



City of Davis
Community Services Department
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Theatre Use Guidelines

2009/2010

Veterans Memorial Theatre

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Theatre Use Guidelines

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THEATRE USE GUIDELINES

The purpose of the Theatre Use Guidelines is to assure that the facility is utilized for cultural, educational, recreational, social, and community service functions that meet the needs and interests of the community, as well as to set clear policies, procedures, regulations and rental fees regarding such uses. Failure to adhere to these Guidelines will be cause for cancellation of event and possible evacuation of theatre; in this case, all fees will be forfeited. Non compliance with these guidelines will affect future reservation possibilities.

AUTHORIZED USES

- AUTHORIZED uses include, but are not limited to: live performances, dance concerts, music concerts, lectures, film or video showings.
- UNAUTHORIZED uses include, but are not limited to: dances, dinners, and receptions that do not include a performance or presentation.
- There is a (3) three hour minimum reservation requirement on the Veterans Memorial Theatre (VMT).
- The stage and backstage areas are intended for occupancy by performers, crew, and staff.
 - The public and invited guests are limited only to the lobby and house areas. Exceptions may be authorized by the Theatre Coordinator on a case by case basis.
 - It is the renters' responsibility to ensure that all members of their group are aware of any possible hazards that may exist backstage as part of any production.

COURTYARD USE

- The use of the Courtyard is not included with a Theatre Reservations.
- The Courtyard must be rented with the VMC Club Room, MPR or Theatre.
- For more information, please contact the Community Services Department.

PAYMENT OF FEES

- For Theatre Use Fees and associated Equipment Use Fees, please see *Exhibit B, Schedule of Fees and Charges*.
- Fees are subject to change every year on July 1st per City Council action.
- Fees are based on event date, not reservation date. If the City Council adopts new fees covering the reserved date(s), the User will be notified of the additional amount due.
- An Invoice will be mailed out to Renters 90 days prior to the first date of scheduled event.
- All prior balances from previous events must be paid in full before new event reservations are submitted to reserve the VMC Theatre, Mobile Stage, or Portable Stage.
- Groups who fail to meet all requirements 90 days prior to the first day of event are subject to having their reservation cancelled by the City of Davis.
 - In this case, customer forfeits the Rental Fee(s) amount.

CANCELLATIONS

- Notice of the desire to cancel a reservation must be done in person by the Renter, whose name appears on the contract.
- If written notice of cancellation is received 90 days or more in advance of the first scheduled date of use, any deposits or fees paid shall be refunded.
- Cancellations received less than 90 days in advance of the first scheduled date of use shall be subject to loss of entire rental amount or deposit.
- The City of Davis reserves the right to cancel any use in emergency situations or when deemed necessary for the safety and best interests of the customers, the City of Davis, or all concerned. In such cases, all fees and deposits paid will be refunded.

- If the use is cancelled due to an emergency situation created by the User Group, no refund will be made.
- The City of Davis will not be liable for any other expenses incurred by Renter in relationship to the booking, including but not limited to lost profit or income, expenses incurred, and incidental, special or consequential damages of any kind.

REFUNDS

- At the conclusion of the event, the Cleaning/Damage Deposit will be refunded after the Theatre Coordinator has performed a full Theatre Use Evaluation and there are no outstanding fees for additional rental time, damaged/lost equipment, or repairs to the facility.
- The City of Davis refunds deposits by the method in which the payment was received.
 - Allow 1 to 3 weeks for cash or check deposit refunds.
 - Refund checks are payable to the name of person or group as noted on the application.
 - Credit card deposits will be refunded to the same credit card used by applicant.
 - Credit card refunds will be processed within a week after the Theatre Coordinator performs a full Theatre Use Evaluation.

INSURANCE REQUIREMENTS

- Special Event Liability Insurance is required when renting the Mobile or Portable Stage.
 - Renter is required to submit Certificate of Insurance 90 days prior to first scheduled day of event date.
 - The Certificate of Insurance needs to name the City of Davis as “additionally insured and hold harmless”.
 - If Renter fails to submit Certificate of Insurance 90 days prior to first scheduled day of event date, reservation is subject to cancellation and the Renter forfeits Rental Fees.
- Special Event Liability Insurance is not required when renting the VMT; however, it is strongly advised that the renter obtain a policy for their own protection.
- Special Event Liability Insurance may be purchased at the Community Services Department.
- The Renter shall be responsible for any and all damage to the VMT and its premises, equipment and property during their occupation of the facility.
- The Renter will be held responsible for all actions, behavior, and damages caused by his/her guests/attendees during occupancy of the facility.
- The City of Davis is not responsible for accidents, injury, illness or loss of group or individual property.
- Renter shall defend, release, indemnify and hold the City of Davis, their officers, agents, employees and volunteers, harmless from and against any loss, liability, costs (including reasonably incurred attorney fees) claim or damages that may arise or result from, or be related to or be alleged to arise or resulted from activities of Renter, its officers, agents, employees and volunteers, and shall, at its own costs, expense and risk, defend any and all legal proceedings that may be brought against the City of Davis, their officers, agents, employees and volunteers, on any claim, demand, or alleged liability, and shall satisfy any settlement or judgment that may be rendered against any of them arising from, or related to activities of Renter, and shall assume liability for any and all direct expense incurred in providing services pursuant to this Guideline, except for any claim, loss, liability, damage or cost directly arising out of the sole negligence or willful misconduct of the City of Davis.

