

**AMERICANS with DISABILITIES ACT (ADA) REQUIREMENTS** refer to *VENUE SAFETY STANDARDS*

**ADVERTISING - MARKETING**

LICENSEES are responsible for all of their own advertising, including, but not limited to, all print, media and video advertising, posters, flyers, handouts, commercials, radio ads, social media websites and internet-based advertising. LICENSEES will need approval from LPAC to ensure correct Box Office contact information, phone numbers and website listings, on all of their advertising, before any advertising can be sent out to the public. LPAC does allow website banner advertising, website listing, and ONLINE TICKET SALES for various fees.

**APPLICANT**

Another name for RENTAL CLIENT. For first-time CLIENTS, this refers to the person who has filled out a RENTAL APPLICATION but has not yet signed a RENTAL CONTRACT.

**APPLICATION FEE**

The non-refundable APPLICATION FEE is a combination of \$75.00 USD for Administration costs, and building hold of \$200.00 USD, when submitting the RENTAL APPLICATION. LICENSEES who change their event date(s) after submitting their APPLICATION FEE will be required to re-submit a new RENTAL APPLICATION and a new non-refundable \$200.00 USD to secure the new date(s). The \$200.00 USD building hold is credited toward the total building RENTAL Fee.

**ASSIGNED SEATING TICKETS**

Tickets for PAID and PRIVATE ADMISSION EVENTS that both: allow groups of attendees to select their seating, and potentially use all of the available seating in a specific venue, will require ASSIGNED SEATING. These tickets assign the specific seat to each attendee, with seat row, seat number printed on face of each ticket. ASSIGNED SEATING is sold through LPAC BOX OFFICE only to avoid OVERSOLD/OVERBOOKED conditions.

**AUDIO PLAYBACK**

Playback can be anything from walk in music for the guests, to sound effect cues, to audio on DVDs, to backing tracks for vocalists. LPAC can playback cues that LICENSEES provide on Compact Disc (CD/CD±R), laptop with audio outputs or iPod/digital player from the sound booth. LPAC crew will not re-record sound cues or tracks.

**AUDITORIUM**

The space where the audience sits to see the performance. Also referred to as the 'HOUSE'; the Main Stage has 724 to 794 seats, and The Nellie & Louis Bozigian Family Theatre (BFT), a "Black Box"-style theatre, will sit 80 to 140 people depending on its stage and seating arrangements.

**AUTOGRAPHS**

LICENSEES will notice backstage doors and walls that are autographed by the various Artists who have performed at LPAC. All these artists have been invited to sign at the request of LPAC Staff. LICENSEES do not have that option. LICENSEES who allow, whether intentionally or without their knowledge, their performers to sign anywhere on LPAC walls or doors will be charged \$75.00 USD per autograph to have them removed. LICENSEES are not allowed to remove autographs themselves.

**BAG CHECK**

LPAC provides bag check tables to all patrons entering the venues. Ranger Security will check purses, packs, backpacks and oversized totes. Wallets and handbags smaller than clutch purses are exempt. Security ensures that weapons, illegal drugs, alcohol, outside food and drinks, noisemakers, party supplies, non-permitted merchandise are not brought into the venues. Patrons with items that can be checked in with LPAC House Manager will be stored until after the event, when they can be claimed.

**BALANCE**

The seventy-five percent (75%) of the remaining RENTAL fee a LICENSEE must pay twenty (20) business days prior to the start of their RENTAL. A BALANCE not paid by this deadline will forfeit the RENTAL date.

**BALCONY**

Upstairs seating area of MAIN STAGE VENUE. MAIN STAGE has three (3) seating sections, PIT seating, and ORCHESTRA seating on ground floor, and BALCONY seating upstairs.

**BOX OFFICE**

The front area of LPAC where patrons can buy tickets on-site for events. BOX OFFICE also refers to staff that provides ticketing services, and is available during business hours from 12 – 6 pm, Monday through Friday, and 12 – 4 pm Saturdays. LICENSEES are not permitted in BOX OFFICE at any time.

**BOX OFFICE COORDINATOR**

Is LPAC STAFF member responsible for coordinating all BOX OFFICE operations, BOX OFFICE staff, ticket sales, Front of House Management, HOUSE MANAGER, USHERS and SETTLEMENTS.

**BOZIGIAN FAMILY THEATRE (BFT)**

The performance space inside LPAC, named for long-time supporters of the Arts, Nellie and Louis V. Bozigian. LICENSEES start with only the four bare black walls and floor, and have CREW set up the required tables, chairs, staging, risers, sound system and lighting as needed for each event. Labor for this set up and tear down is calculated as part of the total cost of renting this space.

