

## Whittier Center Theatre Information

The Whittier Center Theatre is located at 7630 Washington Avenue. This facility is available for viewing by appointment, Monday through Friday, 9 a.m. to 12 noon. This facility is available with approval of the Community Services Department and the availability of supervisory personnel.

### Rental includes:

#### Stage:

- 1 small lockable room offstage for storage, props, quick changes, etc.
- 2 large dressing rooms backstage (1 men's, 1 women's).
- 2 restrooms adjacent to dressing rooms

#### Auditorium-Capacity

- 400 seats plus wheelchair access, total 406

#### Foyer:

- Restrooms
- Box Office

#### Does not include, but is available for an additional fee:

- Kitchenette/Concession area (equipped with refrigerator, microwave and sink)
- Stagecraft area

Theatre Equipment: The City owns various theatre equipment that is available for rental. Please see the Fee Schedule for equipment and costs.

### Center Theatre staff requirements for facility rental use:

All rentals require two staff for all time in the theatre, one additional staff for all performances. Additional staff may be required depending on the expected attendance, amount and age of cast members and if the Community Center is closed (i.e. weekends and holidays).

Each rental should allow at least one rehearsal with a three-hour minimum, and all required Center Theatre staff must be there with the exclusion of the house manager.

Depending on the production needs of the event, the following Center Theatre staff is required:

- All productions, meetings, special events require: One stage manager and one assistant manager.

- Events/productions with minors performing and productions using the fly system may require: One additional assistant stage manager.
- All meetings, special events and performances utilizing specialty sound equipment and/or having extensive sound cues require: One sound operator
- All meetings, special event, and performances needing extensive usage of the follow spot require: One follow spot operator
- All performances require a house manager to insure no food or drink is allowed into the theatre and provide crowd control.
- All events require one hour with the technical director.
- All performances require a lighting setup fee, which entails four hours.
- Piano is available, but may require tuning at renter's expense.
- All productions will be charged a maintenance use fee.
- All concessions must be sold out of the concession stand. Concessions sales outside the concession stand must be approved by the Director of Community Services.
- Any requests for equipment outside of the theatre will be charged according to the facility policy.
- A cleaning/repair fee will be charged for the use of City facilities if the theatre is not left presentable and if there is any property or equipment damage.

#### Theatre Rental:

Rehearsals: A minimum of three (3) hours per rehearsal is required.

Performances, meetings and special events: A minimum of four (4) hours is required.

#### Theatre Rules and Regulations:

- All groups will be required to meet with the Center Theatre technical director and supervisor to discuss their production needs that may include facility usage, snack bar setup, lighting, sound, set design, training of cast and crew members and theatre policies.
- Only theatre staff or facility supervisor and approved users may operate light, sound and theatre rigging. The performing group must provide all hardware and cable equipment. Additional insurance and technical support may be required.
- All groups are required to provide insurance as outlined in the facility use policy.
- All final billings will include rental fees, staff fees, maintenance and equipment fees.
- Due to safety issues and fire codes, tables and chairs in the Center Theatre lobby, including the kitchenette, may not exceed three (3) six-foot tables and six (6) chairs in a configuration to be determined by the theatre staff.
- A mandatory deposit will be required to cover any incidentals that may occur during the production. The deposit will be added or subtracted from the final bill.
- The stagecraft area is not included in the theatre rental unless specified on the original application and paid for in advance. Otherwise, usage of this area will not be permitted, except during the performance. All productions, load-in,

rehearsals, performances and load-out in the Center Theatre are required to have at least two (2) City theatre staff to ensure the production operates safely. Additional theatre staff may be required based on the needs and scale of the production. Groups are responsible for providing personnel for the box office, ushers and hospitality, and they will be under the supervision of Center Theatre staff.

- Use of the theatre by instructors contracted by schools will be charged per fee schedule policy at the commercial rate.
- Persons or groups using the stage and stage equipment shall not:
  - Move or change equipment including lights, curtains, ceiling pieces or cyclorama, except under the direction and supervision of the stage manager employed by the Community Services Department
  - Change the counterweight system or the patch panel hookup
  - Removal of the piano from the pit or stage without written permission from the Director of Community Services is prohibited. A fee of \$150 will be charged for tuning if the piano is removed for any reason.
  - Eat, drink or smoke in theatre/stagecraft areas
  - Use excessive hammering into stage floor
  - Wash paintbrushes or rollers in any sink or dump paint down drains
- Persons or groups using the stage and stage equipment may be held responsible for:
  - Removal of any graffiti during the use of the facility or will be required to reimburse the City for removal of graffiti
  - Drop cloths used when painting
- No video or flash photography will be allowed without prior approval. The use of video photography, if approved, may be charged an additional fee.