GENERAL

- With the exception of service animals necessary to assist a person with a disability, animals will only be permitted in the Theatre when authorized, in advance, by the Theatre Coordinator.
- There is no smoking in any City of Davis facility.
- No food or drink, with the exception of bottled water, will be allowed in the audience seating area at any time.

- No food items are to be left in any part of the theatre overnight, unless approved by the theatre management and stored in rodent & insect proof containers.
- No changes or modifications may be made to any City equipment or City facilities.
- No equipment may be removed from the Veterans Memorial Theatre (VMT).
- Any structural or electrical changes may only be made by Theatre staff with the Operations Coordinator's and/or Building Maintenance Supervisor's approval and only by qualified staff or licensed contractors.
- Specialized needs for sound or lighting must be arranged in advance with the Theatre Coordinator.
- Noise level must not exceed 45 decibels outside the building measured from same location described for the VMC MPR.
- When tap shoes or other types of marking shoes are used in a production, renter must cover all backstage tiled areas to prevent damage to the floor.
- Pursuant to City of Davis Municipal Code 34.02.010.h, smoking may be allowed on stage when it is part of a bonafide theatrical production.
- At the VMT, parking is not permitted in the loading dock area or on the fire access road while the house is open.
- The back hallway at the VMT is shared among users.
- The Theatre, Staff, and the City of Davis will not be responsible for lost-and/or-found items.
 - All items of substantial value will be turned over to the Davis Police Department at (530) 747-5400.
 - Inquiries for lost items should be directed to the Theatre Coordinator (530) 757-5665.

STAGE

- Use of any weapons (including knives or swords), firearms, explosives, open flames or lasers must have prior approval by the Theatre Coordinator.
- Open flames, candles and/or pyrotechnic effects are NOT allowed on stage without written permission from the City of Davis Fire Marshal and permission from the Theatre Coordinator.
 - Candles are never allowed in or near carpeted areas.
- No foreign substance may be applied to the floor without theatre management approval.
- Painting of the stage is not allowed without theatre management approval, and if approved, the painting must be limited to the acting area. Also, the stage must be painted back to black, with an approved paint, prior to vacating the theatre.
- If rosin is to be used, the renter must supply a rosin box.
 - No rosin is to be poured on the stage floor.
- Hay/straw bales are not allowed.
- Any rigging must be done under the supervision of the theatre technician on duty.
- Rearrangement of stage draperies must be supervised by the Theatre Technician and must be restored to house positions before vacating.
- All scenic units, props, and electrical equipment provided by the Renter are subject to safety inspection by the Theatre Coordinator or his/her designee.
- The City of Davis reserves the right to prohibit the use of any scenery, property or equipment that is deemed by the City to be unsafe.
 - Equipment judged to be unsafe must be brought up to minimum standards before being used, or must be removed from the premises.

FORCE MAJEURE

If the Theatre is unfit for occupancy by Renter during the period covered by agreement, by reason of fire, earthquake, strike, civil disturbance or any other cause beyond the control of the City of Davis, then the agreement shall be of no further force and effect.

DISCRETIONARY BOOKING

- At the discretion of the Community Services Department, requests for rental of the Theatre may be denied if the proposed event presents a potential conflict to the target market of a previously scheduled event.
- Criteria include the market saturation of a particular event type, long-term relationship of existing Theatre Renter, and the financial impact on the Theatre.
- In cases of concurrent booking, criteria also include compatibility between overlapping uses, condition of facility.
- The Community Services Department shall regulate or prohibit such activity or use, which in his/her judgment is determined to be of a hazardous nature, is potentially dangerous or damaging to property or is not in the best interests of the citizens of the City of Davis.

CONDITIONS OF USE

Payment of all theatre rental fees and equipment fees must be paid 30 days in advance, except for Co-Sponsored Groups.

HOUSE MANAGEMENT

- Each Renter must provide a House Manager and a Production Stage Manager (This can be the same person) for their event.
- The Renter must coordinate the needs of all technical aspects of their event with the Theatre Coordinator or his/her designated representative.
- At all times the Theatre is occupied, there must be an adult over the age of 21 present.
- Renters are responsible for the conduct of all minors in the facility.
- The normal Theatre hours of operation are from 6:00 AM through 12:00 Midnight.
- All performances must end before 12:00 Midnight.
- At the expense of the Renter, professional security guards may be required.
- Ticket sales, box office, house management and security are the sole responsibility of the Renter.
- The box office is available to Renters only during the hours when the Theatre is reserved.
- Events held at the Theatre should use sequentially numbered or assigned seat tickets so the size of the audience does not exceed available fixed seating. It is the responsibility of the Renter to ensure the seating capacity is not exceeded.
- At the VMT, four (4) wheelchair tickets must be available for each performance.
 - It is the sole responsibility of the Renter to ensure the accommodations of patrons with disabilities. (On duty theatre staff will move chairs if needed)
- Sitting or standing in the aisles is not permitted at the VMC Theatre.
 - Per Fire and Safety Codes, the aisles must remain clear at all times for emergency exit.
- No additional seating may be used in the Theatre auditorium.
 - Per City of Davis Fire Marshall, all seats in the Theatre must be attached to the floor.
- It is the responsibility of the renter to control the quantity of people in the theatre house to ensure compliance with Fire and Safety Codes.
- The maximum capacity of the theatre shall not be exceeded at any time. Please see *Exhibit C Basic Theatre Specifications* for maximum capacity details.
 - Failure to control the attendance will be cause for immediate cancellation of event and evacuation of the theatre.
 - In this case of cancellation/evacuation due to non-compliance, all fees will be forfeited.
- Renters must provide an adequate number of hosts, ushers, or security guards as outlined in the Guidelines For House Management to ensure the safety of the theatre patrons.
- It is the responsibility of the Renter to distribute and collect the *Assistive Listening System* headsets in accordance with the *Americans with Disabilities Act*.
 - The theatre technician on duty will train the Renter's house staff on the use of the system.

