Please read the following information carefully before confirming your reservation. This information packet does not constitute an agreement between the City of San Gabriel and you or your company. It is intended for information purposes only.

The information contained in the following document reflects the current rental and labor fees as adopted by the San Gabriel City Council.
As of: June 2019
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RESERVING A DATE
To reserve and hold a date, the City must receive a $1,000.00, non-refundable/ non-transferable booking fee for each date requested no later than ten (10) days following written preliminary estimate. The fee holds the date requested until the Facility License Agreement is signed, returned to the SGMP, and the required fees are paid as scheduled. The booking fee will be applied to the final accounting. If the booking fee is not received within ten (10) days from the initial reservation request, the date(s) shall be released without further notice.

CONTRACT FEE SCHEDULE
The contract will reflect the total estimated costs of the event. The estimated costs include: building rental, front of house and production labor, box office support, and equipment rental. Within ten (10) business days after the event, a Production Cost Summary is prepared reflecting the actual costs. Until that time, the fees indicated in the Agreement must be paid according to the following schedule:

1. 50% of the total estimated cost including a 10% contingency is due upon Agreement signing. The signed Agreement and 50% of the Production Cost Estimate shall be returned to SGMP no later than twenty-one (21) calendar days following date of issuance of contract.

2. The remainder of the total estimated cost is due forty-five (45) calendar days prior to the first day of rental.

3. If for any reason, the City withdraws the date and does not reschedule, the booking fee and all pre-paid deposits shall be refunded, in full, to the lessee.

All payments must be made by cashier’s check or money order, and made out to: The City of San Gabriel.

INSURANCE COVERAGE
The client must provide the City, no later than forty-five (45) days prior to the first day of rental, a certificate of insurance evidencing comprehensive general liability coverage, in an amount of at least $2,000,000, naming the City of San Gabriel its elected and appointed officials, employees, volunteers and/or agents as additional insured. Failure to provide this insurance coverage will result in contract delays or cancellation of the event.

Organ practice sessions are not subject to insurance coverage. Any injury or damages to person or property is the responsibility of the lessee.
RENTAL FEES AND GENERAL INFORMATION

Rental of the San Gabriel Mission Playhouse includes heating/air conditioning, basic janitorial service, lighting, and curtains as found. In addition to the performance day rental fee, the total charges listed on the Production Cost Summary will include the following services:

1. Front of House Event Staffing
2. Production Technicians for:
   - Pre-performance Scenery and Light Rigging, Light Focus
   - Rehearsal Crew (house-manager & usher staff necessary for larger casts)
   - Performance Crew
   - Post-production – Strike and Restore
3. Hourly load-in, set-up, rehearsal, strike and load-out time
4. Rental of City-owned equipment
5. Box Office Fees

These fees for production labor, set-up, rehearsal and strike time, and equipment rental will be listed on the Production Cost Estimate and Summary.

A 10% CONTINGENCY WILL BE ADDED TO PRODUCTION COST ESTIMATE, TO BE PAID IN ADVANCE AND REFUNDED IF NOT USED.

Before a Facility License Agreement is processed, the client must furnish the City with the following information:

- Request for Date Application
- Technical Requirements

ADMINISTRATION & TERM FEES

ADMINISTRATION FEE

This one time per contract administrative fee covers all ticketing costs, administrative costs, and custodial costs.

$650.00

TERMS AND CONDITIONS FEE

The Terms and Conditions fee is a fully refundable deposit (one per contract) that The Playhouse will hold through the conclusion of a contract to ensure clients adhere to: facility guidelines, rules, regulations, and policies.

$2,000.00
PLAYHOUSE RENTAL FEES

BOOKING FEE
To reserve and hold a date, the City must receive a $1,000.00, non-refundable/non-transferable booking fee for each date requested no later than ten (10) days following a written preliminary estimate.

STANDARD PERFORMANCE DAY RATE

Weekday Rate: $1,250.00
(includes one single performance within eight consecutive non-split hours on any Monday – Thursday)

Weekday Double Rate: $1,875.00
(includes a double performance within twelve consecutive non-split hours on any Monday – Thursday)

Weekend Rate: $2,700.00
(includes one single performance within eight consecutive non-split hours on any Friday – Sunday)

Weekend Double Rate: $4,050.00
(includes a double performance within twelve consecutive non-split hours on any Friday – Sunday)

K-12 SCHOOL PERFORMANCE DAY RATE
K-12 events are defined as events whose primary objective is education, audiences between K-12, or participants between K-12.

