

SAN DIEGO THEATRES VENUE REGULATIONS

EFFECTIVE JULY 1, 2024

SAN DIEGO THEATRES
CIVIC & BALBOA

updated 2.13.2024

SAN DIEGO THEATRES VENUE REGULATIONS

San Diego Theatres (SDT) welcomes the opportunity to work with you and to make your event a success. Please read the following regulations carefully. The regulations outlined below apply to all events at the San Diego Civic Theatre and 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 accessibility accommodations. These include, but are not limited to wheelchair ramps, elevator standards, door width standards and rest room accessibility. San Diego 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.

AIR CONDITIONING AND HEATING

Air-conditioning and/or heating will be provided during the hours outlined in the license agreement. Special requests for air conditioning and/or heating during non-event periods are best made in advance and may be charged at the prevailing rate.

ALARMS

In the event an alarm goes off, San Diego Theatres' staff does not deactivate the alarm until the proper emergency response team is on-site, verifies the cause of the alarm and then deactivates the alarm. Our venues operate at a maximum safety level to ensure life safety.

In case of an emergency following an alarm, San Diego Theatre's event staff will meet with tour

ALARMS-CONT.

personnel to determine the best course of action. In certain situations, SDT staff may need to make announcements over the venues' public address system and provide direction to everyone in the facility. Please listen and follow the directions. Any actions independent of emergency or agreed upon protocols will increase the hazard and will put you and your attendees at risk.

ANIMALS

With the exception of guide, signal or service animals, pets and companion non-service animals are not allowed in the facility without prior approval from San Diego Theatres Production Services. Approval is based on whether the animal is legitimately part of a show, or activity requiring the use of animals. If allowed, Licensee is ultimately responsible for the sanitary needs of the animals. Additional cleaning fees may be assessed.

BALLOONS

Helium and Mylar balloons are prohibited in the San Diego Theatres' venues. Helium balloons distributed outside the facility shall not be permitted inside the building. Additionally, helium balloons may not be released into the outside environment from the premises of the Theatre.

BROADCASTS AND RECORDING

There is an additional fee for broadcasts and recording. Details and associated fees are available from the Productions Services department.

CANNABIS & CBD

Under the San Diego Municipal Code (SDMC), no marijuana (means all parts of the Cannabis sativa L., whether growing or not; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture or preparation of the plant, it seeds or resin) or marijuana products (means cannabis that has undergone a process whereby the plant material has been transformed into a concentrate, including but not limited to, concentrated cannabis, or an edible or topical product containing cannabis or concentrated cannabis and other ingredients) can be sold or distributed unless they are sold from a licensed

CANNABIS & CBD-CONT.

marijuana outlet. CBD oil is regulated under the SDMC because it is made from a portion of the cannabis plant. Sales and sampling are prohibited on-site at the venue.

CATERING

Backstage catering, including food and/or beverages provided for visiting company personnel, stage crew, backstage receptions or related events must be provided by our exclusive Food and Beverage provider, SODEXO Live!. This includes all alcoholic beverages. Details are available from the Productions Services department.

COPYRIGHTS AND PROPRIETARY MATERIAL

ASCAP, BMI, SESAC, dramatist fees, copyright license fees, patents fees, or any other fee attached to copyrighted or proprietary material are Licensee's responsibility. San Diego Theatres is not responsible for any violation or infringement rights of any materials. Details can discussed with San Diego Theatres Programming department.

DECORATIVE MATERIAL

Nothing may be taped, nailed, stapled, tacked or otherwise affixed to ceilings, walls, painted surfaces, fire sprinklers, columns, doors or windows. Details regarding the appropriate displaying methods in the venues are available during the Event Services advance. Damages resulting from the improper use of these materials will be charged directly to Licensee.

DRONES

Limited drone usage is permitted inside San Diego Theatres venues. Drones are not permitted to fly on the outside perimeter of the building without prior FAA authorization. For additional information, contact Production Services.

ELECTRICAL SERVICES

San Diego Theatres requires all electrical work and attachment to disconnect switches, panels, motor control centers, panel boards, and other controlled electrical equipment be performed by IATSE stagehands or San Diego Theatres Engineering staff. For electrical services beyond our standard available distributions, our Production Department will provide associated cost estimates.

EQUIPMENT RENTAL

San Diego Theatres maintains a limited inventory of production and lobby equipment. Current prices can be found in our Services and Fees brochure. Please let the Production and Event Services teams know what your needs are as soon as possible. When the inventory is exhausted, Licensee must make arrangements for additional equipment at its own expense.