RECOMMENDED GUIDELINES FOR HOUSE MANAGEMENT

House Managers

Before Performance:

1. Have six people lined up for each night's performance.
 - a. Two people, designated as "Hosts" are needed to take tickets at the front door.
 - b. Four people, designated as "Ushers" are needed two on each of the two aisles to pass out programs and assist with seating as needed.
2. Send information to ushers and hosts.

Night of Performance:

1. Plan to arrive at the theatre one hour prior to the opening curtain.
2. Identify yourself to the Theatre Technician. Let that person know of any special needs you may have.
3. Make sure the programs have been delivered (usually left in the theatre office).
4. Post "Opening Time" sign on front door. Do not admit ticket holders before posted time unless the weather is bad, then have hosts ask them to wait in the lobby until the "house is open".
5. If a special door is designated for cast, crew, and orchestra, be sure that it is open.
6. Go over instructions with each usher/host regarding duties.
7. Give each usher a flashlight and a supply of programs. Keep tabs on ushers during period prior to beginning of the performance to be sure that they have an adequate supply of programs and haven't encountered seating problems.
8. Ushers need to be aware of "House Seats" if so designated.
9. Have ushers open doors to auditorium (on each aisle) only when the stage curtain is closed or when the stage manager gives the O.K.
10. Go over duties with "Hosts" and check whether they are staying for the performance.
11. Be sure that there are two receptacles at the front door for ticket stubs if there are two persons taking tickets.
12. Check with the "Hosts" from time to time to be sure that there are no ticket problems.
13. Let the Stage Manager know if house is filling slowly due to parking problems so that a determination can be made whether to hold curtain a few minutes.
14. If "Hosts" plan to stay to see the show, allow them to leave and take their seats just before the performance starts. House Manager then takes tickets.
15. Once the performance starts, dim the lobby lights. Turn them up again when intermission begins. Give a five minute warning before end of intermission by flicking the lobby lights. After performance has begun, dim the lights again. Finally, turn the lights all the way up when the performance ends.
16. After performance has begun, check with refreshment person about any assistance needed in setting up for intermission(s).
17. Check with person in box office before that person leaves regarding whereabouts of tickets which have been unclaimed.
18. Collect leftover programs and if using the theatre the next night, store them in the box office. Otherwise, dispose of programs and leave the theatre in the same condition that as it was received.
19. Collect flashlights from ushers.
20. Help ushers clean the auditorium by picking up all dropped programs, etc. (You might want to have some trash bags available.) Turn lost items into the Office in the Veterans' Memorial Center.

Hosts

1. Hosts should arrive at the theatre forty-five minutes before the doors are scheduled to open.
2. Put personal possessions in the ticket booth.

3. If the weather permits, make sure that both entrance doors are pinned open.
4. When taking tickets, stand opposite each other. It will speed up the flow of traffic. Tear tickets in half.
5. Be sure of the color of that night's ticket.
6. Direct ticket holders to the correct aisle. The even-numbered tickets are seated to the right. The odd-numbered tickets are seated to the left (as YOU face the stage).
7. Your main job is to make people feel welcome.

Ushers

1. Ushers should plan to arrive at the theatre about forty-five minutes before the opening curtain. Check with the House Manager. Upon arrival at the theatre, put personal possessions in the ticket booth.
2. Two ushers will be stationed at each aisle. Ushers should stand on the inside of each doorway. If ushers are to help seat patrons, they should stand side by side. One usher can then pass out programs while the other usher seats people. If ushers are only passing out programs, they should stand opposite each other, inside the door (it will facilitate the flow of traffic through the doors).
3. As each patron enters, please check the stub to make sure it is the right color for that performance. If the patron shows any hesitancy about where to sit, show them to the proper aisle.
4. Once the performance begins, please close the doors into the theatre. Allow late-comers to stand inside the doors in the theatre so that their eyes adjust to the darkness. Only seat people when it will not distract from what is going on onstage (wait for scene changes, applause, etc.).
5. When seating late-comers, please be careful with the use of your flashlight. Be as unobtrusive as possible. Try to keep your body between the audience and the flashlight. Be especially careful to light each step ahead of the patron so that no one takes a fall. Always direct the light downward, away from the audience, and as low to the floor as you can comfortably manage. The light should hit the break on the stairs to allow patrons to see where the next step will be. The ushers should precede the patrons. At the aisle entrance, hold the light low to the floor until the patrons are into the aisle, then turn off the light. Do not wave the flashlight around.
6. There may be one or two intermissions. The House Manager will let you know. You are responsible for opening and closing the doors on your aisle at the beginning and end of the intermission. One usher will need to stay at the door of each aisle during the intermission break to remind patrons that food, drink, and cigarettes are not allowed inside the auditorium, and to silence cell phones.
7. At performance end, please open the aisle doors and stand by them.
8. Once the auditorium has emptied, please check the floors underneath the seats for lost articles and pick up any dropped programs and debris.