**BREAKDOWN**

An itemized estimate that is an integral part of CONTRACT addendum, listing all VENUE hours, required LPAC labor, BOX OFFICE costs, administration costs, and RENTAL EQUIPMENT costs.

**BUILDING RENTAL**

The fee charged for the use of the building itself. Building fees vary depending if a LICENSEE needs the BFT, Main Stage, whether they rent on weekdays (Mondays through Thursdays) or weekends (Fridays through Sundays) and if they have non profit or commercial status. (see Non-Profit and Commercial Status)

**CANCELLATION**

LICENSEES can cancel their EVENT by contacting the RENTAL COORDINATOR and BOX OFFICE to stop their CONTRACT from further processing. Depending on when LICENSEE cancels their EVENT will determine which form of refund is available. LICENSEES cancelling more than thirty (30) calendar days before first day of their EVENT will have their 25% DEPOSIT refunded, less than thirty (30) calendar days, will forfeit their 25% DEPOSIT. Any LPAC labor and admin costs needed to cancel an EVENT less than thirty (30) days that is not covered by 25% DEPOSIT, will be billed to LICENSEE. Any cancellation will forfeit LICENSEE'S APPLICATION FEE.

**CATERING**

Food brought in to serve a group of people, such as for a sit down dinner or wedding reception, paid for by LICENSEE. Caterers providing food are limited to serving food to BFT, Main Stage (stage area only), and trap room areas. Caterers must have safe food handling certificates, provide proper hot and cold food storage as needed, and provide proper prep and clean up areas as required by Los Angeles County Health and Safety codes.

**CITY**

Refers to City of Lancaster, its Elected Officials, officers, employees, and volunteers.

**CLEANING DEPOSIT**

CLEANING DEPOSITS of \$500.00 USD for MAIN STAGE, and \$200.00 USD for BFT, are charged as part of RENTAL BREAKDOWN. Deposits are returned at SETTLEMENT if LICENSEE leaves VENUES in same condition as when they first arrived. LICENSEES creating damages, excessive cleanup/maintenance, or other charges at SETTLEMENT, will have said charges deducted from CLEANING DEPOSITS.

**CLIENT**

Another term for LICENSEE; CLIENTS have completed one or more RENTAL events at LPAC.

**COMMERCIAL STATUS (For-Profit)**

For any LICENSEE who is renting 1). as a private individual, 2). as a for-profit business or 3). does not have an I.R.S. designation 501 (c) 3 letter, is considered a COMMERCIAL STATUS LICENSEE and thus charged VENUE RENTAL at COMMERCIAL rates.

**COMPLIMENTARY TICKETS**

Also known as 'Comps', which is short for 'Complimentary.' Refers to tickets that a LICENSEE gives at no charge to their patrons such as V.I.P.s or Sponsors, or in exchange for advertising, or as trade donation of services/materials, or goodwill. LICENSEES are allowed up to a maximum of 100 tickets at one time by contacting BOX OFFICE staff with 48 hours' notice, to have their block of tickets printed, and are charged \$0.65 USD for TICKET STOCK FEE, per ticket, at settlement, for all COMPLIMENTARY tickets taken out. COMPLIMENTARY tickets are not returnable once taken. LICENSEE is liable for any COMPLIMENTARY tickets that are sold over face value printed on ticket, and can cause LICENSEE to have their EVENT cancelled. COMPLIMENTARY tickets cannot be issued until LICENSEE has paid the full balance of Rental.

**CONCESSIONS**

Refers to the sales of food and drinks through both EAST END and ZELDA'S, including, but not limited to sodas, water, candy, cookies, pastries, snack foods and assorted alcoholic beverages. Concessions are under sole control of LPAC and are regulated as such. LICENSEES cannot supersede LPAC concession sales with their own under any circumstances.

**CONSIGNMENT TICKETS**

LICENSEES who want to sell their tickets through other channels besides LPAC BOX OFFICE can take out CONSIGNMENT TICKETS. LICENSEES are allowed up to a maximum of 100 tickets at one time by contacting BOX OFFICE staff with 48 hours' notice, to have their block of tickets printed. LICENSEES will be charged \$1.65 USD for TICKET STOCK-SHOWARE FEE, and \$1.00 USD for FACILITY FEE, per ticket, on final settlement, on all CONSIGNMENTS taken out, regardless of whether they were sold or not. CONSIGNMENTS are not returnable once taken. LICENSEE is liable for any CONSIGNMENT tickets that are sold over face value printed on ticket, and can cause LICENSEE to have their EVENT cancelled. CONSIGNMENTS cannot be issued until LICENSEE has paid full balance of Rental.