Weekday Rate: $800.00
(includes one single performance within eight consecutive hours on any Monday – Thursday)

Weekday Double Rate: $1,200.00
(includes a double performance within twelve consecutive hours on any Monday – Thursday)

Weekend Rate: $1,500.00
(includes one single performance within eight consecutive hours on any Friday – Sunday)

Weekend Double Rate: $2,250.00
(includes a double performance within twelve consecutive hours on any Friday – Sunday)

LONG-STANDING, RESIDENT COMPANY PERFORMANCE DAY RATE
Long Standing Clients are defined as companies/producers who have utilized The Mission Playhouse with fully executed contracts for more than 10 events.

Weekday Rate: $1,000.00
(includes one single performance within eight consecutive hours on any Monday – Thursday)

Weekday Double Rate: $1,500.00
(includes a double performance within twelve consecutive hours on any Monday – Thursday)

Weekend Rate: $1,950.00
(includes one single performance within eight consecutive hours on any Friday – Sunday)

Weekend Double Rate: $2,925.00
(includes a double performance within twelve consecutive hours on any Friday – Sunday)
NON-PERFORMANCE HOURLY RATE

A Non-Performance Use Day may consist of, but is not limited to, the following activities: Load-in, scenery assembly, construction and/or rigging, lighting focus and rigging, lighting board programming, sound checks, scene shift rehearsals, technical rehearsals, production rehearsals and run-throughs, dress rehearsals, photo sessions, production meetings, costume parades, and/or strike, and load-out.

Non-Performance Hourly Rate: $135.00/hr
(up to and including 8 hours, 4-hour minimum required)

Any hour /fraction thereof over 8 hours: $190.00/hr
(up to Midnight)

Any hour or fraction thereof past Midnight: $500.00/hr
(labor charges will be added separately)

MUNICIPAL FILM AND VIDEO PRODUCTION
(COMMERCIAL OR PRIVATE)

Interior: $6,550.00/day
Exterior: $3,250.00/day

Student Film Permits are granted to currently enrolled high school or college level students for the purposes of filming an assigned project for their educational establishment. Students would need to provide proof of enrollment, proof of assignment, and complete non-distribution agreements.

Student Film Permit: $200.00/day (only available Monday – Thursday)

PLEASE NOTE: THESE COSTS DO NOT INCLUDE THE STANDARD DAY RATES. RENTER MUST ALSO PROVIDE ANY NECESSARY INSURANCE.

Additional fees will apply for filming application, Police and Fire. Police, and Fire personnel requirements shall be determined by those departments. Labor charges will be added to film fee. Non-filming use dates will be charged as non-performance use days.

Three (3) or more cameras used during any single performance will require obtaining a film and video permit.

CANCELING THE EVENT

If the lessee cancels the event, the request must be made in writing and forwarded to The San Gabriel Mission Playhouse administration team. The booking fee is forfeited, and the client is charged the appropriate cancellation fee listed below:

1. If canceled 90 days or more prior to the event, all monies paid (except the booking fee) are refunded to the client.

2. If canceled 89-45 days, 50% of the rental fee ONLY is charged to the client (no labor costs are charged)

3. If canceled 44-1 day(s), 100% of all estimated rental, equipment, and labor costs (a minimum of 4 hours per employee already scheduled for the event) is charged to the client.

IF AFTER AN EVENT THE CLEANUP IS DETERMINED TO BE EXCESSIVE, A CHARGE OF $500.00 WILL BE ASSESSED TO THE CLIENT.
SHOW PACKAGES

10 HOUR BASIC SHOW

The “Basic” show package includes **ALL FEES** and the utilization of the facility for a total of 10 consecutive hours for the following:
Personnel: Stage Manager, Flyman, Audio Engineer, Master Electrician, House Manager, Usher staff, and Box Office Staff.

The Package also includes the following equipment:
Basic Sound System, Lighting System, Projector, and Fly System.

**Weekday Rate:** $6,550.00
(includes one single performance within ten consecutive non-split hours on any Monday – Thursday)

**Weekend Rate:** $8,000.00
(includes one single performance within ten consecutive non-split hours on any Friday – Sunday)

**Rate After 10+ Hours:** $675.00/hr

10 HOUR FULL SHOW

The “Full” show package includes **ALL FEES** and the utilization of the facility for a total of 10 consecutive hours for the following:
Personnel: Stage Manager, Flyman, Audio Engineer, Master Electrician, 2 Deck Hands, 2 Follow Spot Operators, House Manager, Usher staff, and Box Office Staff.

