



**PALOS VERDES**  
**PERFORMING ARTS**  
NORRIS THEATRE

Thank you for your interest in renting the Palos Verdes Performing Arts, Norris Theatre . Established in 1983, the 450-seat theatre offers tiered seating with outstanding visibility from any seat in the house. The state-of-the-art theatre is equipped with advanced sound and lighting technology, managed by a professional tech and operations crew. In addition to PVPA's professionally produced season, the Norris Theatre also rents its facility and hosts many special events and performances for its community members and various performing arts organizations each year.

### **Renting the Norris Theatre:**

#### **Step 1: Email [rentals@pvperformingarts.com](mailto:rentals@pvperformingarts.com) to check availability, and answer the following:**

- What are your preferred rental dates? (1st, 2nd, and 3rd choice)
- What type of event is this?
- Is this a ticketed event?
- Would you like to schedule a tour?

#### **Step 2: Secure your Theatre Rental Dates:**

- Submit attached Theatre Reservation Form along with a Non-Refundable Booking Fee of \$1,000.
  - The Non-Refundable Booking fee will be applied to your Facility Rental Fee.
  - Non-Profit Organizations MUST provide a current copy of 501c (3) status form. (if applicable)
  - Payment Accepted: **Checks only** – made out to Palos Verdes Performing Arts or PVPA
  - Deliver or mail checks: 27570 Norris Center Drive Rolling Hills Estates, CA 90274

#### **Step 3: Complete a Facility Use Application (FUA)**

- The FUA must be completed and returned prior to scheduling a production meeting.
  - The FUA details the events technical and ticketing needs.
  - PVPA approval must be obtained prior to printing promotional materials or selling merchandise.
  - Email the completed FUA to [rentals@pvperformingarts.com](mailto:rentals@pvperformingarts.com).

#### **Step 4: Schedule a Production Meeting**

- A Production Meeting, held at least 8 weeks prior to your event, is scheduled with the Renting Party, as well as PVPA's Technical Director and Box Office Manager.
  - a. **Theatre Rental Contract** will be drawn up for review, signature, and payment. Rental fees include: Non-Refundable Booking Fee, Facility Rental Fee, Additional Options (if selected), Security Deposit (refundable), and Required Personnel Estimated Labor Charges.
  - b. **Payment of Contract Fees** will be collected. (Checks only, made to PVPA)
    - Tickets will not go on sale prior to a signed contract, completed FUA, and payment.
  - c. **Certificate of Liability Insurance** covering up to \$1,000,000 must be provided.
    - PVPA must be named as 'other insured' on policy for the specific event and dates of rental.
  - d. **Broadcast Music, Inc. (BMI) License** must be obtained by renter, or pay 1.2% of gross box office sales for the use of PVPA's BMI License.

## NORRIS THEATRE RENTAL RATES

### Monday - Thursday Rentals

8-Hour Rehearsal Rental: \$935  
8-Hour Performance Rental: \$1,155  
12-Hour Rehearsal Rental: \$1,375  
12-Hour Performance Rental: \$1,760

### Friday - Sunday & Holiday Rentals

8-Hour Rehearsal Rental: \$1,265  
8-Hour Performance Rental: \$1,540  
12-Hour Rehearsal Rental: \$1,760  
12-Hour Performance Rental: \$2,200

### Non-Profit - 501(c)3 Rates

#### Monday - Thursday Rentals

8-Hour Rehearsal Rental: \$605  
8-Hour Performance Rental: \$770  
12-Hour Rehearsal Rental: \$880  
12-Hour Performance Rental: \$1,100

#### Friday - Sunday & Holiday Rentals

8-Hour Rehearsal Rental: \$770  
8-Hour Performance Rental: \$935  
12-Hour Rehearsal Rental: \$1,100  
12-Hour Performance Rental: \$1,375

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### Percentage of Sales:

*\*No more than 45 complimentary tickets allowed per performance.*

- Minimum \$850 or 15% of total sales per show (whichever is greater)
- 50 cents charged per ticket (including complimentary tickets)
- \$10 Per Ticket Facility Fee will be added to the admission price to be paid by the patron
- Non-Ticketed Event Charge: \$2,000 (per show)

### Event Fees & Additional Options:

- Booking Fee: \$1,000 Non-Refundable
- Security Deposit: \$1,000 Refundable if no damages or additional charges
- Technician Labor Fee: (minimum of 3 techs required) Ranging from \$45 - \$65 per hour
  - Overtime starting at \$67.50. Double-time starting at \$90.
- House Manager: \$40 per hour (\$60 OT - \$80 DT)
- Overtime Charge: \$300 per hour
- Intermission Waiver Fee: \$250 per show
- Merchandise Commission Fee: 20%
- Post-Show Reception Fee: \$850 per event
  - If catering food costs exceed \$3,000, a 10% catering cost will be charged
- Piano Use Fee: \$100 per day
- Piano Tuning: \$250
- Marley Dance Floor: \$350 per installation
- Wireless Microphone Use Fee: \$60 handheld/lapel or lavalier each per day
- LCD Projector Use Fee: \$350 per day
- Acoustic Shell: \$100 per set up

## THEATRE RESERVATION FORM

Reservations for the Palos Verdes Performing Arts, Norris Theatre are accepted based on availability and PVPA approval. A signed Theatre Reservation Form along with a Non-Refundable Booking fee, paid via personal check or money order (made to PVPA), is required to reserve a date.

Organization or Group Name: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Non-Profit:  Yes\*  No **\*Proof of 501(c)3 is required to be submitted with this form.**

**Rental Date(s) Requested:** \_\_\_\_\_

**Non-refundable Booking Fee: \$1,000 (applied to Facility Rental Fee)**

**Check #** \_\_\_\_\_ Payable to: Palos Verdes Performing Arts or PVPA

### AGREEMENT:

To book an event at the Norris Theatre, you must agree to adhere to the following:

- Submit the Non-refundable Booking Fee of \$1000.00 via check or money order with this form.
  - Non-Profit Organizations MUST provide a current copy of 501c (3) status form. (If applicable)
- A Facility Use Application (FUA) must be completed and returned prior to production meeting.
- Schedule a Rental Production Meeting at least 8-weeks prior to the event.
  - a. **Theatre Rental Contract** will be drawn up for review, signature, and payment.
  - b. **Payment of the Contract Fees** will be collected at production meeting.
    - Tickets will NOT go on sale prior to a signed contract, completed FUA, and payment.
  - c. **Certificate of Liability Insurance** covering up to \$1,000,000 must be provided.
    - PVPA must be named as 'other insured' on policy for the specific event and dates of rental.
- Cancellation Policy: All payments, except for the security deposit, are non-refundable. If you cancel your event, you forfeit ALL payments made prior to the time of cancellation. A change of date is considered a cancellation.

**PVPA reserves the right to terminate the rental agreement if any of the above requirements are not met. By signing this form, you acknowledge the terms and conditions listed herein.**

\_\_\_\_\_  
*Print Name and/or Organization*

\_\_\_\_\_  
*Signature and Date*