**CONTRACT**

The signed RENTAL CONTRACT between LICENSEE and CITY Manager containing the show information, RENTAL fees, CREW labor, VENUE usage, INSURANCE needs and TICKETING/BOX OFFICE information. The LICENSEE Signatory on the CONTRACT becomes the Primary contact and on-site coordinator at all times that RENTAL is in LPAC.

**CREDIT-DEBIT CARDS**

LPAC BOX OFFICE accepts Visa®, MasterCard®, American Express®, Discover® cards, and all major Debit cards for ticket purchases as well as HOLD-ADMIN FEES, DEPOSITS and BALANCE payments. LICENSEES will incur a 3% (three percent) charge on all CREDIT CARD transactions to cover CREDIT CARD fees; this includes TICKET sales, APPLICATION FEE, DEPOSIT and BALANCE payments. The CREDIT CARD fee is calculated at final settlement, and subtracted from LICENSEE's gross TICKET sales, before the settlement check is processed.

**CREW**

Also known as backstage staff. CREW refers to those working events; Stage Manager, Master Electrician, Audio Engineer, Master Fly Operator, Follow Spot operator, etc., along with various other departments needed for an event. LPAC CREW are not designers, and cannot guarantee artistic quality for any production. They are required to have operating knowledge of their respective equipment. Any requirement for design beyond that requires the LICENSEE to provide outside designers.

**CURTAIN TIME**

The start time for each performance, when the first "curtain goes up" at the start. Also referred to as 'downbeat' when used in a music concert.

**CYCLORAMA**

Large flat white drop that hangs upstage and is used to give the illusion of blue sky or various times of day by use of dedicated colored lights.

**DAMAGE - VANDALISM**

LICENSEES should note the “as-is” condition of VENUE at the start of their RENTAL CONTRACT. Any vandalism or damage to any part of the VENUE interior during the entire CONTRACT, unless caused by CITY staff, will be deducted from the final SETTLEMENT. This includes signatures/autographs on doors, graffiti, and damage to sound/lighting equipment, window/wood paneling or general structural damage.

**DECORATIONS**

Common decorations for events are floral arrangements, balloons, banners, posters and table displays throughout VENUE. All decorations need to be approved to ensure that Safety and Fire codes are met. Nothing may be taped, fastened or attached to any window, door, painted wall or wood paneling throughout the entire VENUE space.

**DEPOSIT**

The twenty-five percent (25%) of the RENTAL FEE payable when the LICENSEE returns the signed CONTRACT to LPAC on, or before, its listed due date.

**DRESSING ROOMS**

LPAC is equipped with six (6) dressing rooms available to LICENSEE, depending on number of LICENSEES’ performers, and access to said dressing rooms. Four (4) dressing rooms located on ground level and two (2) large dressing rooms in the TRAP ROOM that can be divided into two rooms to suit the LICENSEE’s needs.

**DOOR SIGNATURES**

LPAC has most of its backstage doors covered with signatures of Artists from years going back to near the opening of the building. LPAC STAFF do not permit anyone to sign any door without the express permission of LPAC TECHNICAL DIRECTOR. LICENSEES who leave signatures on any part of LPAC without permission, whether intentionally or unknowingly, will be subject to \$75.00 USD per signature charge to have them removed by LPAC STAFF.

**DOWNSTAGE**

Direction from the performer’s point of view, when looking at the audience. To move towards the audience and go to the front of the stage is to move ‘downstage’.

**EAST END**

Main CONCESSION sales space for LPAC. The EAST END is located on east side of LOBBY, between main staircase and Men’s restroom. EAST END offers beer, wine, select alcohol, sodas, water, cookies and candies. LICENSEES cannot sell CONCESSIONS at any time during their EVENT.

**EQUIPMENT RENTAL**

Added LPAC equipment used depending on the needs of the event. Piano rental, follow spots, projector, and dance floor, etc., used by the LICENSEE will be included in the BREAKDOWN.

**EQUIPMENT/TOOLS**

LICENSEES are required to provide necessary power and hand tools to complete their set ups, including items such as screws, bolts, hanging hardware, paint and drop cloths, and storage bins. LPAC tools are at the discretion of LPAC staff and any RENTAL staff must have appropriate safety training by LPAC staff to allow their usage.

**E-TICKET**

Two options for buying online tickets, is the E-TICKET, and PRINT-AT-HOME option. E-TICKETS are emailed to the buyer as electronic tickets only, and require the patron to bring their phone or mobile device to their event, to have their ticket QR codes scanned by LPAC USHERS at lobby doors.