The Package also includes the following equipment:
Basic Sound System, Lighting System, Fly System, 2 follow spots, Marley Floor, Projector, Grand Piano, Falling Snow, Mylar Curtain, Black Scrim, Dry Ice Machines, and Full Risers.

**Weekday Rate:** $9,500.00
(includes one single performance within ten consecutive non-split hours on any Monday – Thursday)

**Weekend Rate:** $11,000.00
(includes one single performance within ten consecutive non-split hours on any Friday – Sunday)

**Rate After 10+ Hours:** $1,000.00/hr

PEAK & OFF PEAK 8 HOUR REHEARSAL

The Peak & Off Peak 8 Hour Rehearsal package includes ALL fees and the utilization of the facility for a total of 8 consecutive hours on Friday-Sunday for the following:
Personnel: Stage Manager, Flyman, Audio Engineer, and Master Electrician
The Package also includes the following equipment:
Basic Sound System, Lighting System, and Fly System.

**Off Peak Rate:** $2,000.00
(includes one single performance within eight consecutive non-split hours on any Monday – Thursday)

**Peak Rate:** $3,000.00
(includes one single performance within eight consecutive non-split hours on any Friday – Sunday)
SHOW PACKAGES (continued)

8 HOUR GRADUATION

The Graduation show package includes ALL fees and the utilization of the facility for a total of 8 consecutive hours for the following:
Personnel: Stage Manager, Flyman, Audio Engineer, Master Electrician, 2 Deck Hands (set up and strike only), House Manager, and Usher staff.
The Package also includes the following equipment:
Basic Sound System, Lighting System, Fly System, Projector, Grand Piano, Full Risers, and up to 150 chairs.

Weekday Rate: $6,550.00
   (includes one single performance within ten consecutive non-split hours on any Monday – Thursday)

Weekend Rate: $8,500.00
   (includes one single performance within ten consecutive non-split hours on any Friday – Sunday)

FACILITY REPAIR FEES

FACILITY REPAIR HOURLY

If any property of The Mission Playhouse is damaged by the client or their participants, including but not limited to: volunteer staff, performers, chaperone’s, client crew members, etc. Repair costs will be added to final billing.

Hourly Repair Rate: $100.00

FACILITY REPAIR SUPPLIES

In the case of damaged property, the client is responsible to pay for any items that require replacement and/or the supplies needed to properly repair the damaged items or areas.

Facility Repair Supplies: Cost + 20%
ANCILLARY SPACES

Ancillary spaces include: Rehearsal Room, Lobby, Foyer, Glassroom, McGroraty Courtyard, and Dressing rooms. Fees will be charged “per space” utilized. (Labor not included)

Any Ancillary Space: $44.00/hr
Any Ancillary Space Alone : $425.00
(Utility of any of the following spaces for a maximum of 12 hours. Labor not included).

REHEARSAL ROOM
Available upon request, must be requested when reservation is made.
$44.00/hr
(4-hour minimum required)

PLAYHOUSE LOBBY
The Playhouse Lobby is available for, but not limited to, receptions, meetings, small banquets, and other events deemed suitable by the management.
$425.00 per use

MCGROARTY COURTYARD (not included in standard rental)
The McGroarty Courtyard is available for small outdoor receptions and is adjacent to the west side of the Playhouse. It is a pleasant, grassy area containing a display in miniature of all 21 California Missions.
$425.00 per use

GLASS ROOM GALLERY (not included in standard rental)
In the McGroarty Courtyard this is a long reception room suitable for small receptions and meetings.
$425.00 per use
(includes Playhouse restrooms)

NOTE: Rental of ancillary spaces is subject to availability of the Playhouse. To reserve an ancillary space more than 30 days in advance of requested event date it is required that the client pay full Playhouse rental fees. No ancillary space shall be rented separately from the theater unless requested date is within 2 weeks of client inquiry.
All catering is the responsibility of the client. Policies regarding the dispensing of alcoholic beverages and related ABC licensing are available upon request.

LABOR CHARGES WILL BE ADDED TO ALL ANCILLARY SPACE RENTAL FEES.

