



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

# COMMUNITY 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 COMMUNITY 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).

<b>RESERVATION FEES</b>		
	<b>NON-PROFIT RATE</b>	<b>COMMERCIAL RATE</b>
Performance Day <i>(minimum of four hours required per day)</i>	\$50 per hour	\$100 per hour
Rehearsal Days <i>(minimum of four hours required per day)</i>	\$25 per hour	\$50 per hour
Security Deposit <i>*must be received with application to hold dates</i>	\$500	\$500
Application Fee <i>*must be received with application to hold dates</i>	\$100	\$100
<b>Venue Host</b> <i>The Venue Host is the liaison between the renter and Community Theatre and is required for the entire duration of the reservation</i>	\$15 per hour	\$15 per hour
<b>Light Technician</b> <i>(minimum of four hours required per day)</i> <i>The Light Technician is responsible for setup and operation of all theatre lighting equipment</i>	\$20 per hour	\$20 per hour
<b>Sound Technician</b> <i>(minimum of four hours required per day)</i> <i>The Sound Technician is responsible for setup and operation of all theatre sound equipment</i>	\$20 per hour	\$20 per hour
<b>AV Technician</b> <i>(minimum of four hours required per day)</i> <i>The AV Technician is responsible for setup and operation of all projector equipment and is required on site during the use of the projector, in addition to the Sound and Light Technician</i>	\$20 per hour	\$20 per hour
Theatre Marquee	\$50	\$50
Piano (Baby Grand)	\$100	\$100
Projector	\$250	\$250
Cyclorama or Backdrop	\$100	\$100

**THE USE OF THE DRESSING ROOM/GREEN ROOM AND BOX OFFICE IS INCLUDED WITH YOUR RESERVATION AT NO ADDITIONAL CHARGE AND USE OF THESE SPACES MUST REMAIN WITHIN YOUR RESERVED THEATRE TIME.**

**THE RESTROOMS CLOSEST TO THE COMMUNITY THEATRE ARE CLOSED TO THE PUBLIC UNTIL 3PM, MONDAY – FRIDAY DURING THE SCHOOL YEAR. THE RESTROOMS LOCATED IN THE SOUTH WING ARE CLOSED TO THE PUBLIC AT ALL TIMES. ADDITIONAL RESTROOMS ARE LOCATED IN THE FIRST FLOOR OF THE COMMUNITY CENTER.**

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

**Please ensure that all time needed in the Community 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	AV TECH TIME-IN	AV 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 Community 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. All activities must remain within the areas included with the reservation; the theatre, lobby, green room/dressing room and box office. Event activities are not permitted in any areas outside of the aforementioned locations. ‘
2. 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.
3. The City will not provide Box Office Attendants, Ushers, Stage Hands, Follow Spot Operators, Stage Managers or House Managers. The City’s Venue Host is assigned to specific duties; is not responsible for any production work; and is required at all times while your group is in the Community Theatre.
4. The City’s Light and Sound Technicians are the only ones permitted to operate City equipment unless otherwise approved, by special permission, by the Community Theatre’s Administrative Staff by the 15<sup>th</sup> of the month prior to the rental’s start date.
5. The Community Theatre DOES NOT have a fly system. Any rigging including the hanging of a backdrop, signage, lighting equipment, or scenery must be approved prior to rental.
6. 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.
7. NO jumping from the stage to the theatre floor is allowed at any time; stair units have been provided and are not to be moved.
8. 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 lobby. The renter is responsible for and required to pack and seal any food items left overnight into containers. The renter is responsible for providing all supplies and monetary change necessary for concession stand service and sales. A cash register is not provided.
9. The City recommends the renter enlist three (3) ushers to ensure all food and drink is kept in the lobby and to assist with any post-event clean up needs.
10. Glass containers are only permitted behind the bar and are not to be served to the public; renters must pour its contents into a separate non-glass container.
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. Glitter, confetti, rice, bird seed, and flower petals are prohibited.
17. No tape or other adhesive, nails, screws, tacks, or pins may be used to secure materials or objects to the Community Theatre’s fixtures. A hanging track system is available in the lobby to hang posters, artwork or other materials.

