



# SERVICES AND FEES

Effective July 1, 2010

San Diego Theatres, a 501(c)3 non-profit, public benefit corporation, looks forward to working with you towards the success of your event. Our goal is to provide exemplary service to you and our mutual guests. Please use this guide to acquaint yourself with the services provided and available for your event.

The Balboa Theatre, located at 868 Fourth Ave, is a 1,339 seat restored historic vaudeville theatre located in the heart of the Gaslamp Quarter. After being closed for 20 years, the Balboa Theatre was reopened in January 2008 after a \$26.5 million renovation and restoration.

The San Diego Civic Theatre, located at 1100 Third Ave, is a 2,967 seat performing arts venue. Originally opened in 1965, the Civic Theatre was designed to accommodate the largest of stage productions and regularly hosts San Diego Opera productions as well as the latest and greatest touring Broadway productions presented by Broadway/San Diego. Additionally, the Civic Theatre hosts a variety of productions by California Ballet and diverse annual community functions

For budgeting purposes, the rates provided here are intended to be effective July 2010 through June 2011, however, they are subject to change without notice and should be verified during the planning of your event. Also, our website at [www.sandiegotheatres.org](http://www.sandiegotheatres.org) provides additional information that may be of assistance. We welcome the opportunity to assist you throughout your planning and your use of these facilities and services.

## San Diego Theatres License Fees

TICKETED PERFORMANCES	
Balboa Theatre	\$3,500
Civic Theatre	\$7,500 minimum
	vs. 10% of gross sales, \$9,500 max
(Civic Theatre: \$500 discount for Monday - Thursday events)	
ADDITIONAL PERFORMANCE - SAME DAY	
Balboa Theatre	\$1,750
Civic Theatre	\$4,000
NON-TICKETED EVENTS	
Balboa Theatre	\$3,750
Civic Theatre	\$8,000
(Civic Theatre: \$500 discount for Monday - Thursday events)	
MOVE-IN / REHEARSALS / MOVE-OUT**	
Balboa Theatre	\$1,625
Civic Theatre	\$3,750
(Civic Theatre: \$500 discount for Monday - Thursday events)	
**For Move-In/Rehearsals/Move-Out Days in excess of the number of Ticketed Performances or Non-Ticketed Event Days, then the following rates will apply:	
Balboa Theatre	\$3,250
Civic Theatre	\$6,000
LOBBY/REHEARSAL HALL	
Balboa Theatre Salon/Lobby	\$ 750
Balboa Theatre 4th Floor	\$ 750
In conjunction with performance	\$ 250
Civic Theatre Sills Grand Salon	\$1,000
Civic Theatre - Rehearsal Hall	\$ 750

## MEET THE TEAM

EXECUTIVE OFFICE	
Donald M. Telford, President & CEO	(619) 615-4000 don.telford@sandiegotheatres.org
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EVENT & PATRON SERVICES	
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PRODUCTION & FACILITY SERVICES	
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TICKETING SERVICES	
Teri McPherson, Ticketing Services Manager	615-4172 teri.mcpherson@sandiegotheatres.org
Darla Bailey, Assistant Manager	615-4197 darla.bailey@sandiegotheatres.org
Fax	615-4175

## Ancillary Services Fees

PERSONNEL RATES	
Front of House Guest Services	
Staffing for 2 - 2 ½ hour Performance/Event	
Balboa Theatre	\$1,000
Civic Theatre	\$2,150
Staff Hourly Rates for all other events	
Chief Usher	\$23.50
Assistant Chief Usher	\$16.75
Ticket Takers, Door Persons, Directors	\$15.50
Ushers	\$13.25
Coat/Bag Check	\$13.25
Merchandise Seller	\$16.75
Security/Safety Services	
Stage Door Attendant/Public Safety Rep.	\$18.00
Ticketing Services	
Event Ticket Seller	\$19.00
Facility Services	
Electrician /Plumber/Carpenter	\$50.00
Housekeeper/Facility Worker	\$16.50
TICKETING SERVICES	
Reserved Seat, Advance Sale Events	
Balboa Theatre - per performance	\$750
Civic Theatre - per performance	\$1,500
Credit Card Transactions	4.00% of all sales transactions
Ticket Printing	\$0.125 per ticket printed by ticketing office

For additional or alternate services, discuss with Ticketing Services staff.