NOTE: ALL FEES LISTED ABOVE ARE FACILITY FEES ONLY. LABOR SERVICES, INCLUDING HOUSE MANAGER, USHERS, STAGE MANAGERS, PRODUCTION TECHNICIANS, SOUND AND LIGHTING BOARD OPERATORS AND BOX OFFICE SERVICES ARE BILLED SEPARATELY AND MUST BE ARRANGED FOR IN ADVANCE OF THE EVENT. WHILE THE CLIENT IS OCCUPYING THE BUILDING, TWO STAGE TECHNICIANS ARE REQUIRED ON STAGE AT ALL TIMES. IF DEEMED NECESSARY FOR SAFETY ISSUES AND/OR CROWD CONTROL, THE STAGE MANAGER OR HOUSE MANAGER MAY REQUIRE ADDITIONAL STAFF IN THE BUILDING AS NEEDED.
EQUIPMENT RENTAL

XENON FOLLOW SPOTLIGHTS
$125.00ea/day
$700.00ea/wk
  (does not include operator fees)

BLACK LIGHT UNITS
$19.00ea/day
$74.00ea/wk

MIRROR BALL
$55.00/wk

FALLING SNOW
$125.00/wk

MARLEY FLOOR
$325.00/wk
  (plus labor charges)

FULL RISER SET-UP WITH CHAIRS
$325.00/event
  (plus labor charges)

SINGLE RISER UNIT
$20.00/event

GRAND PIANO
$250.00/event

PIANO TUNING
Prevailing Rate + 20%

BASIC SOUND SYSTEM
$500.00ea/day
$1,100.00ea/wk
EQUIPMENT RENTAL (continued)

SILVER MYLAR RAIN CURTAIN
$300.00/event

BLACK SCRIM – 30’ HIGH X 60’ WIDE
$125.00/event

DRY ICE FOG MACHINES
$150.00ea/wk
(Dry Ice not supplied)

EIKI LC-XT5 PROJECTOR 15K LUMEN
$350/day
$2,000.00/wk

DA-LITE 25’H X 40’W AUDIO VISION SCREEN
No Charge

INDEPENDENT PHONE LINE FOR BROADCAST OR COMPUTER PURPOSES
Prevailing SBC Rate + 17%
(one only)

COCKTAIL TABLES
$10.00/ per table

FENCING UNITS
$500.00

Wurlitzer Theatre Pipe Organ

CONCERT PERFORMANCE
$616.00

RECORDING SESSIONS
$616.00/day

LIMITED PERFORMANCE
$123.00

PAY AND PLAY PRACTICE SESSIONS
$24.00/hr
PLAYHOUSE LABOR FEES

EVENT PRODUCTION LABOR

Stage Manager
$45.00/hr
(4 Hour Minimum)

Production Specialist (cost per employee)
(includes Master Electrician, Lighting Board Operator/Programmer, Sound Engineer, & Flyman)

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<tr>
<th>Hours</th>
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<tr>
<td>8 hrs/day</td>
<td>$40.00/hr</td>
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<tr>
<td>8+ hrs/day</td>
<td>$60.00/hr</td>
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Production Technician (cost per employee)
(includes Follow Spot Operator, Electrician, & Stagehand)

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<tr>
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<td>$40.00/hr</td>
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<tr>
<td>8+ hrs/day</td>
<td>$60.00/hr</td>
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EVENT HOUSE LABOR

House Manager/Event Coordinator
$75.00/hr
(4 Hour Minimum)

Event House Staff – Reserved-ticket Event
$1,500.00
(5 hour shift)

Event House Staff – General Admission/Unreserved-ticket Event
$1,200.00
(5 hour shift)

Event Senior Usher – (non performance days)
$25.00/hr

IF AFTER AN EVENT THE CLEANUP IS DETERMINED TO BE EXCESSIVE, A CHARGE OF $500.00 WILL BE ASSESSED TO THE CLIENT.

HOUSE LABOR OVERTIME

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<td>5-8 hrs/day</td>
<td>$30.00/hr</td>
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<tr>
<td>8-12 hrs/day</td>
<td>$47.00/hr</td>
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NOTE: THERE IS A (3) THREE-HOUR MINIMUM PER PERSON PER DAY

EVENT BOX OFFICE LABOR

The lessee will pay a flat rate of $500.00 per performance week (day of event labor will be extra, see below). This flat fee covers ticket set-up and advance sales during regular box office hours.

Box Office Staff – Ticketed Event
$250.00
ALL LESSEE’S RENTING THE PLAYHOUSE MUST USE THE THE PLAYHOUSE BOX OFFICE TICKETING SYSTEMS. NO OUTSIDE FORMS OF TICKETS WILL BE ACCEPTED. FURTHER BOX OFFICE DETAILS ARE AVAILABLE UPON REQUEST.

The Mission Playhouse provides Box Office services with our own dedicated, fully trained staff. We offer on-site sales as well as online and phone sales through Ticketmaster. Ticketmaster is a global company that sells hundreds of millions of tickets each year, and our partnership with them offers multiple avenues for increased visibility for your event.

