PALOS VERDES PERFORMING ARTS
Norris Theatre 27570 Norris Center Drive, Rolling Hills Estates, CA 90274
Phone: 310-544-0403 Fax: 310-377-2997
www.palosverdesperformingarts.com

Palos Verdes Performing Arts
Norris Theatre Use Guidelines

Thank you for your interest in the Palos Verdes Performing Arts (PVPA) – Norris Theatre. The staff is dedicated to making every effort to ensure the success of each event held in our facilities. The following PVPA Theatre Use Guidelines for the Norris Theatre have been developed to assist you (Licensee) in planning your event.

General Rules and Regulations

Authorized Areas – Licensee will have access to only those areas specified in the Rental Contract.

Licensee (responsible party) – As identified on the Rental Contract, must be present for the entire reservation and will accept full financial responsibility for damage and/or missing property.

Food & Beverage – No food or drinks are permitted inside the theatre at any time. Alcoholic beverages are prohibited in backstage areas.

Smoking – Palos Verdes Performing Arts Norris Theatre is a non-smoking facility. There are ashtrays located just outside facility entrances for the convenience of your guests who smoke.

Safety – Shoes must be worn at all times in all areas inside and outside the theatre. Without exception.

NCPA Policies – Licensee is responsible for informing all guests of PVPA policies and procedures.

EVENTS

Services included in rental fee – The basic rental fee includes normal overhead lighting, heating/air conditioning, plus any other equipment as designated by the Rental Contract and/or approved Facility Use Application.

Overtime Charges – Licensee will be charged time and one-half of hourly technical and/or event coordination fees for any extended period not specified on contract.

Required Personnel – Event coordination and/or technical staff are mandatory for each event held in PVPA facilities. The number of personnel required for each individual event will be determined by the Technical Director at the Production Meeting. PVPA staff use is charged at an hourly rate throughout the duration of the Rental Contract period.

Concession Sales – No sales, distribution of merchandise, or special services are allowed without the prior authorization by PVPA management.

Animals – No live animals are allowed in the theatre facility without the express prior written authorization by PVPA management.

Authorized areas of facility use – Allowable areas of use by the Licensee are restricted to and include: The lobby of the theatre, the Green Room, the Garden Room, stage areas, dressing rooms and restrooms located in the basement dressing room area.

Entrance to the facility – Licensee and scheduled performers only are allowed to enter through the Green Room / artists' side theatre entrance.

Recording devices – No cameras, recorders, or video cameras are allowed, without prior authorization. Flash photography is generally prohibited without Licensee consent.

Event performances – The front doors to the theatre open 45 minutes prior to 'curtain time' of scheduled performances. The interior doors into the theatre are opened upon request of Licensee or at the discretion of the PVPA House Manager.

Event Promotion – No advertising materials may be displayed in the interior or exterior or in any other location of the facility without prior authorization and content approval from PVPA management – *without exception*.

Advertising – All fliers, posters and show program information must be approved a by the PVPA management prior to being printed and distributed. It must be clearly stated that the PVPA is not producing or presenting licensee events.

TICKETS

Any Lessee desiring to charge an admission fee and/or distribute tickets must use the PVPA Norris Theatre Box Office. Only PVPA tickets will be accepted for admission to the event.

For purposes of crowd control, PVPA tickets are required for all performances, fundraising events, and/or other special. For such events, each person attending, regardless of age, must have a ticket. It is the responsibility of

the Lessee to ensure that all special guests, participants, performers, etc. are included in the overall ticket count.

If special guests, press, etc. are to pick up tickets upon arrival to the event, Lessee must provide PVPA staff with a Guest List in advance. Lessee must also provide a representative at entrance to handle ticketing questions or problems.

PAYMENT OF FEES

The Lessee must pay all fees to PVPA by cash, check, money order or credit/debit cards. Visa and MasterCard are accepted.

A $1,000.00 deposit (non-refundable after 30 days) is required at the time the reservation is made in order to hold the date(s) for use of the facility and to serve as a security deposit.

All charges outlined in the Rental Contract must be paid on time. Failure to pay estimated fees by the due date may result in cancellation of Lessee's reservation.

If for any reason an event is cancelled by the Lessee, refunds of advance deposits shall be made only with prior written approval of PVPA Management. Written notice of cancellation must be submitted to PVPA Management. In the event Lessee provides notice in writing of cancellation less than ninety (90) days in advance of the first day of the Rental Contract period, any fees paid up to the date of receipt by PVPA of notice of cancellation shall not be refundable.

If you have any questions regarding these guidelines, please call the Theatre Rentals Manager, Jason Sluyter at 310-544-0403, Ext. 222.

SIGNATURE

I have read and understand the preceding Guidelines for use of the Norris Theatre. I agree to abide by these Guidelines at all times during my Rental Contract with the Center.

_____ _____

Signature Print Name

_____

Date