EMERGENCY INSTRUCTIONS FOR THEATRE USHERS

In case of fire, do not run. Maintain a calm voice and demeanor. Use your flashlight to light the way to the doors. Place yourself against the walls near the center of the auditorium and direct people with your flashlight.

RIGHT AISLE (Facing the Stage): There are two doors to open. One door is near the stage and leads out into the courtyard area. The other door is the aisle door leading into the lobby. One usher should open the door leading out into the courtyard. This usher should then stand in the wall angle, using the flashlight, make an arch-motion from the shoulder down to your side, directing the traffic toward the door you opened onto the courtyard. The other usher on that aisle should, in the meantime, open the aisle door leading out into the lobby. Then that usher should stand in the wall angle, using the flashlight, make the same arch-motion from the shoulder down to the side of the body, and direct traffic to the door he or she just opened into the lobby.

LEFT AISLE (Facing the Stage): There are two doors to open. One door is near the stage and leads out to the loading dock. The other door is the aisle door leading into the lobby. Again, stand against the wall,

and make an arch-motion from the shoulder down to the side of the body with the flashlight, directing traffic toward the opened doors.

CONCESSIONS AND MERCHANDISE

- The City of Davis reserves the right to restrict or prohibit the sale of any items, at the sole discretion of the Theatre Coordinator.
- Renters are permitted to serve concessions, subject to the following restrictions
 - Notice must be given to the Theatre Coordinator at least 30 days prior to the sale of items.
 - All items for sale must be approved by the Theatre Coordinator in advance.
 - A group or organization wishing to sell alcoholic beverages at their function or provide alcoholic beverages with the cost of admission fee, must obtain approval from the Davis Police Department; and upon approval will be required to obtain, at their own expense, the appropriate permits and licenses from the State Alcoholic Beverage Control Board (24 hour liquor license) and provide all necessary security and access control. Copies of the appropriate permits and licenses will be provided to the Theatre Coordinator 14 calendar days prior to the first reservation date.
- Renters are permitted to sell non-food items, subject to the following restrictions
 - Notice must be given to the Theatre Coordinator at least 30 days prior to the sale of items.
 - All items for sale must be approved by the Theatre Coordinator in advance.
 - All items for sale must be related to the event.
 - City of Davis VMT facilities will not be used for merchandising or retail sales of items unrelated to an event or performance within that facility.
- For profit use of City of Davis Parks is prohibited.
 - When the Mobile or Portable Stages are used in City of Davis Parks, no “for profit” activity may occur.

TECHNICAL LABOR

- One Theatre Operations Technician is provided during all rented hours.
 - The technician is not available for artistic design, load in/out, or running crew.
- The Renter may rent Theatre Technicians for a hourly fee for light or sound design, or run crew.
- Renter must provide qualified technical staff to operate rigging, sound and lighting systems.
 - The crew must be authorized by the Theatre Coordinator or his/her designated representative prior to load in.
- Lighting and sound equipment in the Theatre will be operated by approved technicians; each of these persons must demonstrate to theatre management and/or a designated theatre technician their capabilities to perform before they will be allowed to operate City of Davis equipment.
- Access to the catwalk is only upon approval by the Theatre Coordinator or his/her designated representative.

PROMOTIONS

- Absolutely no publicity, invitations, or tickets shall be distributed until applicant receives official confirmation from the Theatre Coordinator.
- No signage, posters, flyers or advertisements for any event may be posted in or on the Theatre and its surrounding area without prior approval and permission by the Theatre Coordinator.
 - Any advertising material must be posted in compliance with City of Davis Municipal Code, Chapter 3.
 - Costs for removal of illegally posted advertising may be assessed against the cleaning/damage deposit.
- Promotion of event is the sole responsibility of the Renter
- A lighted reader-board (marquee) will be provided for public notice of events.

- The reader-board will be under control of the City of Davis, and notices for events will be posted at the City of Davis discretion (normally 4 days prior to the event).
- The City of Davis and VMT phone numbers must not be included in publicity materials.
- If Production Schedules are submitted 45 days prior to the production and Promotional Materials are provided 30 days prior to their first rental date, the event will be promoted on the City of Davis' website <http://cityofdavis.org/> under the "What's Coming Up" section.