On the day of the event, our on-site box office will be operated by The Playhouse Box Office Manager and Staff only.

The lessee will pay a flat rate of $500.00 per performance week (day of event labor will be extra, see below). This flat fee covers ticket set-up and advance sales during regular box office hours.

Our regular Box Office hours are as follows:

On-site:
- Tuesdays & Thursdays, 12pm – 6pm & one hour prior to ticketed events

Online:
- www.missionplayhouse.org, 24hrs

By phone:
- Ticketmaster 1-(800)-745-3000 (automated, 24hrs)

A $2.00 PER TICKET FACILITY FEE WILL BE INCLUDED IN ALL TICKET PRICES AND WILL BE COLLECTED FROM GROSS BOX OFFICE SALES AT SETTLEMENT.

The seating capacity of the Playhouse is 1,399, of which 30 house seats are allocated to the venue.

CONSIGNMENT TICKETS AND COMP TICKETS MAY NOT BE SOLD THROUGH ANY 3RD PARTY TICKETING COMPANY (I.E. EVENTBRITE, TICKETLEAP, SEATYOURSELF, ETC.)

All unused consignment and complimentary tickets must be returned to the box office no later than 7 days prior to the event. All tickets returned will be entered back into the Ticketmaster system, and the $2.00 facility fee will be credited towards final settlements (if applicable).
ALL TICKET PURCHASES BY CREDIT CARD INCUR A 3.5% CREDIT CARD FEE. THIS FEE IS PAYABLE BY THE LESSEE AND IS DEDUCTED FROM THE SETTLEMENT.

A final settlement check will be issued by the City of San Gabriel Finance Department no later than 30 business days after the event.

PLEASE NOTE: ALL TICKETS SALES WILL INCLUDE A PROMPT TO MAKE A DONATION TO SUPPORT THE HISTORIC SAN GABRIEL MISSION PLAYHOUSE. TICKET BUYERS ARE NOT REQUIRED TO DONATE TO MAKE A TICKET PURCHASE.

CANCELED SHOWS

In the event of a canceled show, all credit card purchases via box office and Ticketmaster phone/internet online orders will be refunded to the credit card. For all cash transactions, the customer must bring their tickets to the box office in person and a refund form will be completed by box office staff.

The box office will make a photocopy of the refund form and of the hard tickets, and will supply the customer with copies for their records. A refund check will be issued by the City of San Gabriel Finance Department and mailed to the customer no later than 30 calendar days following the box office return.

TICKETS

PLEASE NOTE: ANY SEATING PLAN OTHER THAN UNRESERVED GENERAL ADMISSION, INCLUDING BUT NOT LIMITED TO, VIP SECTIONS, SPECIFIC RESERVED SEATS OR MULTIPLE PRICING LEVELS WILL REQUIRE A RESERVED EVENT HOUSE (USHER) STAFF.

The venue will retain exclusive use of 30 house seats per show.

FAILURE TO ADHERE TO THESE RULES MAY RESULT IN A TERMINATION OF THE CONTRACT. ALL DEPOSITS WILL BE FORFEITED AND NO REFUNDS WILL BE GIVEN.
GENERAL POLICIES/HOUSE RULES

Our goal is to provide you – our guests – with a clean, comfortable, and safe environment in which to hold your event. We are happy you have chosen us as your performance venue and are committed to giving you the best possible service we can offer. We ask that you assist us in maintaining that environment by honoring these general policies and house rules.

PARKING

The parking lot adjacent to the Mission Playhouse is owned and operated by the City of San Gabriel. The parking fee for any given event is $10.00 per car. The lessee will be given 20 complimentary parking passes after: the signed contract, full PCE, an insurance are received. **These parking passes do not guarantee a parking space.** They only guarantee not to pay the parking fee. Lessee’s are reminded that on the day of your event, the parking lot is open for business two (2) hours prior to curtain. **At that time all cars, including those of participants, who do not have a parking pass, will be charged $10.00 per car when entering the lot.** Event participants are urged to utilize on-street parking, which will increase the number of in-lot spaces available for your patrons. The parking lot has 178 parking spaces. The Playhouse does not guarantee that all spaces will be available as the lot is a public lot. There is no charge for parking on non-performance days.

The Mission Playhouse parking lot may be bought out by lessee to absorb the costs to patrons. A fee of $1780 may be payed in full prior to the day of event, or the lessee may pay for the amount of tickets handed out by The Playhouse parking staff.