18. 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.
19. Parking is extremely limited within the City of Hermosa Beach. The Community 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.
20. While loading-in, renters are allowed access to the driveway and loading doors at the back of the theatre. Parking in this driveway is permitted for loading and unloading ONLY and is not permitted as general parking. User must ensure all vehicles are parked along the east curb of the driveway ONLY (double parking is not permitted under any circumstance). At the completion of load-in and load-out, users must keep this area clear of vehicles and any other theatre related equipment.
21. Groups are NOT allowed to paint on the back loading dock of the theatre. All painting must be done off-site, unless it is small touch ups, which can be done in the theatre with the use of tarps to protect theatre equipment and the stage.
22. 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.)
23. 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**
24. 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 15<sup>th</sup> of the month prior to the rental. Schedule changes received after the 15<sup>th</sup> of the month prior are not guaranteed. Cancellations received after the 15<sup>th</sup> of the month prior will forfeit the \$100 Application Fee and \$500 Security Deposit.
2. All remaining rental and staff fees are due two (2) weeks prior to the rental's start date. Failure to pay will result in the cancellation of the production. Cancellations received less than two (2) weeks of the rental's start date will forfeit all fees paid.
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:

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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 AND ALCOHOL		
Do you plan to serve or sell food in the theatre lobby? ( <i>must be pre-packaged</i> )	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you wish to apply for an ABC License to serve alcohol? <b>MUST BE A NON-PROFIT ORGANIZATION WITH A VALID 501(C)3</b> If yes, you must complete form ABC-221 found at <a href="http://www.abc.ca.gov/forms/ABC221.pdf">http://www.abc.ca.gov/forms/ABC221.pdf</a> and submit it to the Community Resources Department. Once the appropriate signatures are obtained, Community Resources Staff will alert you your signed application is ready for pickup. The signed application must be submitted to the ABC office, located at 3950 Paramount Blvd., Suite 250, Lakewood, CA 90712. You are responsible for all fees associated with the application to the ABC Office. <b>Once approved, the final license must be submitted to Community Resources Staff by the Thursday prior to your show date.</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**ALL ALCOHOL MUST REMAIN WITHIN THE THEATRE LOBBY.**  
**BE MINDFUL OF OTHER ACTIVITIES THAT MAY BE TAKING PLACE WITHIN THE COMMUNITY CENTER.**

# EVENT DETAILS CONTINUED...

Do you plan to use the marquee? *(Additional fee of \$50 applies)*

YES

NO

*Marquee information will be put up during the last rental day of the previous show. If the information below is not submitted by the 15<sup>th</sup> of the month prior to your production, the Community Resources Department Staff will use the information noted on the previous page (show title, date, time and ticket information) to create the marquee layout.*

## COMMUNITY THEATRE MARQUEE

*Words and information MUST fit within each line!*

LINE 1 (14 spaces)															PRODUCTION TITLE											
LINE 2 (14 spaces)																										
LINE 3 (14 spaces)															‘COMPANY NAME’											

LINE 4 (24 spaces)																											SHOW TIME
LINE 5 (24 spaces)																											DATES
LINE 6 (24 spaces)																											TIX: NUMBER OR WEBSITE

**PLEASE NOTE: “HERMOSA BEACH PLAYHOUSE” IS NOT THE OFFICIAL NAME OF THE VENUE. PLEASE USE THE OFFICIAL NAME OF THE VENUE “COMMUNITY THEATRE” IN ALL PROMOTIONAL ASPECTS OF YOUR PRODUCTION.**

# **EVENT DETAILS CONTINUED...**

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Do you plan to use the cyclorama? (Additional fee of \$100 applies)                                       | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Do you plan to use the piano (baby grand)? (Additional fee of \$100 applies)                              | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Do you plan to use the projector and screen? (Additional fee of \$250 applies and AV Technician required) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Do you plan to use a hazer or fog machine?<br>Must be turned off one hour before scheduled out time.      | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

## **SPECIAL EFFECTS OR STUNTS**

Please describe any plans for additional special effects or stunts:

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## **SOUND REQUIREMENTS**

Please describe your microphone requests and sound equipment needs (See page 11 for available equipment):

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## **LIGHTING REQUIREMENTS**

Describe the type of lighting your show will require. For example do you need a general wash, a color wash, a variety of specials, follow spots, or gobos, etc. (See page 11 for available equipment):

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## **ADDITIONAL EQUIPMENT**

Please indicate here the items you will be bringing into the Community Theatre for use on the stage, such as a banner, scenery, props, stage extensions, etc.:

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## **LOBBY SET-UP**

Please indicate here the total number of tables and/or chairs you will need for lobby activities (staff will do their best to accommodate but the total available will vary):

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## **DRESSING ROOM/GREEN ROOM SET-UP**

Room 12, also referred to as the Community Theatre's Dressing Room/Green Room, comes with 19 stools and a room divider. Please indicate any additional tables and chairs you will need for Room 12 activities (staff will do their best to accommodate but the total available will vary):

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# 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	\$100
Security Deposit	\$500
	<b>TOTAL: \$600</b>

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

\_\_\_\_\_  
CARDHOLDER SIGNATURE

\_\_\_\_\_  
DATE