

SAN DIEGO THEATRES SERVICES & FEES

EFFECTIVE JULY 1, 2026

SAN DIEGO THEATRES
CIVIC & BALBOA

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WELCOME!

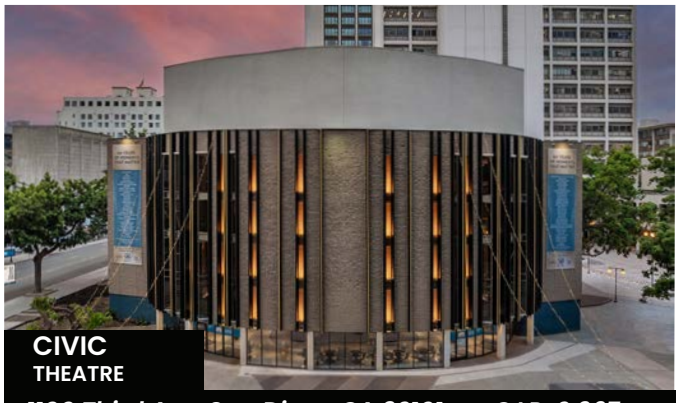
San Diego Theatres, a 501(c)(3) non-profit, public benefit corporation, looks forward to working with you towards the success of your event. Our goal is to provide exemplary service to you and our mutual guests. Please use this guide to acquaint yourself with the services provided and available for your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

The Balboa Theatre, located at 868 Fourth Ave, is a 1,335 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 of 2008 after a $26.5 million renovation and restoration. As the exclusive operators since its reopening, San Diego Theatres has made the Balboa Theatre the destination for a diverse range of presenters serving our San Diego community.

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. It 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 presenters and promoters, and a diverse calendar of annual community functions.

These rates are effective July 1, 2026 - June 30, 2027; however, rates should be verified during the planning of your event. Also, our website 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.

Carol Wallace, President & CEO
Carol.Wallace@sandiegotheatres.org



1100 Third Ave, San Diego CA 92101 *CAP: 2,967*



BALBOA THEATRE

868 Fourth Ave, San Diego, CA 92101 *CAP: 1,335*

SAN DIEGO THEATRES LICENSE FEES

BALBOA THEATRE	
License Fee – Ticketed Event	$6,600
Additional Performance – Same Day	$3,200
Non-Ticketed Event	$8,000
Move In/Rehearsal/Move Out	$2,900
Move In/Move Out in excess of the number of performances/events	$4,800

CIVIC THEATRE	
License Fee – Ticketed Event	$14,500
Additional Performance – Same Day	$10,500
Non-Ticketed Event	$17,300
Move In/Rehearsal/Move Out	$6,700
Move In/Move Out in excess of the number of performances/events	$9,000

SPECIAL EVENT SPACES	
Please coordinate with the Event Operations team	
Balboa Theatre Salon / Lobby	$900
Civic Theatre Beverly Sills Grand Salon	$1,200
Civic Theatre Rehearsal Hall	$1,200

FOR RENTAL INFO CONTACT:

PROGRAMMING SERVICES

CINDY BOWERS, *Director of Programming*
619.615.4003 or cindy.bowers@sandiegotheatres.org

KYLE PULVERENTI, *Programming Manager*
619.615.4014 or kyle.pulverenti@sandiegotheatres.org

ANCILLARY SERVICES FEES

EVENT SERVICES

Staffing for 2-2 1/2 hour Performance/Event

Balboa Theatre	$2,300
Civic Theatre	$4,400

MIX POSITION INSTALLATION

Seat Removal and Restore**	$600

PUBLIC SAFETY & EVENT SECURITY

Back of House Access, including Stage Door (per door, per day)	$500
Balboa Event Security Package, up to 3 screening stations	$1,800
Balboa Theatre COVID Screening Package, up to 3 COVID checks	$400
Civic Event Security Package, up to 5 screening stations	$2,900
Civic Theatre COVID Screening Package, up to 5 COVID checks	$600
Additional Screening Stations	$300
Additional Personnel	$150
EMT per performance	$400
Engineering, per hour	$74
Facility Services, per hour	$35

TICKETING SERVICES & FEES

Balboa Theatre Ticketing Advance Fee, per performance	$1,400
Civic Theatre Ticketing Advance Fee, per performance	$2,000
Rush Fee – Less than 7 business days onsale	$1,000
Event Ticket Sellers, per performance	$500
Credit Card Transactions	4.00%
Ticket Printing (If more than 10% printed by Ticket Office)	$.125

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

SPECIAL EVENT SERVICES & EQUIPMENT

Chairs, Executive, per chair**	$12
Chairs, Stacking, per chair (in excess of 10)	$3
Pipe and drape, per foot**	$4
Pop-Up Tent	$40
Risers, per 4'x8' section**	$30
Table, 30" cocktail or belly bar	$10
Table, 6' rectangle, draped and skirted	$15
Table, 72" round**	$15

Additional charges for use of spaces and set up may be assessed.

