



(BGT) Booking Packet & Application For Use

Effective As of June 30, 2010

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I. INTRODUCTION & GENERAL GUIDELINES

Thank you for your interest in the Barnsdall Gallery Theatre (BGT), a facility of the City of Los Angeles Department of Cultural Affairs. Enclosed please find the booking packet and application.

1. Please review the packet and either E-mail, mail or fax back the application.
2. Please request a **first, second, and third** choice of dates for your event(s) with a minimum of **ninety (90) days** from application date. Please Book Early.
3. Upon receipt of your application you will be informed which choice of dates are available to book.
4. The BGT Administration Office will contact you to set up a Production meeting for your event.
5. At the Production meeting, come prepared with as much information regarding your production as possible, including technical needs & timeline, so BGT can prepare the theatre related Cost Estimate for you.
6. Once you receive the Cost Estimate with a due date, a **100% non-refundable deposit**, based on the estimate, shall be required to reserve the requested date(s).
7. Upon receipt of the 100% deposit Payable by Cashier Check or Money Order and a signed Letter of Agreement may then market your event. (BGT does not accept company or personal checks.)

8. If after reading the material, you have any questions, or require any additional information, please do not hesitate to call. BGT appreciates your cooperation in adhering to the procedures as outlined.
9. Business hours for the Administration Office are Monday through Friday from 10am to 5pm.

BGT looks forward to the success of your event!



II. FACILITY USE FEE

Any Facility Use of the 299-seat Barnsdall Gallery Theatre (BGT), by an individual, organization, or group is granted, based on the following four requirements:

- 1. Approved Rental Application**
- 2. Completion of a Letter of Agreement***
- 3. Presentation of evidence of insurance by the renting party**

USE OF THE FACILITY WITHOUT SAID REQUIREMENTS IS PROHIBITED.

*Note: The Letter of Agreement 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 temporary nature as detailed in the Permit For Use.

RATES

BGT USE FEE Per 4-Hour consecutive period

PERFORMANCE /Presentation/Screening

For Profit

\$1,300

Additional hours beyond 4-hour call will be charged at an hourly rate of

\$ 75

Not for Profit

\$650

Additional hours beyond 4-hour call will be charged at an hourly rate of

\$ 75

TECHNICAL REHEARSAL

\$350

Additional hours beyond 4-hour call will be charged at an hourly rate of

\$ 75

WORKLIGHT REHEARSAL

\$200

Additional hours beyond 4-hour call will be charged at an hourly rate of

\$ 50

For Filming rates please ask for Film Rate sheet

Example (i.e.): If performance begins at 8:00PM, the 4- hour call begins at 6:30PM and ends at 10:30PM. Additional hours prior to 6:30PM are charged at \$75 per hour and after 10:30PM are charged at \$75 per hour.

The PERFORMANCE Use Fee Includes:

- ❖ Up to four (4) consecutive hours per performance or any portion thereof in the space.
- ❖ Use of house lighting and sound systems (BGT Only)
- ❖ Use of assigned dressing rooms & assigned backstage space & Utilities
- ❖ ****PLEASE NOTE:** ALL Technical Crew/ House Staff needed must be billed for a minimum four (4) hour call at appropriate labor rates.

The TECHNICAL REHEARSAL Use Fee Includes:

- ❖ Up to four (4) consecutive hours per rehearsal or any portion thereof in the space.
- ❖ Use of house lighting and sound systems (BGT Only).
- ❖ Use of assigned dressing rooms & assigned backstage space & Utilities
- ❖ ****PLEASE NOTE: ANY ADDITIONAL TIME BEYOND THE FOUR (4) HOUR MINIMUM TIME SHALL BE CHARGED \$75 PER HOUR.**
- ❖ ****PLEASE NOTE: ALL Technical Crew/ House Staff needed must be billed for a minimum of a four (4) hour call at appropriate labor rates.**

The REHEARSAL Use Fee Includes:

- ❖ Up to four (4) consecutive hours per rehearsal or any portion thereof in the space.
- ❖ Use of assigned dressing rooms & assigned backstage space & Utilities
- ❖ ****PLEASE NOTE: ANY ADDITIONAL TIME BEYOND THE FOUR (4) HOUR MINIMUM TIME SHALL BE CHARGED FIFETY (\$50) PER HOUR.**
- ❖ ****PLEASE NOTE: ALL Technical Crew/ House Staff needed must be billed for a minimum of a four (4) hour call at appropriate labor rates.**

III. LABOR CHARGES

The City of Los Angeles Technical/ House personnel MUST staff ALL production activities on site. The Renter is responsible for the actual hourly wages for any added labor and for any labor expense that exceeds the minimum four (4) hour call. All labor charges are in addition to rental fees. California labor codes require that personnel be paid at time and a half for over an eight hour shift and double time for over a twelve hour shift based on their hourly rate.

HOURLY LABOR RATES		
\$37/hr	\$30/hr	\$25/hr
Technical Director (TD) Attendant	Stage Hand /Deck Crew	House
Master Electrician	Light Board Operator	Ticket Taker
Facility Monitor	Sound Board Operator	Lead Usher
Projectionist (\$125.00)	Follow Spot	Maintenance
Security	House/Box Manager	Lot Attendant

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

Within five (5) business days of production meeting the Renter shall be presented with a Cost Estimate for their production at BGT. Please note that this will be an estimate only; Renter will be responsible for actual charges incurred by production.

Renter is responsible to provide all design staff (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 deliverables (e.g. set, sound & lighting plots), to insure adequate technical staffing, and the Renter will be responsible to obtain plots from designers and to provide a technical schedule.

IV. FACILITY EQUIPMENT CHARGES

BGT has a dimmer-per-circuit lighting system and a basic inventory of lighting instruments that are rented for **\$1 per instrument, used per performance only**. Renter is not responsible for burnouts; BGT will replace lamps as needed. Sound equipment above 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 RATES		
Item	Description	Rental Cost/ per
performance		
Lighting Equipment	# instruments used (Avg. 30)	\$1.00/lamp
Microphone (Podium)	Hand Held	\$15 each
Lavaliere	Lapel Mic	\$50 each
HD Digital Projector	Includes 25'x12' Screen	\$300
Slide Projector	Standard	\$20
Spotlight	Standard	\$25
Piano	Grand	\$100
PA System (outdoors)	Portable Board w/2 speakers	\$200 / 4
hrs.		

V. BOX OFFICE

The BGT will handle all Box Office transactions, for an additional fee to the USER of **\$150.00** per performance. All online ticket purchases must be made through the BGT Box Office service only. The BGT will provide USER with printed tickets for event. All BGT Tickets have a bar code good for one entry. USER will be provided with information for setting up their event on WWW.BGTTix.com. BGT will assign one Box Office Manager for four (4) hours on the performance day, which will be billed to USER. The Box Office will open one (1) hour prior to Show/Event time.

The Box Office Manger will be on site two (2) hours before Show/Event time to open up the Box Office and handle all on-site sales. Additional Box Office hours are available and are billable to Renter. Prior arrangements must be made with Theatre Director. All checks for tickets must be written out to Renter as the City does not accept personal checks. Therefore, if Renter decides to take the risk in accepting checks, Renter must supply BGT the name to whom the public should make checks out to. Payment and arrangement for these services will be made independent of the Rental agreement between User and BGT, and are the sole responsibility of Renter. Please see Director for pricing information. All Box Office reconciliation will take place post event within 10 business days.

VI. TICKET PRICES & PER TICKET FACILITY USE FEE

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 should reflect a ticket price of \$11, 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.