DECORATIONS

- Any decorating, or covering of, or changes to the facility must be discussed with and approved by the Theatre Management 120 days prior to the first reservation date.
- The Renter is responsible for putting up any decorations and all other special preparations necessary for the function.
- All decorations must be removed at the conclusion of the function.
 - Renter is responsible for the removal of all decorations, attachment material, special preparations, Renter's personal property, and any rented equipment before the Renter vacates the premises.
- Method of installation of all decorations must have prior approval of the Theatre Coordinator.
- All decorations must be flameproof or fire retardant.
- The use of nails, pins, staples, screws, etc., is NOT allowed on walls, ceilings, or floors.
 - Some types of tape are allowed on painted walls. Renter must get approval from Theatre Management before using any adhesive tape.
- Insufficient removal of any items will result in the withholding of clean-up charges from cleaning/damage deposit.
- Decorations may NOT be hung from light fixtures, ceiling, emergency lights, fire sprinklers, or acoustical wall/ceiling tiles.
- All tables, chairs, plants, trees, shrubs, or other objects must (when appropriate) be in waterproof containers and must be carefully placed so as not to damage floor, carpeting, tables, or block fire exits.
- No glitter, rice, birdseed, confetti, hay/straw bales, etc. are permitted at the VMT or on surrounding sidewalks and parking lots.
- The use of any prohibited materials will cause forfeiture of entire cleaning/damage deposit.

STRIKE - MINIMUM STRIKE REQUIREMENTS OF USER GROUPS LIGHTING CREW

- Remove gels and gel frames from all instruments.
- Pull any gobos used. If they belong to the City, give them to the Theatre Technician on duty.
- Sort all gels and place them in the proper file in the milk crate.
- Place all gel frames in the proper milk crate.
- Store floor strip lights in the triangular closet.
- Coil all cable used and place in cable cart.
- Load the house plot to the control console.
- Reset the house plot focus.
- If lighting trees were used, remove all lighting instruments and ladder tops. Ladder tops should be stored in the "v" closet.
- Place lighting instruments that are on the floor back up in the beams.
- Neatly stack barn doors and top hats in shelf upstage left.
- Store 2 headsets with extension cables in the grey stage manager box. The rest of the headsets and cable should be stored in grey cabinet marked "Sound" on the backstage wall.

LOAD OUT

- The VMT will be provided to Renter in a clean and ready state.
 - Renter is responsible for leaving the Theatre in the same state they found it.
- Renter must arrange for a post production/strike cleaning crew before occupying the Theatre.

- The renter is responsible for completing the all the tasks list on the “User Group Cleaning Responsibilities”, Exhibit E.
- All necessary supplies for normal cleaning will be provided by the City of Davis.
- Any cleaning that must be done beyond ordinary wear and tear will be charged to the Renter at the approved maintenance rate in the schedule of fees.
- The VMT has limited dumpster space for Theatre Renters.
 - All Theatre Users share the dumpster.
 - The dumpster must not be filled beyond the top.
 - Any trash that does not fit into the dumpster must be taken away by the Renter.
 - Dumpsters may be rented from Davis Waste Removal with 7 days notice by calling (530) 756-4646.
 - Location of rented dumpsters must be coordinated with the Theatre Coordinator.
- The VMT will not be used for long-term storage of sets, props, or costumes.
 - Run-of-event storage will be provided based on availability and by arrangement with the Theatre Coordinator.
 - Materials left in the VMT after strike of event will become property of the City of Davis unless previous arrangements have been made with the Theatre Coordinator.
- The City of Davis assumes no responsibility for stored or abandoned property or materials at any time.
- The Renter will be responsible for any costs the City of Davis incurs related to removal and/or disposal of abandoned property or materials.
- Relocation or rearrangement of Theatre equipment is not permitted.

SAFETY AND SECURITY

- At no time will any illegal activity, performances, or exhibition be allowed in the VMT.
- Under no circumstances may a larger number of persons be allowed in the audience seating area than the total number of permanent seats.
 - No additional seating may be used in the auditorium.
- All doors, aisles and hallways must be kept clear in the event of an emergency evacuation.
- The Renter shall be responsible for the orderly conduct of all persons using the Theatre during their event.
 - The City of Davis reserves the right to remove, or have removed, any person behaving in an unlawful or objectionable manner.
- Fights, vandalism, or destructive behavior on the part of any member of a Renter’s group or its patrons will be grounds for immediate cancellation of the event and all future events.
 - In this case, all fees will be forfeited.
- Open flames, candles and/or pyrotechnic effects are not allowed in any public area of the theatre.
- Gambling on the premises is prohibited.
 - Gambling shall be defined as any game of skill, chance or raffle, played with cards or any other device for money or any other representative item of value.
- The Renter will not obstruct or restrict the use of any doors, exits, hallways or aisles in the VMT.
- No tripods, cable, or equipment of any kind will be allowed in the audience seating area without prior approval the Theatre Coordinator or his/her designated representative.
- Under no circumstances may the view of the audience be obstructed.
- At no point must the accessible lift on stage be obstructed in a way that would prohibit its use.
- No person shall be allowed on the catwalk area of the theatre unless approved by the Theatre Coordinator or his/her designated representative.

The City of Davis reserves the right to amend these policies and/or fees and charges as deemed necessary without any advance notice.