PRODUCTION SERVICES & EQUIPMENT

Production Services Fee, per event	$275
Stagehands, IATSE	TBD upon request
Stage Management Services, per day	$375
ACOUSTICAL SHELL, PLUS IATSE LABOR	
Per Wall Section	No charge
Per Ceiling Section*	$175
CHAIRS	
Chairs, Executive, per chair**	$12
CLEAR COM INTERCOM	
First 5 stations	included
Each additional station	$25/day | $75/week
DANCE FLOOR	
Harlequin vinyl only	$135 day | $450/week
d'Anser floor only**	$800/day | $2,200/week
d'Anser and Harlequin**	$900/day | $2,500/week
DVD, CD, or mini-disc player	$40/day | $135/week
Follow Spot, plus IATSE labor	$175/day | $525/week
Haze Machine*	$75/day | $225/week
Lectern or Podium	$75/day | $225/week
MICROPHONES	
First three wired mics	included
Each addt. wired microphones	$35/day | $100/week
Wireless microphones	$90/day | $270/week
Onstage monitor pair	$85/day | $250/week
MONITOR PACKAGE*	
Yamaha CL5 Control Board, splitter snake, and up to 8 monitors	$1100/day
Additional monitors	$85/pair
PIANOS	
Concert Grand	$400/day | $1,200/week
Baby Grand**	$250/day | $750/week
Upright Piano	$125/day | $375/week
Tuning at prevailing rate	
LIFTS	
Fork Lift, plus additional IATSE labor $200**	$200
Genie lift (2nd Genie lift $125**)	NC
Scissor Lift**	$125
PROJECTION – BALBOA THEATRE ONLY	
17'x20' Screen with Epson 8B-PU2220B Laser Projector 20k lumen*	$2,400
22.6'x40' screen & Barco DP4K-23B cinema projector	$3,750
Risers	$30/day | $90/week

** Available only at the Balboa Theatre*
*** Available only at the Civic Theatre*

PRODUCTION SERVICES & EQUIPMENT - CONT.

SOUND SYSTEM	
Small Stand Up system	$65/day | $200/week
Anchor speakers	$35/day | $110/week
Front Fill Enhancement system**	$500/day | $1500/week
TABLES	
6'/8' rectangle table, onstage, per table (in excess of 5)	$10
WARDROBE	
Costume Steamer	$40/day | $120/week
Iron & Ironing Board	$15/day | $45/week
Towels, dressing room and on-stage	$3 each
WASHER & DRYER	
Price per Pair	$75/day | $225/week
Utility Charge for client-provided units (per pair)	$100/week
5 gallon water bottle, per bottle	$15

** Available only at the Balboa Theatre*
*** Available only at the Civic Theatre*

BANNERS

At the front of the Civic Theatre, exterior banner locations may be available. Due to the 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 material associated with the installation and removal of banners will be assessed. Banners must meet Fire Department regulations.

Banners are not allowed on or within the Balboa Theatre.

ACCESSIBILITY

ADA Compliance

San Diego Theatres is ADA compliant. As new standards are introduced, it is our goal to implement those changes or upgrades in a timely manner.

In accordance with the ADA, San Diego Theatres is responsible for the permanent premises access accommodations. These include, but are not limited to wheelchair ramps, elevator standards, door width standards and rest room accessibility. San Diego

ACCESSIBILITY-CONT.

Theatres also provides listening assistance devices at our venues.

The Licensee is responsible for providing non-permanent accessibility requirements. These include, but are not limited to, ASL interpreters, programs in alternative formats and other such accommodations.

ELECTRICAL SERVICES

Advance notice of additional electrical distribution 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

For all tickets at the Civic Theatre and the Balboa Theatre, a Facility fee of $4.00 is assessed on all paid tickets, including single, group, season, and discounted tickets. Typically, this fee is collected directly 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 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 with the Theatres and the adjacent plazas are provided by our concession partner Sodexo Live! on an exclusive basis.

Catering Services may be secured from Sodexo Live! Payment for catering services, backstage hospitality, or any other services provided will be made directly to Sodexo Live! and will be separate from the event settlement. All Food and Beverage needs can be advanced directly with the Sodexo Live! team.