## EQUIPMENT/SUPPLIES SERVICES

Banner Poles per section*	\$12.00
Chairs - Executive, per chair*	\$6.00
Chairs - Stacking, per chair	\$1.00
Fork Lift, per hour (plus cost of operator)*	\$85.00
Pipe & Drape, per foot*	\$2.00
Risers, per 3 x 8 section*	\$20.00
Table, plain - round* or rectangular	\$12.00
Table, 8' rectangular draped*	\$25.00
Water, per 5 gallon bottle	\$10.00

\*Not available at Balboa Theatre

## THEATRICAL EQUIPMENT

<b>Acoustical Shell, plus IATSE labor</b>	
Per Wall Section	No charge
Per Ceiling Section	\$150.00

<b>Clear Com Intercom</b>	
First three stations	No charge
Each add'l station	\$25 day/ \$75 week

<b>Dance Floor</b>	
Harlequin vinyl only	\$125 day/ \$400 week
d'Anser floor only*	\$750 day/ \$2,000 week
d'Anser & Harlequin*	\$850 day/ \$2,200 week

DVD, CD or Mini Disc Player	\$35 day/ \$105 week
Follow Spot, plus IATSE labor	\$100 use/ \$300 week
Genie Lift, 36', plus IATSE labor	\$85/ hour
Lighting Node	\$40 day/ \$125 week

<b>Microphones, first three wired mics at no charge</b>	
Each additional wired microphone	\$30 day/ \$90 week
Wireless microphones	\$85 day/ \$250 week

Monitor System, with two speakers	\$75 day/ \$225 week
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<b>Pianos</b>	
Concert Grand	\$350 day/ \$1,000 week
Baby Grand*	\$200 day/ \$600 week
Performance Upright	\$100 day/ \$300 week

Tunings, per tuning	At prevailing rate
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Power 400 amp panel (first two provided at n/c)	\$175 day / \$750 week
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<b>Sound System</b>	
Small stand-up system	\$60 day/ \$180 week
Anchor speakers	\$30 day/ \$90 week
WAVE, enhancement system*	\$475 day/ \$1,425 week

<b>Telecommunications</b>	
Internet Access	\$35 day/ \$150 week
Phone, dressing room area (per line)	\$15 day/ \$85 week

<b>Wardrobe</b>	
Costume Steamer	\$35 day/ \$100 week
Iron & Ironing Board	\$10 day/ \$30 week

<b>Washer &amp; Dryer</b>	
Price per pair	\$65 day/ \$200 week
Utility charge for client-provided units (per pair)	\$100 week

\*Not available at Balboa Theatre

*"You can count on our total service program and its wide array of expert team members to serve you and your event. The names, telephone numbers and areas of expertise are listed for our staff that are ready to assist in your successful event planning and production. Thank you for the opportunity to serve you."*

DONALD M. TELFORD  
President & CEO

## BANNERS

For the Civic Theatre, there are exterior banner locations that may be available in specific spaces on the front of the Civic Theatre. Due to City of San Diego regulations, banners facing streets surrounding the Civic Theatre and the Balboa Theatre are prohibited.

Within the Civic Theatre, interior banners may be hung in specific lobby locations with prior approval. All labor and materials associated with the hanging/removal of banners will be assessed. Banners must meet Fire Department regulations.

Banners are not allowed on or within the Balboa Theatre.

## ELECTRICAL SERVICES

Advance notice of additional electrical distributions or power drops is required to expedite their availability as needed. We can review your needs and provide you with any associated expense that will be assessed.

## FACILITY FEE/FACILITY RESTORATION FEE

For Balboa Theatre tickets, a Facility Fee of \$2.50 per ticket is assessed. For Civic Theatre tickets, a Facility Restoration Fee of \$2.50 per ticket is assessed. These Fees are due on all paid tickets, including single, group, season, and discounted tickets. Typically, this Fee is collected direct from the individual ticket buyer as they purchase their tickets. However, for season, group or other tickets not sold through our ticket operation, the Fee will be assessed to and collected from the Licensee.

## FIRE MARSHAL SERVICES

Events that require the presence of a fire marshal(s) will be assessed an hourly reimbursement charge.

## FOOD & BEVERAGE SERVICES

All concession and beverages within the Theatres and the adjacent plazas are provided in-house by San Diego Theatres on an exclusive basis.

Catering services may be secured from a caterer of the Licensee's choice, subject to their compliance with our requirements. It is Licensee's responsibility to ensure that their caterer is appropriately licensed, possess all health certificates, and is properly insured. It is the Licensee's responsibility to ensure that their caterer has added San Diego Theatres as a named additional insured on their caterer's insurance policy. There are no kitchen facilities on-site. Caterers must be fully self-contained. Licensee shall be assessed rental charges for any tables, chairs or other equipment supplied by San Diego Theatres as well as labor to remove or restore standard lobby furnishings. Licensee is responsible for ensuring their caterer leaves the premises clean and removes all related trash. Any required clean up by San Diego Theatres will be assessed to Licensee.

Due to ABC regulations, all alcoholic beverages must be secured and dispensed by San Diego Theatres.

## LOBBY USES

The Salons or lobbies may potentially be available for pre- or post- performance activities, subject to logistical and guest support needs. Should your use require tables, chairs, lecterns or other such equipment or removal of standard furnishings, associated fees will be assessed for the equipment and labor as well as for the required Guest Services staff.

#### **MARQUEE**

The Balboa Theatre has an electronic marquee display. This is used to display events current and upcoming events on a rotating basis. Ninety minutes prior to a performance, the rotation will cease and the marquee will be dedicated to the immediate performance.

The Civic Theatre's marquee is a labor-intensive hanging letter display system. The upcoming Civic Theatre event is posted following the conclusion of the preceding event.