**PLEASE NOTE: AT ALL TIMES, THE MISSION PLAYHOUSE PARKING LOT IS OPERATED BY PLAYHOUSE STAFF ONLY. CLIENTS MAY NOT RESTRICT, PREVENT, ALTER, OR RESERVE ANY AREAS OF THE PLAYHOUSE PARKING LOT FOR THEIR OWN USE.**

SPECIAL EFFECTS

Permission to use open flame special effects i.e: candles, tiki torches, fire batons, flash powder, flash paper, or any other controlled theatrical fire substance must be secured in writing fourteen (14) days prior to the event from the San Gabriel Fire Chief or Fire Marshal and the Playhouse Administration Team. Use of any explosive device or effect considered to be pyrotechnic in nature shall be supervised and executed by a California state-licensed and certified professional pyrotechnician. A current pyrotechnician license will be required. There shall be no exceptions.

FLAMEPROOFING

All draperies, hangings, curtains, signs, painted drops and all other forms of scenic materials used that would tend to increase fire or panic hazard shall be made from non-flammable material or treated and maintained in a flame-retardant condition as defined in Section 13115 of the Health and Safety Code, State of California. A certificate of flameproofing must be presented to the stage manager prior to performance. If said certificate is not provided, the stage manager will provide flame proofing at an additional cost to client. The Playhouse Stage Manager retains the right of refusal to set, hang or rig any stage props or scenery deemed unsafe.
SIGN, BANNERS, POSTERS, PHOTOS, TABLES, EQUIPMENT, AND DISPLAYS

The lessee shall not drive any nails, screws, tacks, pins, or other objects into the walls, ceiling, floors, partitions, doors, door or window casings, or woodwork of the Playhouse for the purposes of displaying signs, posters, banners, photos, or any decorations. Also, straight or safety pins and all forms of adhesive tape may not be applied to any fabric surfaces including stage and box seat curtains. These items will be removed, and appropriate charges necessary to refurbish the damage will be assessed to the client. The client may not in any manner change or move any fixture of the Playhouse. Also, the positioning or placement of any temporary or event displays, tables, and/or equipment (video, photographic, etc.) shall not block or interfere with wheelchair access or any other ADA requirements, fire exits, and all other safety laws. The House Manager must approve placement of these items in advance.

DRESSING ROOMS

The applying of substances such as tape, lipstick, makeup, paint, thumb tacks, nails, pins, or writing instruments on mirrors or walls is strictly prohibited. If necessary, a cleanup fee will be charged. At the end of each day, it is requested that all dressing room floors be cleared of debris, and all trash items be placed in the trash receptacles.

LOBBY

ALL FURNITURE AND FIXTURES OF THE PLAYHOUSE LOBBY ARE TO BE CONSIDERED PERMANENT STRUCTURES. AT NO TIME MAY THE LESSEE MOVE ANY FURNITURE OR FIXTURE TO ADJUST THE LAYOUT OF THE LOBBY.

The lobby is not accessible to any lessee’s until two (2) hours before scheduled show time. The City is not responsible for any losses or damages to any items in The Playhouse lobby.

FOOD AND DRINK

Food and drink (except bottled water) are not allowed inside the dressing rooms, on the stage, or inside the Playhouse. Food and drink are allowed inside the Green Room or outside ONLY.

Policies regarding the dispensing of alcoholic beverages and related ABC licensing are available upon request. City Council approval is required to serve or sell alcohol. Requests to serve or sell alcohol must be made in writing to the City Clerk’s office at least 45 days prior to your event date.

PLEASE NOTE: SECURITY IS REQUIRED FOR ALL EVENTS DISPENSING ALCOHOL. ONLY SECURITY COMPANIES APPROVED BY THE CITY OF SAN GABRIEL WILL BE ALLOWED TO ENFORCE THE LAWS, REGULATIONS, AND RULES DICTATED BY THE ABC. A LIST OF PRE-APPROVED SECURITY COMPANIES WILL BE SUPPLIED UPON ABC PERMIT REQUEST.
ACCESSIBILITY
Please speak with Playhouse staff about questions involving ADA access.

SMOKING
Smoking of any substance or item is not allowed in any area of the facility unless specifically required on stage as part of the performance, and requested in writing by the client. Non-compliance will result in a charge of $100.00 per room, per day. Evidence of smoking is determined not only by physical manifestation, but odor detection as well. This policy is strictly enforced.

EXCESSIVE CLEAN-UP
If after an event the cleanup is determined to be excessive, a charge of $500.00 will be assessed to the client.

STAIR AND AISLE LIGHTS
For safety reasons, the stair and aisle lights in the Playhouse must remain on at all times during all performances and rehearsals.