EXCLUSIVE SERVICES

See your license agreement. If your event requires additional services, please contact the Programming department. They will direct your inquiry to the appropriate San Diego Theatres team who may be able to assist you.

FIRST AID

San Diego Theatres requires first aid services at event at the Licensee's expense. SDT will provide an approved vendor for coverage during events. Licensees may employ additional first aid services.

FOOD AND BEVERAGE

San Diego Theatres has an exclusive partnership with Sodexo LIVE! for all food and beverage, concessions, and catering needs at our venue. Outside food is not permitted without expressed permission from Sodexo LIVE!. Third Party distribution of food or beverage products is not allowed without expressed permission from the venue and Sodexo Live!. Please see our Rates and Service brochure for additional details.

Any alcohol to be consumed either backstage, in the Dressing Rooms, or on premise must be purchased through SODEXO Live!. Additional details are available from Production Services or Sodexo Live!.

FREIGHT DELIVERIES

San Diego Theatres is not able to accept advance deliveries or freight. Freight or materials, including overnight freight services, are not accepted prior to the contracted move-in date. Delivery address should reference the name of the event.

GAS BOTTLES

Non-flammable gas bottles must be securely fastened to a carriage or to a fixed location at all times, and may be subject to Fire Marshal review.

GENERAL PRICING INFORMATION

The Services and Fees brochure is available to assist with the preparation of an event. Pricing and information regarding ancillary services are included.

EVENT SERVICES

Event Services staff for ushering, access control, and client assistance are provided for all events at a rate determined in the License Agreement. Additional staffing is available at billable rates. It is at San Diego Theatres' discretion to determine the minimum number of Event Services staff required for all events. Please contact the Event Operations team for additional information.

KEYS

Should you require keys for the dressing rooms, please advise our Production Department. There will be a $25 per key fee assessed for any key that is not returned.

LICENSE AGREEMENT

The San Diego Theatres' License Agreement is the governing document for an event at the Civic Theatre or the Balboa Theatre.

Licensee is responsible to provide a valid Certificate of Insurance with endorsements as required by the License Agreement. The Certificate of Insurance must be submitted to the Programming Department according to the due date outlined in the License Agreement. If the proper documents are not submitted, the Licensee will not be allowed access to the venue.

The term of the License agreement ends at 11:59pm or at the end of the load out, whichever is later. At that time, the venue will close, and all persons related to the event must exit the building.

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LOADING DOCK

The Civic Theatre loading dock is available for the loading and unloading of trucks. The Balboa Theatre does not have a loading dock, and production-related vehicles are unloaded and stored on the street. Please contact the Production Services team for additional information.

LOST, LEFT BEHIND OR ABANDONED ARTICLES

Our staff makes every effort to ensure items left behind can be retrieved or returned to the proper party. Please note that unclaimed items will be disposed of within thirty (30) days.

MERCHANDISE FEE (NOVELTIES)

Licensee shall not sell any concession or merchandise items without the prior written approval of the San Diego Theatres. Please refer to license agreement for specific details, requirements and fees. Please contact our Event Operations team for more information.

PARKING

San Diego Theatres does not provide parking for event-related, private vehicles. On-site, private vehicle parking at the San Diego Civic Theatre is available in the adjacent above ground 1,100 space garage. Parking is available at the Campus at Horton Parking for the Balboa Theatre. Daily rates apply. Off-site, private vehicle parking is also available at numerous parking lots located nearby.

PRODUCTION STAGING SERVICE

Production and staging for events require the services of IATSE personnel at Licensee's expense. The Production Services department is available to assist in planning, coordinating and facilitating all aspects of event production and staging. All IATSE labor calls must be placed through our Production Services department.

PUBLIC SAFETY AND EVENT SECURITY SERVICES

Production Safety

- Licensees, the Production, and contractors must comply with all federal, state and local fire and building codes that apply to public assembly facilities. Depending on the type of event, the number of attendees, or use of pyrotechnics, some events may be required to have a Fire Marshal on duty at Licensee's expense.

- All equipment must be UL approved. Extension cords shall be three-wire with ground and shall service one appliance or device. Multi-plug adapters must be UL approved and have an overload internal circuit breaker. Spliced wires are heat generators and are, therefore, prohibited.

- The use of welding equipment , open flames, candles or smoke emitting devises or material is prohibited. Exceptions may be made with prior approval by the Fire Marshal.

