



## FEES & VENUE INFORMATION

*Rates effective for events that take on/after January 1, 2025 - rates are subject to change.*

### **1. Theater Rental**

Minimum of six (6) hours required per rental day. Please inquire about options for events under six (6) hours.

- **Non-Profit Organizations\* & Westminster Residents**
  - **\$235.00/hr.\*** for the first six (6) hours
  - **\$210.00/hr.** each subsequent hour

*\*Proof of non-profit status or Westminster residency must be noted at the time of submitting Rental Application Form. Your organization's 501(3)c number filed with the State of California will serve as proof of non-profit status.*

- **For-Profit Organizations**
  - **\$315.00/hr.** for the first six (6) hours of each day in venue.
  - **\$267.50.00/hr.** each subsequent hour

Above Rates include:

- Use of auditorium (backstage areas, tech booth, and 398-seat house)
- Use of lobby (public space, shared with Banquet Halls)
- House light plot, basic sound, and two (2) wireless handheld microphones
- One (1) Technical Director

### **2. Facility Maintenance**

- **\$250.00** for the first (1st) Rental Date + **\$75.00/day** thereafter

### **3. Labor**

- Mandatory Minimum Labor Rate:
  - **\$136.50/hr.** for the first eight (8) hours
  - **\$204.75/hr.** thereafter starting on the ninth (9th) hour, through the the twelfth (12th) hour
  - **\$273.00/hr.** thereafter, per each subsequent hour
- Labor Rate includes three (3) Rose Center Theater Staff: One (1) Stage Manager, (1) additional Theater Technician, & One (1) House Manager
- **Each additional Technician** requested is billed to the Rental Client at a rate of **\$28.00/hour**
- **Each additional Front of House** person is billed to the Rental Client at a rate of **\$23.00/hour**



## Equipment Rental Rates

<u>DESCRIPTION</u>	<u>RATE</u>
Kawaii Concert Grand Piano	\$150/day
Follow Spot (max 2)	\$150/day + Operator Labor
Wireless Handheld Microphone	\$35/day per microphone
Lavalier Microphone	\$50/day per microphone
Side Light Trees	\$200 Set Up Fee + \$50/day
High Lumen Projector	\$650/day
Gaff Tape	\$50/roll
Fogger (max 2)	\$100/each/day + \$60 liquid

Please contact us regarding quantities and availability.

## Venue Features

- Modern facility with 398-seat auditorium
- 40' wide x 30' deep x 21' high expansive stage
- Two (2) Chorus Dressing Rooms each with own restroom, One (1) shared Make Up Counter adjoining both Dressing Rooms; Backstage capacity of 50 persons.
- State-of-the-art sound and lighting
- Parking
- Use of designated lobby areas, and various other designated spaces in and around the venue
- Centrally located between the 405 and 22 freeways

## Box Office & Ticket Sales

If tickets are to be sold to the public for an Event, Renter may choose to contract use of the Rose Center Theater's Ticketing System, **BookTix**. The Renter will also have the option to manage their own ticket sales.

<b><u>ITEM</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>RATE</u></b>
Box Office Set Up	Custom event link with dedicated show page	\$200 set up
RCT Handling Fee	A fee applied to each ticket processed, and billed to Rental Client	60¢ per ticket
Sell Your Own Tickets	You may choose to sell your own tickets using your own preferred box office platform.	\$100 per performance fee
Event Listed on RCT Website	Get more exposure to your event by listing it on the Rose Center Theater website ( <a href="http://rosecentertheater.com">rosecentertheater.com</a> )	Optional

## BookTix Fees

<b><u>ITEM</u></b>	<b><u>Fee</u></b>
Tickets	$\$0.90 + \text{Ticket Price} \times 3.75\% = \text{Total Fee}$

Note regarding BookTix Fees: Renter may opt to pass along BookTix fees to patron.



## **BOOKING THE VENUE**

All bookings are at the discretion of the Managing Director and will be based on venue availability. Prices and availability are subject to change.

1. Contact Us\*: Confirm an available rental date with our staff.
2. Once a date has been confirmed, you will receive a Rental Application Form to submit important details about your event. Your date(s) will be reserved for up to two (2) weeks from being sent the Rental Application Form.
3. Sign & Return Event Proposal with Deposit\*\* to secure dates.
4. Sign Contract & Make Final Payment: Make payments based on payment plan set up at time of reservation, and sign/return contract.
5. A refundable \$1,500.00 Security Deposit will be required of all events.
6. Have your event!

\*Contact us by filling out the Rental Inquiry Form: <https://www.rosecentertheater.com/rentals>

\*\*A non-refundable, non-transferable deposit of the larger between \$1,225.00 or 20% of the Event Estimate is required to secure any date/s. This deposit will be applied as credit towards your Event's balance. An security deposit may be required to insure the theater is not damaged by load-in and load-out of any outside sound our lighting packages/equipment.

## **INSURANCE SPECIFICATIONS**

- All Renters must provide a 'Certificate of Insurance' to be permitted inside the venue for their Event.
- Insurance policy must reflect a minimum \$1 million Per Incident, and \$2 million Aggregate.
- Rose Center Theater 14140 All American Way Westminster, CA 92683 must be named as Additional Insured.
- The Policy must show Effective Policy Dates that fall within the Date(s) of the Event.
- The Policy must reflect the names of the Rental Contract Holder, Organization Name, and Address as displayed on the Agreement.



