City staff to ensure adequate clean-up and load out is done will be retained from the Security Deposit (See Schedule Changes, Cancellations and Payment Procedures.)
26. Public Wi-Fi is available. Security, availability and connection speeds are not guaranteed. Renters use at their own risk. **Network Name: CHB-Guest | Network Password: chbguest**

Schedule Changes, Cancellations, and Payment Procedures

27. Any schedule changes or cancellations must be made in writing by the 15th of the month prior to the first rental date on the contract. Schedule changes received after the 15th of the month prior are not guaranteed.
28. Cancellation requests must be received 90 days prior to the first rental date on the contract. Cancellations received within 90 days prior to the first rental date on the contract will forfeit the Security Deposit.
29. All rental, equipment and staff fees are due two (2) weeks prior to the first rental date on the contract. Failure to pay may result in the cancellation of the production.
30. Any damages, loss of equipment, or additional staff time incurred from the production will be retained from the Security Deposit. If the total exceeds the amount of the Security Deposit, the renter will be billed. Fees not retained will be automatically returned to the renter within 4-6 weeks.
31. Applicant agrees to furnish the City of Hermosa Beach evidence of comprehensive general liability insurance in the form of a certificate naming "the City of Hermosa Beach, its officers, agents, volunteers, and employees as additional insureds within thirty (30) days prior to the first rental date on the contract. Failure to pay may result in the cancellation of the production.

All staff of the City of Hermosa Beach are empowered to use all necessary means to enforce these rules. 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. **ADDITIONAL RULES AND REGULATIONS MAY BE IMPOSED AT CITY STAFF'S DISCRETION.**

ACKNOWLEDGEMENT OF RULES AND REGULATIONS

Initial
Here

By initialing, I agree to abide by and enforce the rules and regulations of the City of Hermosa Beach and certify that I have read the rules and regulations. I will assume full responsibility for my group and will ensure all rules and regulations are followed.