**EVENT**

Refers to the entire RENTAL, covering the entire time LICENSEE is in the building. EVENTS can range from one day, to days or weeks, depending on type of EVENT.

**FACILITY FEE**

LPAC adds a \$1.00 USD fee to every ticket sold to patrons through box office, phone and web orders. This fee funds future equipment and building upgrades.

**FAQ**

Frequently Asked Questions. This document is the starting point for LICENSEES who want to know basic questions about renting LPAC, that includes basic RENTAL rates, required timeline for processing CONTRACT, and general VENUE questions.

**FIRE LANES** refer to *VENUE SAFETY STANDARDS*

**FLAME RETARDANT** refer to *VENUE SAFETY STANDARDS*

**FLOWER-TOY SALES**

LPAC may give LICENSEE first right to choose a Florist to sell floral arrangements/stuffed toys for their applicable event. Florist must hold a valid City of Lancaster business license, provide their own change bank/till, and sales personnel. Florist will be subject to a fifteen percent (15%) HOUSE COMMISSION on total gross sales, payable at end of night in cash to LPAC HOUSE MANAGER. LICENSEES who do not secure a Florist at time of signing their RENTAL CONTRACT, will forfeit their right to LPAC to choose a vendor.

**FLY RAIL SYSTEM**

The counterweight system of battens (pipes) and arbors (counterweights) located stage left. The system is manually operated by the Chief Rail Operator, who also oversees all loading of weights for scenic or lighting equipment.

**FOG & HAZE EFFECTS** refer to *VENUE SAFETY STANDARDS*

**FREE ADMISSION EVENT**

Events that do not charge admission through LPAC Box Office, or by their definition, are FREE ADMISSION EVENTS, such as church services, private parties, weddings/receptions, workshops, classes, lecture series or corporate training/presentation events. FREE ADMISSION events require either: CLIENT to provide guest list/roster to RENTAL COORDINATOR and TECHNICAL DIRECTOR to determine which VENUE fits CLIENT'S audience, CLIENT to purchase LPAC's COMPLIMENTARY TICKETS, or CLIENT provides outside source TICKETING that matches LPAC's seating counts to the specific venue. FREE ADMISSION events may require GENERAL SEATING TICKETING to ensure an OVERSOLD condition is avoided.

**FRONT OF HOUSE SOUND**

The sound mixing position located at the back of the auditorium seating, rather than in the sound booth. Engineers and Tour companies who mix at this position, can take up to twelve (12) seats from inventory, on a three (3) foot by six (6) foot table, over seats that are no longer available for sale. (See SOUND BOARD SEATS)

**GENERAL SEATING TICKETS**

Ticketing that is needed for certain FREE and PRIVATE ADMISSION events. LPAC requires that seating is counted for all events, so that an OVERSOLD or OVERBOOKED condition is not created. GENERAL SEATING TICKETS are used for these conditions; tickets that are known as non-assigned, or, general seating, but limited to the total available seats for the specific VENUE.

**GLITTER - CONFETTI**

Glitter and confetti are only allowed into LPAC by prior permission from LPAC TECHNICAL DIRECTOR; this includes forms of them used on costumes, props, set pieces, packaged effect dispensers, in make up or in body/hair sprays or powders. LICENSEES leaving large amounts of glitter/confetti behind on chairs or floors will lose part, or all, of their CLEANING DEPOSIT to cover housekeeping labor and cleaning supplies.

**GOBO**

Extremely thin metal disks that are placed inside theatrical lights to create patterns and pictures when projected onto the cyclorama, stage floor or walls. GOBOS can be metal, glass, or colored, based on the complexity of the design.

**GRIDIRON**

Is the steel framing over the stage that supports all of the pulleys and cabling for the FLY RAIL SYSTEM. The GRIDIRON allows access for maintenance to the system as well as providing rigging points for hanging truss.

**HOSPITALITY**

Dedicated food served to artists in the backstage hallways, considered separate from catering. Some LICENSEES who provide items like sodas, bottled water, snacks, deli trays, fruit and packaged desserts can do so in the hallways, BFT, Zelda's and TRAP ROOM areas. No food of this nature is permitted in dressing rooms or lobby.

**HANDICAPPED SEATS**

Dedicated spaces that accommodate standard wheel chairs on both sides of Row F. Handicapped seats are sold as pairs, in that, one (1) companion seat is sold bundled with one (1) wheel chair seat. Four pairs of seats total are available as dedicated wheel chair and companion seats. Patrons who use walkers, canes, and other walking aides that are able to get to their seats can have their aides stored nearby. Patrons in oversized electric wheel chairs are placed in wheel chair seating at the discretion of the HOUSE MANAGER, due to the size of wheel chair that can block aisle way access for other patrons.