## TECHNICAL SPECIFICATIONS

### Stage

- Grid Height: 22'6"
- Curtain Track Height: 23'
- Proscenium Width: 41'
- Acting Area: 41' wide X 28' Deep
- Apron Depth: 13'6"
- 1 Main Curtain
- 1 Mid Stage Traveler Curtain
- 1 Up Stage Traveler Curtain
- 1 CYC, 22'5" High by 62' Wide (64 total clips, uses 33)
- 4 Wings
- 2 Curtain or Drop Tracks
  - 1 just down stage of Mid Traveler, 1 just up stage of Mid Traveler
  - 1 just down stage of Up Stage Traveler, 1 just up stage of Up Stage Traveler

### Lighting

- 1 ETC ION Lighting Console
- 2 Spot Lights
- Light Plot Description Available on request (VectorWorks)

### Sound

- 1 QL5 Sound Console
- Aux cable to connect mp3 devices, computers, etc.

### *Speakers*

- HL, HLC, HRC, HR are JBL Pro AM 6215/95's (hung)
- HL, CS, HR Delay Speakers are AM 4212/00's (hung)
- 2 Acoustic Model 808 Sub Woofers (permanent install)
- 2 Crown K2 Balanced Amps for Main Speakers
- 2 Crown K1 Balanced Amps for Delay Speakers and Subs
- 2 Crown K1 Balanced Amps
- 4 EAW SM200 IH Monitor Wedge Speakers (permanent install)

**Note Regarding Technical Equipment:** All Rose Center Theater equipment will be operated by in-house staff, only.







# PARKING INFORMATION

Patrons may park in the City structure located directly across the street. Entrance to the City's parking structure can be found off of 13th Street. \*Parking is free of charge after 5:30 PM Monday through Friday, and all day Saturday and Sunday. There are also a limited number of free spaces\*\* located in the County Court Parking lot at the corner of 13th Street and All American Way. For patrons with ADA parking placards, parking spaces can be found directly in front of the venue. Please read all parking signs for up to date costs, hours, and information.

*\* After July 1, 2024: All parking in the structure is \$2 per hour, and \$8 per day.*

*\*\* Regarding County Court Parking Lot: Free parking only available during non-operating court hours.*





## FAQ

### **How do I reserve a date for my event?**

Reservations for use of the Rose Center Theater are recommended at least six (6) months in advance of the actual event date(s). A tentative reservation will hold a date(s) for two (2) week. A confirmed reservation is completed upon the receipt of the signed Event Proposal and the Non-Refundable Deposit. After the two (2) week “hold,” the reservation will be removed if the reservation has not been confirmed with a deposit.

### **How do I confirm my rental?**

Before your rental date can be confirmed, the following will be required:

- Signed Event Estimate
- Deposit in the amount of the larger between \$1,225.00 OR 20% of the Event Estimate’s total. Deposit is non-refundable and will be applied as a credit to the total balance.

### **My Event is only four (4) hours for my Event. Can I schedule the facility for four (4) hours?**

The minimum rental time for the Rose Center Theater is six (6) hours. This will allow sufficient time to load all props, costumes and set pieces. Remember, if there are any special sound or lighting needs, our technicians will need time to setup and prepare for your show. Even if your event is four (4) hours, you would need to book the facility for six (6) hours. Specific exceptions may apply for certain events. Contact us for details.

### **Can the Rose Center Theater Box Office sell tickets to my production online?**

Yes. There is a Box Office ticket setup fee and a per ticket handling fee billed to the Rental Client. These fees are in addition to the fees that may be billed to patrons. If you plan to contract Box Office Services, note it on your Rental Reservation Form. A \$100 per performance fee will be billed if renter chooses to handle their own box office.

### **How many front of house staff do I need?**

Each event comes with one (1) House Manager. It is recommended that Rental Clients provide at minimum two (2) of their own staff/volunteers to assist the Rose Center Theater’s House Manager with ticket check-in, and various other front of house duties. Each additional front of house staff requested is billed to the Rental Client.



## **FAQ (cont.)**

### **What types of events are not suited for the Rose Center Theater?**

Vocals for highly amplified music groups, vocal programs with booming bass, or any type of excessively loud performance (over 90db). For this type of use, the renter should have a sound professional provide their own suitable temporary sound system along with a qualified operator. **An additional security deposit may be required to insure the theater is not damaged by load-in and load-out of any sound system.**

### **How many technicians do I need?**

The minimum required technicians for each day of an event is three (3), which come included with the Rental Fees: One (1) Lights, one (1) Sound, and one (1) Stage Manager. This will allow each technician to concentrate on your specific needs for each performance. Each additional technician requested is billed to the Rental Client.

### **Can I bring in technicians to work my show?**

Yes. Remember that each technician you bring in will work in tandem with the Rose Center Theater's technician. Only authorized Rose Center Theater technicians are permitted to operate or move equipment.

### **Can we serve refreshments/concessions?**

Yes. If you choose to sell your own concessions you must use your own concession inventory and adhere to the below guidelines. If you would like to provide refreshments beyond these guidelines, you will need to contract this through Jay's Catering. Please note that due to Covid-19 there may be restrictions regarding concession sales. Please inquire for more information.

- All food items must be individually packaged, and factory sealed. No home-made, or store bought and repackaged food items, will be permitted.
- All food item packages are limited to no more than 1.5 oz. per package. (i.e. "Snack Size")
- Tiny candies such as M&M's, Skittles, Reese's Pieces, or similar, and gummy and sour candies such as Sour Patch Kids, Gummy Bears, Gum, or similar, are not permitted.
- Approved food examples individual bags of chips, cookies, crackers, granola bars, and similar.
- Beverages may not be poured into individual cups or containers and served. Ice and Ice Chests/Coolers for chilling and storage are not be provided.
- All beverage items are limited to no more than 8 oz. per bottle/can. (i.e. "Cocktail Size")
- All beverage items, other than cans, must have a twist cap or pop top.

### **Can we promote our Event at the Rose Center Theater?**

Marketing promotion of a theater rental is not permitted on property.