VII. HOUSE SEATS

BGT maintains six (6) house seats for each performance. These seats are released for sale 24 hours prior to curtain, if not used. Additionally 4 seats are reserved for Handicap access. **So that leaves 289 seats for producer to sell.**

VIII. 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

IX. 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 info must be pre-approved by BGT prior to distribution or printing. On-site signage is recommended w/the TD'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.**

X. INSURANCE

All facility 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 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 group until a Risk Waiver or Certificate of General Liability Insurance has been received by the Renter. 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/ BGT**" as additionally insured. The certificate holder must indicate the City of Los Angeles, Barnsdall Gallery Theatre, and 4800 Hollywood Blvd., Hollywood, CA 90027. 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. Renters are strongly advised to maintain Workers Compensation Insurance coverage for all paid or volunteer staff. The City of Los Angeles has an event insurance program available to permit holders and tenants. **Call 1-800-420-0555, Monday-Friday 9am to 5pm for a quote.** 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, in the Permit For Use. **The Certificate of Insurance for the event must be received two (2) weeks in advance of the event.** Event will be canceled if the Certificate of Insurance is not received.

XI. STAGING – SETS & SCENIC ELEMENTS - STORAGE

The Technical Director before installation must approve all staging elements brought into BGT. 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. Backstage storage space is limited; City of Los Angeles and Los Angeles Fire Department safety regulations must be strictly adhered to by BGT staff and Renters. Renters are strongly advised against staging which requires many scene changes or the movement and storage of large set pieces. The BGT TD can help evaluate potential problems at the initial production meeting so the Renter can make alternative artistic choices or decided early on whether or not the BGT is an appropriate venue for the production.

XII. PYROTECHNICS/ SMOKE EFFECTS

Los Angeles Fire Department 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 \$65/hour for a Fire Marshall on site for event. Renters are responsible to obtain approval for any such effect(s) through the BGT TD – no later than 30 days prior to opening performance. Unapproved effects will result in immediate cancellation of the Permit For Use, the performance and the balance of the run.

XIII. REHEARSALS

A significant portion of BGT's stage time will be dedicated to serving the 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 is anticipated that BGT may not always be available. The BGT staff will work diligently to assure that BGT is not a turnkey operation. No activity, including rehearsal, may be scheduled or conducted without a member of BGT staff present. Renters needing a significant amount of rehearsal time are encouraged to investigate alternative rehearsal facilities.

XIV. RECEPTION

Pre OR Post Reception MUST be arranged at time of booking with the BGT Managing Director. The BGT Upper and Lower Lobbies are too small for receptions. There is no indoor facility space for receptions, except at the Art Center next door which

charges \$75 Use Fee for Use. Also the Art Center Patio is available for a \$75 Use Fee. You are permitted one (1) Pre OR Post Reception to be held outside the Barnsdall Gallery Theatre at no charge; however, additional Labor charges will incur. There maybe an additional Security Fee assessed to USER based on usage. If more than one reception is booked an additional fee will be assessed.

XV. PARKING

Free Patron Parking consists of the parking lot at the bottom of the hill and of the parking spaces surrounding the perimeter of the Barnsdall Art Park. Handicap parking is available on perimeter and inside Courtyard Lot when not in use. You may request for Parking Lot Attendants for your event at an additional Labor Charge.

Presently under negotiations is access to the Kaiser Parking Lot off of Barnsdall Avenue and Vermont Ave. 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 the Barnsdall Art Park. An additional Security Fee will be assessed to producer of events based on usage by Kaiser Permanente as well as proof of a Certificate of Liability. Prior arrangements must be made directly with Kaiser. For additional information, please ask the BGT Director.

PLEASE BOOK EVENTS EARLY!

**FILL OUT ATTACHED TWO PAGE APPLICATION COMPLETELY
AND RETURN TO BGT!**



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

Title of Event _____

Organization _____

Authorized Rep. _____	Position _____
Address _____	
City _____	State _____ Zip Code _____
Phone _____	FAX _____ Cell Phone _____
Email _____	

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
FIRST Choice					
SECOND Choice					
THIRD Choice					

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 product? 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.

Printed Name

Title/ Position

Signature

Date

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