At their discretion, Sodexo Live! may allow a buy-out option for backstage catering needs. In the event of a buy-out, a caterer of the Licensee's choice may be allowed to provide their services, subject to their

FOOD & BEVERAGE SERVICES -CONT.

compliance with our requirements. It is the Licensee's responsibility to ensure that their caterer is appropriately licensed, possesses all health certificates, and is properly insured. It is the Licensee's responsibility to ensure their caterer adds San Diego Theatres and Sodexo Live! as named additional insureds on their caterer's insurance policy prior to the event. 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 cleaning by San Diego Theatres will be assessed to the Licensee.

Due to ABC regulations, all alcoholic beverages must be secured and dispensed by Sodexo Live! in all areas of the venues.

INTERNET SERVICES

Internet access up to 10GB per day is provided as part of the license agreement. Wireless service is generally available throughout most of the dressing room areas. Wired service, if needed, is also available and may be arranged with advance notification. For additional access in specific areas of the venue or data needs above 10GB and the associated costs, discuss with the Production team.

For additional internet to satisfy the needs of an event, clients may directly secure service from outside providers. For more information and to coordinate installation/removal times, discuss with the Production team.

LOBBY USES

The Salons or lobbies may 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 the required Event Services staff. Lobby use can be advanced with the Event Operations team.

MARQUEE

The Balboa Theatre has an electronic marquee display. This is used to display events on a rotating basis, with the center marquee dedicated to the immediate performance(s). The Balboa marquee can be advanced with the Ticketing Services team.

The Civic Theatre's marquee is a classic hanging letter display system. The upcoming Civic Theatre event is posted following the conclusion of the preceding event. The Civic marquee can be advanced with the Event Operations team.

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

San Diego Theatres may facilitate the provision of an on-site Emergency Medical Technician (EMT) during the public or invited attendee hours of your event. The cost of the EMT service will be at the Licensee's expense. The requirement for this service is at San Diego Theatre's sole discretion. Additional services are available at the Licensee's advance request.

EVENT MERCHANDISE

Event-related novelty merchandise may be offered for sale during events with prior approval. A merchandise fee will be assessed on those sales. California Sales Tax must be reported and remitted to the State on all merchandise sales by the vendor. Upon request, a list of local merchandise sellers may be provided to be contracted directly by the Licensee. For additional information, please discuss with the Event Operations team.

PARKING SERVICES

Production related vehicle parking is limited to pre-arranged load-in and load-out periods. There is no street parking available adjacent to the Theatres. For more information, discuss with the Production team during the advance of your event.

For public parking information, please visit our website, **www.sandiegotheatres.org**

PRODUCTION / STAGING SERVICES

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

PYROTECHNICS, OPEN FLAMES & LASERS

Any desired use of pyrotechnics, open flame and/or lasers requires advance review and approval as well as Fire Department permits at the 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 team at least three (3) weeks prior to your event.

SAFETY & SECURITY SERVICES

Security is our top priority at San Diego Theatres. We thoroughly stress the importance of keeping everyone at our venues safe during both public and private events, and as such, continuously assess and upgrade our security offerings. San Diego Theatres has made significant investments in equipment and training on behalf of our clients. The following security procedures are currently in place for all events:

- The security advance for shows will be done with the San Diego Theatres Public Safety Manager.
- San Diego Theatres requires all guests attending an event to be screened through metal detectors prior to entry into the venue. The number of metal detectors for ingress may vary based on attendance. The Stage Door entrance may also employ a metal detector at the venue or tour's discretion.
- All personnel administering the metal detectors, screening bags, and providing venue security will be an additional charge to the Promotor or Licensee.
- San Diego Theatres does not permit firearms in the venue (Back or Front of House) at any time, licensed or otherwise. Exceptions can be made for security or police officers only with the advance notification and

SAFETY & SECURITY SERVICES - CONT.

approval from the Public Safety Manager. Approval is at the complete discretion of San Diego Theatres' management upon prior notification.

- We request all shows provide a list of names for backstage access. Additionally, all road crew or vendors should wear visible access laminates.
- Security Services will be performed by trained personnel to include San Diego Theatres' staff as well as staff provided by an external security firm. San Diego Theatres has sole discretion as to the hiring of any external security providers contracted for events at the Civic or Balboa Theatres.

For detailed information regarding event Safety and Security, please discuss with the Public Safety team during your advance.

SEAT REMOVAL

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

TICKETING SERVICES

San Diego Theatres provides full-service ticketing operations exclusively on the Ticketmaster & Ticketmaster Archtics platform. This includes the creation of event(s), and ongoing maintenance throughout the life of event(s).

In-person ticket sales are available on event days, and customer service is provided through the San Diego Theatres website. For tickets purchased via Ticketmaster.com, the ticket buyer will be assessed a per ticket convenience charge. All tickets, regardless of how they were purchased, are assessed a Facility Fee of $4.00 per ticket.

All tickets must be processed through San Diego Theatres' Ticket Office and its full distribution network.

THANK YOU