- All display materials must be fireproof according to California Fire codes. A fire retardancy certificate of the display materials must be posted or readily available.

- Exits, entrances, air supply vents, ramps, sidewalks, hallways, stairways, elevators, escalators and aisleways must be kept clear at all times. Exit signs must be kept visible at all times. Fire extinguishers, pull alarms and first host cabinets must be kept clear at all times.

- Sufficient access and working space as indicated by the National Fire Protection Associate (NEC Table 110-16a) shall be provided and maintained around all electrical equipment to permit ready, safe operation and maintenance of such equipment. Limited spray painting may be allowed on premises under controlled conditions at designated location and with advance approval. Please contact Production Services for specific information.

Facility Security and Access Control

- San Diego Theatres retains control of all public spaces including lobbies, docks and all perimeter areas. All open doors to the venues are staffed.

PUBLIC SAFETY AND EVENT SECURITY SERVICES-CONT.

- All production or promoter staff, or individuals related to the event, must always provide proper credentials to enter the venue.

Event Security Services

- San Diego Theatres will provide security services for access control at rates provided in the License Agreement. This includes screening through walk-through metal detectors for all guests.

- Additional services may be requested. Any services requested will be an additional cost to the Licensee at the current billable rates.

- Security contractors hired directly by the Licensee must provide liability coverage that protects San Diego Theatres against any loss.

San Diego Theatres reserves the right to eject disorderly persons disrupting an event and/or the conduct of business, or who is not complying with any of the safety and security regulations listed above.

PYROTECHNICS/LASERS

A special permit is required for the use of pyrotechnics and/or lasers. Each situation must be individually pre-approved by San Diego Theatres and the Fire Marshal. If approved, the use of pyrotechnics and/or lasers will be strictly controlled, continuously monitored and will require state-licensed technicians on-site and associated insurance.

For additional information or questions, please contact the Public Safety team.

RIGGING

IATSE will provide the labor for all rigging points for an event, show and production hanging. The client will provide, prior to the event, a rigging plot of the points they wish to use. The associated costs for rigging and restoration will be determined from this information. Please direct all questions to the Production Services Department.

SALES AND USE TAXES AND LICENSES

See your license agreement.

SMOKING

The San Diego Civic Theatre and historic Balboa Theatre are non-smoking facilities. By state law, and in the interest of public health, our Venues have adopted a non-smoking policy including all electronic and/or vaping devices. There are areas outside the building where smoking is permitted. Individuals who do not comply with this policy may be ejected from the venue.

TICKETING

San Diego Theatres Ticketing Office operates on an exclusive basis for all ticketed events at both venues. San Diego Theatres manages the Ticket Office and a full range of ticketing services are available. All tickets for events must be processed through San Diego Theatres' ticketing platform. Under specific stipulations and with prior approval, a client many be authorized to issue their own season and/or group tickets.

TRUCK MARSHALLING

Truck marshalling arrangements are made through the Production Services Department. With sufficient prior arrangements, some temporary street parking may be available for the load in and load out. Once a truck has been unloaded or loaded, it will leave the premises. No vehicles will be left on the Theatre loading dock overnight.

VEHICLES ON DISPLAY

Vehicles on display must observe the following rules:

- No more than ¼ tank of gas
- A locking gas cap or tape over the gas cap
- Both battery cables disconnected
- A drip pan under the vehicles' drive train (motor to differential)
- Keys delivered to event security
- Vehicle motors need to be silent after set-up
- Refueling is prohibited in the facility
- Floor plans must indicate where vehicles are to be located

WASTE DISPOSAL

Licensee is obligated to pay the cost of all production-related trash hauls. Licensee is responsible for proper and regulated disposal of any and all toxic or biohazard goods, materials and substances, and must comply with all applicable laws. Please note that California has strict policies with regard to regulated waste disposal. If someone associated with your event ignores regulatory mandates, it is Licensee's responsibility. Please ask the Production Services Manager for the cost of trash, hauls, names of local providers who handle toxic and/or bio-hazardous substances/materials.

WEAPONS

Weapons, including firearms, are prohibited in all areas of San Diego Theatres venues. The only exception is active-duty law enforcement.

LAST NOTE

Every event is different, and these Regulations cannot conceivably cover every possible scenario. San Diego Theatres reserves the right to determine the necessary considerations or stipulations on an as-needed basis. Our sole effort is to insure the success of your event and safeguard the safety and experience of all our visitors. We know that you will appreciate our efforts.

THESE REGULATIONS ARE SUBJECT TO CHANGE.

THANK YOU