Veterans Memorial Theatre Fee Chart

(Effective July 1, 2009-June 30, 2010)

Theatre, Green Room, and House Seats 325 Deposit \$350	Monday - Thursday	Friday - Saturday		Sunday		Weekly rate (7 days for the price of 5) M-F 8hrs Sat/Sun 10hrs	Dark Rate (Day)
		Hourly	Daily	Hourly	Daily		
Youth Co-sponsored	\$ 11	\$ 28	\$ 168	\$22	\$ 132	\$ 792	\$ 22
Community Group	\$ 23	\$ 56	\$ 336	\$ 45	\$ 270	\$ 1,620	\$ 45
Residents	\$ 45	\$ 111	\$ 666	\$ 89	\$ 534	\$ 3,204	\$ 89
Non-Residents	\$ 50	\$ 122	\$ 732	\$ 98	\$ 588	\$ 3,528	\$ 98
Commercial	\$ 90	\$ 222	\$ 1,332	\$ 178	\$ 1,068	\$ 6,408	\$ 178

Green Room only (Extra hours not included in the Theatre Reservation)	Monday - Thursday	Friday - Saturday		Sunday	
		Hourly	Daily	Hourly	Daily
Youth Co-Sponsored	\$ 7	\$ 17	\$ 102	\$ 14	\$ 84
Community Groups	\$ 14	\$ 34	\$ 204	\$ 28	\$ 168
Residents	\$ 27	\$ 68	\$ 408	\$ 55	\$ 330
Non-Residents	\$ 30	\$ 75	\$ 450	\$ 61	\$ 366
Commercial	\$ 54	\$ 136	\$ 816	\$ 110	\$ 660

Front of Stage and House Only (Front of the curtain, Seating and lobby, the Green Room is not included) Deposit \$350	Monday - Thursday	Friday - Saturday		Sunday		Weekly rate (7 days for the price of 5) M-F 8hrs Sat/Sun 10hrs
		Hourly	Daily	Hourly	Daily	
Youth Co-Sponsored	\$ 9	\$ 23	\$ 138	\$ 18	\$ 108	\$ 648
Community Groups	\$ 18	\$ 46	\$ 276	\$ 37	\$ 222	\$ 1,110
Residents	\$ 36	\$ 91	\$ 546	\$ 73	\$ 438	\$ 2,628
Non-Residents	\$ 40	\$ 100	\$ 600	\$ 80	\$ 480	\$ 2,880
Commercial	\$ 72	\$ 182	\$ 1,092	\$ 146	\$ 876	\$ 5,256

Courtyard Must be reserved with Theatre, MPR, or Club Room	Monday - Thursday	Friday - Saturday		Sunday	
		Hourly	Daily	Hourly	Daily
Community Groups	\$ 17	\$ 41	\$ 246	\$ 33	\$ 198
Residents	\$ 33	\$ 82	\$ 492	\$ 65	\$ 390
Non-Residents	\$ 36	\$ 90	\$ 540	\$ 72	\$ 432
Commercial	\$ 66	\$ 164	\$ 984	\$ 130	\$ 780

Unscheduled time is 1.5 times the Hourly rate.

Overtime after midnight is charged at twice the User Groups hourly rate for all Theatre and Courtyard use.

EXHIBIT B

Theatre & Equipment Specifications

Seating

Fixed Seating 320

Wheelchair Seating 4 wheelchair spaces are available with permanent companion seats and located on platform at the rear of the house in Row K (house left).

Facility Equipment Included with Rental

Adjustable orchestra pit
rest rooms for patrons and performers
ticket booth (operated by user group on performance days),
lighted readerboard (visible from 14th Street)
lighting and sound systems
16' X 16' projection screen
stage drapery
lectern with microphone
listening assistance system for the hearing impaired
backstage dressing rooms
"Greenroom" with closed circuit video of stage.

Stage Dimensions

Proscenium Width 35'10"

Stage Depth

Orchestra Pit/ Stage apron 12'

Proscenium to upstage cyc 26'8"

Total Stage Depth

(with up stage cyclorama down) 38'8"

Practical Performance Area

35' D x 30' W

Lighting Equipment included with Theatre Rental

1- ETC ION with 1024 Outputs and Fader Wing
1- ETC Wired Remote
2 LDI Wireless Remotes
7- Altman 6X9 Ellipsoidal
17- Altman 6X12 Ellipsoidal
2- Altman 6X16 Irised ellipsoidal
40- ETC Source 575w ellipsoidal with:
Barrels 18- 36 Deg
20- 26 Deg
4- 19 Deg
25- Altman 65Q 500w Fresnels
3- Altman Strip lights dead hung 8' 4 circuit w/
roundels (Blue, Green, Amber, Red)
3- Altman Strip lights portable 8' 4 circuit w/
roundels (Blue, Green, Amber, Red)
3- Berkey Colortran 3 window Far Cyc
2- Altman Comet 360 w Follow Spots
2- Altman Top Hats
5- Source 4 Top Hats

22- Altman Barn doors
15- Pattern (gobo) holders
7- S4 Drop in Irises
6 station clear com