STANDING ROOM ONLY (SRO)
Standing room does not exist within the Playhouse. No one is permitted to stand or sit in aisles or on stairways so as to impede evacuation or the smooth flow of patrons entering or exiting the Playhouse.

PERFORMERS ENTRANCE
All performers and event staff/crew/volunteers must enter the facility through the door marked “Stage Entrance.” It is located at the rear of the building on the west side. Please hold handrails while descending the stairs to the stage door.

SECURITY
The Playhouse does not employ security personnel on a permanent or part-time basis. If the client or the Playhouse management deems it necessary to provide security, the client will be responsible for supplying a preapproved security company. The Playhouse can provide all lessees with a list of approved companies.

PETS
Pets or animals of any kind are not permitted inside the facility unless directly involved in the production or used as an aide to a disabled person with service animal documentation. If involved with the production, the Stage Manager must authorize participation of the animal(s) in advance.
CONCESSIONS
The City reserves the right to sell concessions to the patrons during the performance at no cost or profit to the client. However, clients can sell food and beverages with prior approval from the Playhouse. Policies regarding the dispensing of alcoholic beverages and related ABC licensing are available upon request.

SALE OF MERCHANDISE
If the client wishes to sell merchandise (t-shirts, posters, CDs, videos, DVD’s, etc.) at their event, The San Gabriel Mission Playhouse has an additional fee of 10% of the gross receipts. All merchandise and concessions must be sold in the main lobby or loggia. Arrangements must be made with the House Manager prior to event. Any request to sell merchandise or concessions outside the loggia in the fountain plaza area must be submitted in writing to the City Manager and a city business license will be required. Final accounting and settlement (in cash) will be made with the House Manager at the end of the event.

RADIO, TELEVISION & INTERNET BROADCASTING
The lessee shall not broadcast over any radio, Internet, or television broadcasting station without the written consent of the Playhouse. All proceeds or revenue received from any radio broadcast, web cast, or telecast shall revert to the City. If such permission is granted, the City will negotiate with the lessee in determining the percentage of the proceeds.

PLAYHOUSE ETIQUETTE
All performers and lessee representatives shall adhere to standard Playhouse etiquette. Therefore, loud, unruly behavior and/or obscenities will not be tolerated. Any person engaged in such behavior may be ejected from the facility.

VISITORS ON STAGE
Unless previously arranged with the Stage Manager, patrons and guests will not be permitted backstage prior to, or following, the performance. However, special backstage tours for a limited number of persons may be arranged in advance.

RECORDING POLICY
It is the policy of this Playhouse to allow patrons to take photographs or use audio or video recording devices during performances, unless the client wishes to deny patrons from doing so. A pre-recorded message is available, announcing whether recording of any kind is allowed and requesting that patrons turn all cell phones and electronic devices to silent prior to curtain. If observed, using recording devices at an event where prohibited, patrons are asked to check such recording devices with the House Manager.
AUDIO/SOUND DECIBEL LEVELS

The optimum decibel levels in this Playhouse are to be maintained between eighty (80) and ninety (90) decibels. This is strictly enforced. During the performance, the Stage Manager will monitor the decibel levels. If the decibel levels exceed the maximum allowance, the Stage Manager will instruct the client to lower sound levels on any or all sound reinforcement equipment. If the client chooses not to comply with established decibel level regulations, the Stage Manager will stop the performance until compliance is met. Sound reinforcement must be discussed with the Playhouse Staff during the initial production and estimate meeting.

ARCHIVAL RECORDINGS

If the lessee wishes to record the event for archival purposes, the Playhouse must be notified forty-eight (48) hours in advance of the event. All cables must be secured and camera locations established one hour (1 hr) prior to opening the doors to the public. No cables of any kind are allowed to be run on any part of the floor of the Playhouse. If deemed unsafe, the House Manager may deny permission to record any event.

NON-DISCRIMINATION

The San Gabriel Mission Playhouse will not discriminate or permit the discrimination against any person because of race, color, ethnicity, religion, creed, age, gender, sexual orientation, marital status, national origin, ancestry, and/or physical or mental disability.

FIRST-AID

The San Gabriel Mission Playhouse is not obligated to provide any first aid items to clients of the Playhouse. In an emergency, the Playhouse may provide basic first aid items if available, but the clients should not be relying solely on the Playhouse for these items.
MARKETING SUPPORT FOR YOUR EVENT

Below is an outline of marketing support we can offer for your event to help with your marketing efforts. Our capacity to offer these services, at no extra charge to you, is contingent on you, the producer, being able to supply us with appropriate materials. As soon as your event is booked, please email show information (title, date, start time, end time, phone number, website, ticket prices, paragraph description, and graphics (at least three of your best high resolution 300dpi photographs)) to marketing@missionplayhouse.org. In order to be included in the Guide listing mentioned below, event information is needed no later than 3 months in advance of the performance date.

