



CITY OF HERMOSA BEACH
COMMUNITY RESOURCES DEPARTMENT
710 PIER AVENUE, HERMOSA BEACH CA 90254
(310) 318-0280 • HBCONNECT@HERMOSABCH.ORG

2ND STORY THEATRE RENTAL APPLICATION

THE DEPARTMENT OF COMMUNITY RESOURCES SHALL HAVE THE FINAL AUTHORITY TO
APPROVE OR DENY ANY RENTAL REQUEST.

PLEASE ALLOW AT LEAST TWO WEEKS FOR STAFF TO REVIEW AND PROCESS THE APPLICATION.

EVENT TITLE: _____

ORGANIZATION NAME: _____

ORGANIZATION ADDRESS: _____

CITY

STATE

ZIP

PHONE: _____ E-MAIL: _____

CHECK ONE: COMMERCIAL NON-PROFIT 501(C)3# : _____

APPLICANT NAME: _____ DATE OF BIRTH: _____

APPLICANT ADDRESS: _____

CITY

STATE

ZIP

PHONE: _____ E-MAIL: _____

INSURANCE IS MANDATORY FOR ALL EVENTS HELD AT THE HERMOSA BEACH 2ND STORY THEATRE

Renter waives all claims against the City of Hermosa Beach, its officers, agents and employees, for fees or damages caused by, arising out of, or in any way connected with the exercise of this contract. Please check the appropriate box:

- We request to be added to the City of Hermosa Beach insurance policy and will pay the additional fees as required based on the classification of the event.
- We will supply our own liability insurance with a \$1 million coverage naming "**The City of Hermosa Beach, its agents, officers, and employees as additionally insured.**"

PROOF OF LICENSURE *Proof of licensure is due TWO WEEKS prior to load in. Failure to submit will result in cancellation of your production.*

The User shall obtain all required licenses, pay any and all licensing fees (royalties) and secure all permits necessary to present its performances. The user will assume all costs arising from the use of patented, trademarked, franchised or copyrighted music, materials, devices, processes or dramatic rights used on the premises and incorporated in the event. The User must submit proof of licensure as well as confirmation of the execution (payment) of said Agreement(s).

RESERVATION FEES		
	NON-PROFIT RATE	COMMERCIAL RATE
Performance or Rehearsals	\$22 per hour	\$27 per hour
Security Deposit <i>*must be received with application to hold dates</i>	\$250	\$250
Application Fee <i>*must be received with application to hold dates</i>	\$22	\$22
Venue Host/Technician <i>(required for the entire duration of your reservation)</i>	\$20 per hour	\$20 per hour
Projector and Screen	\$100	\$100

THE RESTROOMS CLOSEST TO THE 2ND STORY THEATRE ARE CLOSED TO THE PUBLIC UNTIL 6PM, MONDAY – FRIDAY DURING THE SCHOOL YEAR. ADDITIONAL RESTROOMS ARE LOCATED IN THE SOUTH WING OR THE FIRST FLOOR OF THE COMMUNITY CENTER

THEATRE USE SCHEDULE *Attach additional sheets, if necessary.*

Please ensure that all time needed in the 2nd Story Theatre, including any set-up or tear-down, is included below.

DATE	REHEARSAL OR PERFORMANCE?	TIME-IN	TIME-OUT	SOUND TECH TIME-IN	SOUND TECH TIME-OUT	LIGHT TECH TIME-IN	LIGHT TECH TIME-OUT
	<input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance						
	<input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance						
	<input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance						
	<input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance						

ORGANIZATION ASSUMPTION OF RISK AND RELEASE OF LIABILITY

On behalf of our organization, I agree to assume all risks for injuries arising out of, or resulting from, the use of the *City of Hermosa Beach 2nd Story Theatre* and/or personal property located thereon, and further agree to make no claim whatsoever for injuries out of, or resulting from, the use of any City building(s), grounds, real property or personal property located thereon. I shall be personally responsible on behalf of my organization.

Signature of Applicant

Date

Applicant Name (please print)

RULES AND REGULATIONS

1. The City reserves the right to assign additional City staff, Police or Fire Personnel or require Security Guards if necessary to ensure a smooth and safe production. Additional costs will be at the responsibility of the renter.
2. The City will not provide Box Office Attendants, Ushers, Stage Hands, Stage Managers or House Managers.
3. The City's Light and Sound Technicians are the only ones permitted to operate City equipment unless otherwise approved, by special permission, by the 2nd Story Theatre's Administrative Staff by the 15th of the month prior to the rental's start date.
4. The 2nd Story Theatre DOES NOT have a fly system. Any rigging including the hanging of a backdrop, signage, lighting equipment, or scenery must be approved prior to rental.
5. Renters are required to schedule break times with City Staff if the scheduled shift is more than four hours. This scheduled time will be agreed to by both parties to enable the least impact on the production.
6. NO jumping from the stage to the theatre floor is allowed at any time; stair units have been provided.
7. There will be no food or drink allowed in the theatre or on stage at any time. Food and drinks are only allowed in the hallway. The renter is responsible for and required to pack and seal any food items left overnight into containers. The renter is responsible for providing all supplies and monetary change necessary for concession stand service and sales. A cash register is not provided.
8. The City recommends the renter enlist one (1) usher to ensure all food and drink is kept in the hallway and to assist with any post-event clean up needs.
9. Alcohol is not permitted to be served or sold.
10. Glass containers are only permitted behind the ticket window and are not to be served to the public; renters must pour its contents into a separate non-glass container.
11. No disposable polystyrene food containers (Styrofoam) allowed.
CITY MUNICIPAL CODE 8.86
12. Vendors (Renters) shall be prohibited from using plastic bags to provide or hand merchandise to costumers.
CITY MUNICIPAL CODE 8.68
13. No smoking is permitted at any public location within the City of Hermosa Beach.
CITY MUNICIPAL CODE 8.40
14. Open flame, of any kind, is strictly prohibited.
15. The renter may not decorate with any flammable materials such as binding, tissue paper, or crepe paper. The renter is responsible for making sure all materials meet fire code regulations.
16. No tape or other adhesive, nails, screws, tacks, or pins may be used to secure materials or objects to the 2nd Story Theatre's fixtures.
17. At the beginning of each rental day, a renter or designated group representative is required to check-in with the Venue Host by signature. The renter or assigned group representative is also required to check-out with the Venue Host at the end of each day by signature.