***Audio Equipment included with Theatre Rental
Console, Rack, Microphones, Cable***

1- Mackie 1402- VLZ PRO
1- DBX drive rack
3- QSC 1400 Amplifiers
1- QSC USA 1300 Amplifier
1- Neumark CDN 30 dual CD deck
1- Marantz PMD 501 single cassette deck
1- Rapco DB100 Direct Box
1- Whirlwind IMP2 Direct Box
4- Sure SM 58 Vocal Microphones
2- Sure SM 57 Multi Use Microphones
6- Weighted microphone stands
10- XLR microphone cable
1- Installed 12 channel snake
1- Portable 9 channel snake

Speakers:

2 sets left/ right
High Horn Zomax D-4430
Mid Cone Eminence Beta 15CX
Optional Sub Woofers Eminence Magnum 15LF
2- Benz Genz 2 way wedge monitors
2- Mounted overhead stage monitors
Backstage and lobby monitor systems

Exhibit
C

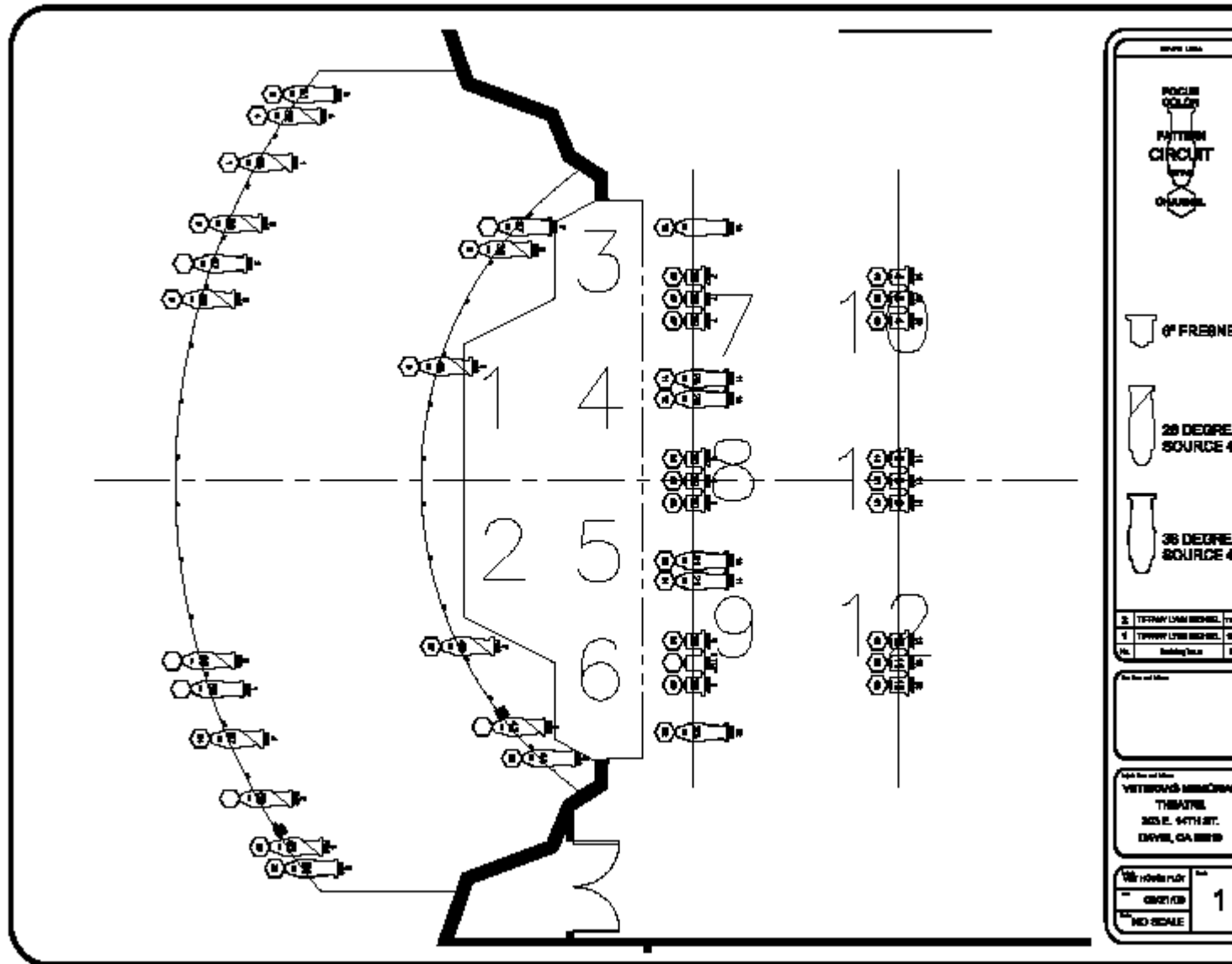


Exhibit D

Theatre Seating

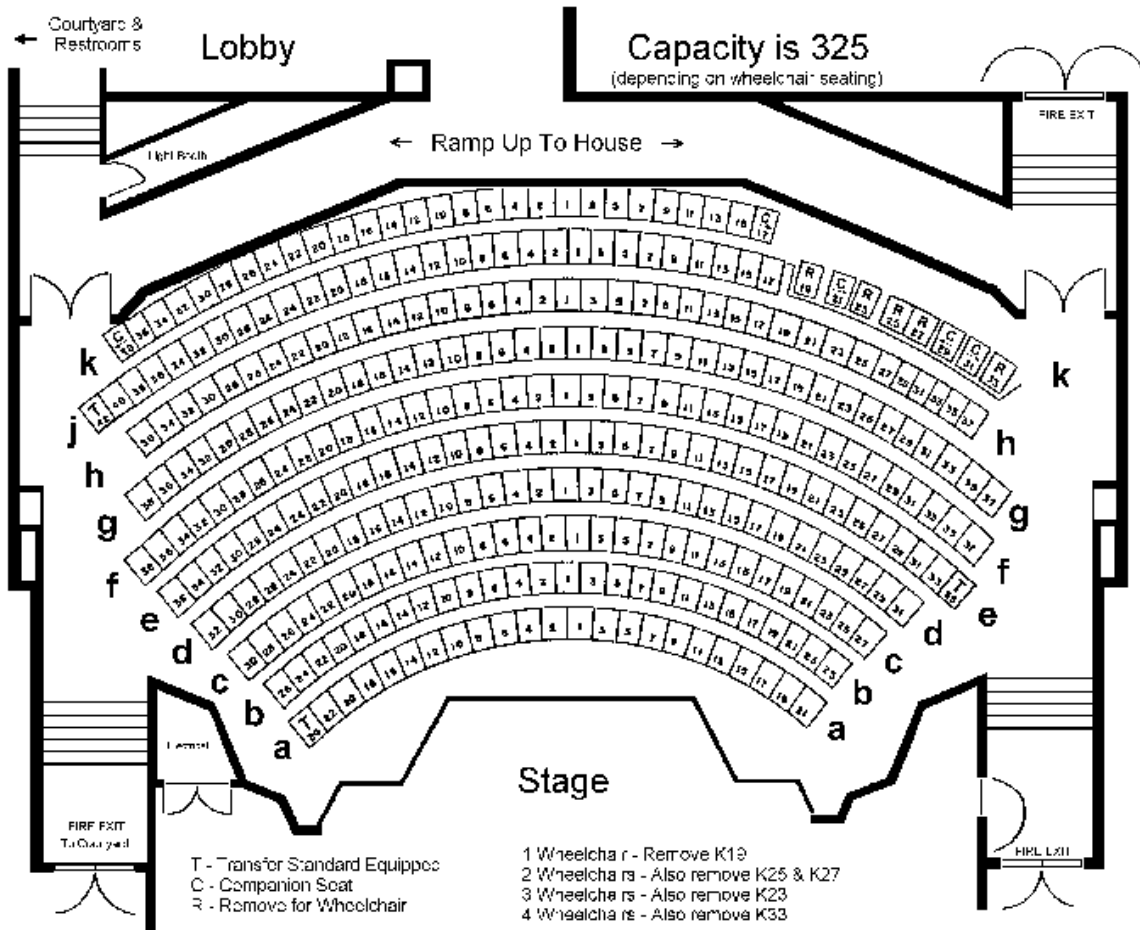


Exhibit E



Veterans Memorial Theatre

USER GROUP CLEANING RESPONSIBILITIES

- Dispose of all litter from stage and backstage areas, including hallway, restrooms, dressing rooms, greenroom, lobby, lobby restrooms, hallways, sound booth, box office and auditorium.
- Empty and dump all garbage and recycling receptacles from the stage area, restrooms, dressing rooms, green room, lobby, lobby restrooms, hallway, and auditorium and replace with new liners.
- Sweep and mop with warm water the stage, hallway, dressing rooms, and green room.
- Vacuum and mop up any spills in the lobby, lobby restrooms, hallway, and auditorium.
- Remove all props, costumes, hardware, tools, scenic and set pieces, sound and lighting equipment, rental equipment and personal effects NOT provided, purchased, rented, or owned by the City of Davis / V.M.C. Theatre