PLEASE DO NOT RELY ON OUR MARKETING EFFORTS AS YOUR ONLY SOURCE OF MARKETING.

E-MARKETING

PLAYHOUSE WEBSITE    WWW.MISSIONPLAYHOUSE.ORG
Your event will be featured in our Upcoming Events and Events Calendar sections of our website.

PLAYHOUSE EMAIL NEWSLETTER
Your event will be mentioned in our monthly newsletter sent out to 1900+ subscribers.

FACEBOOK
Your event will be posted on Playhouse Facebook page that currently has 3500+ fans.

TWITTER
Your event will be tweeted on Playhouse’s Twitter page that currently has 1200+ followers.

COUNCIL NEWSLETTER
An article will be included about your event in the Council enewsletter, which is sent out to employees and members of the public that sign up to receive the newsletter the week of the show.

PRINT MARKETING

THE GUIDE MAGAZINE
Your event may be listed in the Playhouse’s event page in the Guide, the city’s quarterly magazine, sent to San Gabriel households.

POSTERS
Space permitting, we can display 1-2 posters at the Playhouse up to 1 month in advance of your show (24” x 36” is the optimal size).

FLYERS
Space permitting, we can display your postcards or flyers at the Playhouse up to one month in advance of your event.

Questions? Please contact: marketing@missionplayhouse.org
The following information is the technical specifications and overall layout of The Mission Playhouse. This information should be used as a guideline for all events.

Please note: As improvements and renovations are a continual process here at The Playhouse, these specs or maps may vary from the printed material included.

Not all equipment may be available at your time of rental.
TECHNICAL SPECIFICATIONS

STAGE

STAGE DIMENSIONS
Proscenium Width: 53’ 10”
Proscenium Height: 29’ 7” (at highest point)
Stage Depth: 48’ 1”
Apron Depth: 6’ 3”
Center Line to Stage Right: 46’ 1”
Center Line to Stage Left: 46’ 1”
Floor Material: Black Tempered Masonite

FLY SYSTEM
House Curtains:   Red Velour Main
                Red Velour 2nd (speaker curtains)
                Flat Black Velour 50’x 30’
                Flat Black Legs 13’x 30’ (4 sets)
                Flat Black Borders 58’x 12’ (4 sets)
                Bounce Curtain 50’x 30’

Projection Screen: 25’x 40’
Grid Height: 62’x 10”
Type: Single Purchase Counter Weight and Pin Rail (hemp and sand bag)
Line Sets: 40 counter and approximately 4 full hemp sets
Arbor Capacity: 1000lb. steel weights and 750lb. iron weights
House Pipes: 52’ long, 52’ pipe travel
Operation: Stage Right locking rail, loading rail 20’ 9” from Deck

ORCHESTRA PIT
Capacity: Approximately 20 musicians, fixed height
BACKSTAGE

LOADING
Loading Door: Loading Door upstage center 11’ 5” x 17’, no loading dock available
Trucks: Trucks park in parking lot and are offloaded and rolled down ramp to stage

DRESSING ROOMS
Location: Stage Left
Star Dressing Rooms: 2 with reception areas, showers, and private bathrooms
Chorus Rooms: 3 with 16 stations each, showers available on same floor
Ensemble Rooms: 3 with 4 stations each, 1 with 5 stations, 2 with 8 stations shower available on same floor

GREEN ROOM
Location: Stage Right
Amenities: Refrigerator, freezer, sink, microwave, water fountain, and bar seating

THE MANAGEMENT AND STAFF OF THE SAN GABRIEL MISSION PLAYHOUSE ARE DEDICATED TO PROVIDING THE HIGHEST QUALITY SERVICE POSSIBLE. ALL OF OUR PRODUCTION ASSOCIATES ARE AVAILABLE TO ANSWER ANY QUESTIONS YOU MIGHT HAVE. IT OUR DESIRE TO ASSIST YOU IN PRESENTING “THE BEST SHOW IN TOWN.” WELCOME!
The preceding details were for informational purposes only. This information packet does not constitute an agreement between the City of San Gabriel and you or your company. It is intended for information purposes only.

The information contained in the preceding document reflects the current rental and labor fees as adopted by the San Gabriel City Council.