18. Parking is extremely limited within the City of Hermosa Beach. The 2nd Story Theatre is within the Community Center that holds various classes, rentals or special events that share the surrounding parking areas. Staff parking spaces or City Vehicle parking spaces are NOT available to renters.
19. Groups are NOT allowed to paint in the theatre. All painting must be done off-site, unless it is small touch ups, which can be done in the theatre with the use of tarps to protect theatre equipment and the stage.
20. The renter is responsible for conducting an orderly event and at the conclusion of the rental must return the facility to its original state. The renter's clean up responsibilities include, but are not limited to clearing tables, chairs, surfaces and floor of all of the renter's products, equipment or trash; and the placement of such trash into designated containers. This must be completed in a timely manner within the renter's approved reservation time. Additional time spent by the renter or by City staff to ensure adequate clean-up and load out is done will be retained from the Security Deposit (See Change, Cancellation and Payment Procedures.)
21. Public Wi-Fi is available to renters. Security, availability and connection speeds are not guaranteed. Use at your own risk.
Network Name: CHB-Guest
Network Password: chbguest
22. All staff of the City of Hermosa Beach are empowered to use all necessary means to enforce these rules. The City reserves the right to terminate the contract with the renter at any time, without advance notice and on cause deemed sufficient by the City.

CHANGE, CANCELLATION, AND PAYMENT PROCEDURES

1. Any schedule changes or cancellations must be made in writing by the 15th of the month prior to the rental's start date. Cancellations received after the 15th of the month prior will forfeit the \$250 Security Deposit. Schedule changes received after the 15th of the month prior are not guaranteed.
2. All remaining rental and staff fees are due two (2) weeks prior to the rental's start date. Failure to pay may result in the cancellation of the production.
3. Any damages, loss of equipment, or additional staff time incurred from the production will be retained from the Security Deposit. If the total exceeds the amount of the Security Deposit, the renter will be billed. Fees not retained will be automatically returned to the renter within 4-6 weeks.

ADDITIONAL RULES AND REGULATIONS MAY BE IMPOSED AT CITY STAFF'S DISCRETION.

RULES AND REGULATIONS AND CHANGES, CANCELLATION, AND PAYMENT PROCEDURES

Please
Initial
Here

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

EVENT DETAILS

Name of Organization: _____

Performance/Event Title: _____

Performance/Event Dates and Times:

DATE										
SHOWTIME(S)										

Please provide a brief description of your event for promotional purposes:

Total Attendance (Cast/Crew): _____ Total Attendance (Audience): _____

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

FORMS OF PURCHASING TICKETS: Online Website: _____

Phone Reservations Reservation Contact Number: () _____

Purchase at Box Office? (day of event ONLY during reserved times)

Other _____

Will there be videotaping during your event/production? YES NO

If YES, for what purpose: _____

FOOD

Do you plan to serve or sell food in the theatre hallway? (must be pre-packaged) YES NO
Alcohol is not permitted to be served or sold.

BE MINDFUL OF OTHER ACTIVITIES THAT MAY BE TAKING PLACE WITHIN THE COMMUNITY CENTER

Do you plan to use the projector and screen? (Additional fee of \$100 applies) YES NO

SPECIAL EFFECTS OR STUNTS

Please describe any plans for additional special effects or stunts:

SOUND REQUIREMENTS Please describe your microphone requests and sound equipment needs:

LIGHTING REQUIREMENTS Describe the type of lighting your show will require:

ADDITIONAL EQUIPMENT Please indicate here the items you will be bringing into the 2nd Story Theatre for use on the stage:



City of Hermosa Beach

Community Resources Department, 710 Pier Avenue, Hermosa Beach CA 90254

AUTHORIZATION FOR CREDIT CARD CHARGE

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

DAYTIME TELEPHONE NUMBER: _____

MASTERCARD #: _____

VISA CARD #: _____

AMERICAN EXPRESS CARD #: _____

DISCOVER #: _____

CARD EXPIRATION DATE: _____

LAST 3 DIGITS OF THE NUMBER ON THE SIGNATURE STRIP LOCATED ON THE BACKSIDE OF THE CARD: _____

<u>DESCRIPTION OF SERVICE</u>	<u>FEE</u>
Application Fee	\$22
Security Deposit	\$250
	TOTAL: \$272

I authorize the City of Hermosa Beach to charge these services to the credit card listed above:

CARDHOLDER SIGNATURE

DATE

The City of Hermosa Beach 2nd Story Theatre Stage Diagram