- Remove all displays, food, beverages, and show related materials.

Conditions of Use

The Theatre will be provided to the User Group in a clean and ready state. The User Group is solely responsible for leaving the Theatre in the same state they found it and to provide adequate staff to accomplish all of the tasks listed in a timely and efficient manor within the scheduled hours of use. Additional time will be billed at the current overtime rate as listed in the current approved Master Fee Schedule.

Theatre staff will provide all necessary items to accomplish all the above listed tasks including a vacuum, brooms, mop and mop bucket, trash liners, paper towels, and cleaning solutions if needed as well as access to all listed areas and dumpster. The Theatre has limited dumpster space for theatre User Groups as it is shared by all User Groups. Any trash that does not fit into the dumpster must be taken away by the User Group. The dumpster must not be filled beyond the top.

Any cleaning that must be done beyond ordinary wear and tear will be charged to the User Group at the approved Maintenance rate in the schedule of fees.

Materials left in the Theatre after strike of event will become property of the City of Davis unless previous arrangements have been made with the Theatre Operations Coordinator.

The City of Davis assumes no responsibility for stored or abandoned property or materials at any time of occupancy and thereafter.

The User Group will be responsible for any costs the City of Davis incurs related to removal and/or disposal of abandoned property or materials.

Received by _____ Date: _____
User Group Representative

Reserved Dates / Time: _____