Should you have a specific request pertaining to your event's marquee display, please review in advance with your event manager. Once the marquee has been posted or programmed, there may be a delay on when a change can be accommodated and all labor expenses shall be assessed.

#### **MEDICAL SERVICES**

Most public safety representatives have been trained in basic first aid, CPR, and the use of Automatic External Defibrillators (AED). This staff is typically on-site during the public hours of your event. Additional staffing may be required at client's expenses. Client-provided on-site medical services must meet certain requirements, including insurance and liability provisions.

#### **EVENT MERCHANDISE**

Event-related novelty merchandise may be offered for sale during events with prior approval. A merchandise fee will be assessed on these sales. California Sales Tax must be reported and remitted to the State on all merchandise sales. Upon request, a seller may be provided at the client's expense. For additional information, please discuss with your event manager.

#### **PARKING SERVICES**

The Balboa Theatre has no on-site parking. However, for evening and weekend events, the garage under the NBC Building on Broadway Circle is recommended. Advance payment of this parking is available at the time of ticket purchase. There are additional privately operated parking options within walking distance. Please note that the Balboa Theatre is not part of Horton Plaza and is unable to validate parking. However, at performances, Horton Plaza parking vouchers are available for purchase.

The Civic Theatre is just across a plaza from the 11-story, 1,150 space Evan Jones parking garage. This parkade is owned by the City of San Diego which contracts its operation to Ace Parking. Parking rates are established by the City of San Diego. Due to a significant number of monthly parkers, typically there is minimal availability during daytime, Monday through Friday. There are no in-out privileges. Advance payment of evening/weekend parking is available at the time of ticket purchase.

Valet parking may be facilitated at Licensee's request and underwriting of cost.

Truck parking is limited to pre-arranged load-in and out periods. There is no street parking available adjacent to the Theatres. For more information, discuss with the Production & Facilities staff.

#### **PRODUCTION/STAGING SERVICES**

Production and staging require the services of IATSE personnel at client's expense. The Production & Facilities staff is available to assist in planning, coordinating and facilitating all aspects of event production and staging. For your equipment needs, our Production & Facilities staff can provide information on available in-house inventories and any associated expenses.

#### **PYROTECHNICS, OPEN FLAME & LASERS**

Any desired use of pyrotechnics, open flame, and/or lasers requires advance review and approval as well as Fire Department permits at Licensee's expense. Additionally, Fire Marshal and/or State-licensed technician(s) may be required to be on-site at Licensee's expense. For additional information, fully discuss with our Production & Facilities staff at least three (3) weeks prior to your event.

#### **SEAT REMOVAL**

Auditorium seats may be removed for production requirements. These removals and re-installations must be arranged for in advance through our Production & Facilities staff. The labor costs for these removals and re-installs will be assessed to the client.

#### **SECURITY SERVICES**

San Diego Theatres will provide, at Licensee's expense, a Stage Door Attendant during any access or occupancy of the building. For event security requirements, San Diego Theatres shall establish the minimum staffing levels, if any, that must be provided by Licensee. Licensee is responsible for meeting those minimum requirements plus any additionally desired staffing based upon their event requirements. Licensee may select and directly contract for the security staffing service, subject to their compliance with our requirements. Licensee shall be responsible for ensuring the provider is appropriately licensed and that San Diego Theatres is added as a named Additional Insured on the provider's insurance policy. Alternatively, San Diego Theatres may facilitate the securing of this staffing on behalf of the Licensee, at Licensee's expense.

#### **TELECOMMUNICATIONS/TELEPHONE SERVICES**

Four dressing room-area phones are available for client use. These phones may be re-located in most areas within the dressing room space. There is daily or weekly fee for the use of these phones, and unlimited local and nationwide calls are included. For locations and costs, discuss with the Production & Facilities staff.

Internet access is generally available as a wireless service throughout most of the dressing room areas. Wired services may be arranged in some locations with advance notification. For costs for internet access, discuss with the Production & Facilities staff.

For additional telephone or telecommunication services, clients may directly secure these services from outside providers. For more information and to coordinate installation/removal times, discuss with the Production & Facilities staff.

#### **TICKETING SERVICES**

San Diego Theatres provides a full-service ticketing operation. In addition to window sales, we also provide an experienced and professional in-house telephone Chargeline operation. Additionally, the same, real-time ticket inventory is available through Ticketmaster's outlet system, Chargeline, and internet site. For tickets purchased through either Chargeline, or Ticketmaster's outlets or internet, the ticket buyer will be assessed a convenience/handling fee. For tickets purchased in-person at our ticket windows, ticket buyers are not assessed any convenience and/or handling fee. (However, all tickets regardless of how they are purchased are assessed a Facility Fee or Facility Restoration Fee of up to \$2.50 per ticket.)

All tickets for Civic Theatre events must be processed through San Diego Theatres' Ticket Office and its full distribution network. Under specific stipulations and with prior approval, a client may be authorized to issue their own season and/or group tickets. However, all tickets regardless of how they are purchased are assessed a Facility Fee or Facility Restoration Fee of up to \$2.50 per ticket.



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