**HAND RAILS/GUARD RAILS** refer to *VENUE SAFETY STANDARDS*

**HANGING TRUSS**

Truss can be hung both over stage, and over audience by a licensed/insured rigger and approval of LPAC TD. Truss is used when hanging large groups of lights quickly for a specific design. Truss points are secured from the gridiron when over stage, and from catwalks when at front of house positions over audience seating.

**HOUSE COMMISSION**

The house percentage taken from the gross total of lobby MERCHANDISE sales. Any LICENSEE who sells MERCHANDISE is required to pay HOUSE COMMISSION when selling in LPAC lobby. Different commission percentages are set depending on whether LICENSEES hold a non-profit or commercial status.

**HOUSEKEEPING**

It is the LICENSEE's responsibility to leave the LPAC in the same clean condition in which they entered the VENUE. An upright vacuum and shop vacuum are available for cleaning dressing areas and stage as needed in extreme situations. Due to high volume usage of both VENUES and short turn-around times, it is important in cleaning at strike. Groups who leave LPAC in need of extra cleaning will forfeit part, or all, of their CLEANING DEPOSIT.

**HOUSE SEATS**

Seats held by LPAC under RENTAL CONTRACT for all events. Ten house seats are held in reserve at all times for all shows, Season and Rental alike.

**INSURANCE**

Is required for all CITY events. LICENSEES renting LPAC must provide a Certificate of Insurance and an Endorsement Page, with proper language on both, as listed on the LPAC Insurance requirements.

**INTERMISSION**

Break programmed into an EVENT, that divides the first half from second half. INTERMISSIONS are needed for any EVENT that has a first half that runs longer than ninety (90) minutes. INTERMISSION is necessary to allow LPAC crew to have a short break for restroom usage, snacks or drinks.

**LAP SEAT**

LICENSEES can choose to have a dedicated low-cost, or complimentary, ticket for children 2 years and under, referred as LPAC SEAT. LAP SEATS are arranged during the application process so that BOX OFFICE can program all TICKETING information for their event at once. LAP SEATS allow patrons to allow children 2 years and under to sit on an adult's lap without requiring their own seat. Prices have ranged from free, for PRIVATE or FREE ADMISSION EVENTS, to \$5.00 USD for PAID ADMISSION EVENTS.

**LIQUOR LICENSE**

A Temporary Limited Use License can be obtained by LICENSEE to provide wine and champagne to their guests, as part of a private party. All other alcohol is restricted under license, and sold only by CITY through CONCESSION sales to patrons.

**LABOR RATES**

Hourly pay rates for LPAC staff. Total Labor Costs are determined by: the type of staff required for each event, their total hours needed to complete an event from start to finish, all set up and strike labor, staff working the performance, the Front of House staff, and Security.

**LICENSEE**

Refers to the RENTAL CONTRACT Signatory, or the RENTAL group as a whole, who occupies any part of LPAC for their event. The LICENSEE must be on site or accessible by phone to answer all technical and contractual questions for the entire RENTAL period. No LICENSEE crews are permitted to operate and LPAC equipment unless prior agreement is made with LPAC Technical Director.

**LIGHTING**

LPAC has an inventory of lighting instruments dedicated to MAIN STAGE and BFT plots. Labor to change, refocus, program and restore these plots is estimated, based on the needs of each event. Lighting instruments supplied by LICENSEE are subject to approval by LPAC Technical Director and must adhere to all safety regulations. LICENSEES who supply their own lighting packages need to have their inventory approved by LPAC TECHNICAL DIRECTOR forty (40) business days from the start of their CONTRACT. LIGHTING packages deemed larger than expected to fit into the RENTAL CONTRACT timeline, will have TECHNICAL DIRECTOR add LPAC CREW to RENTAL call at LICENSEE's expense.

**LINENS – TABLECLOTHS**

LICENSEES must provide all LINENS; chair covers, tablecloths, fabric décor and place settings, used for their EVENT. LPAC does provide two (2) fabric steamers, irons, ironing boards, one (1) washer and one (1) dryer to assist in LINEN setup.

**LIVE ANIMALS**

Live animals inside LPAC are defined under two conditions: PERFORMING ANIMALS, and SERVICE ANIMALS:

PERFORMING ANIMALS are used with touring Circus and Stunt Animal shows. Animals for these events are to be cared and protected by following *American Humane's Guidelines for the Use of Animals in Filmed Media*. LPAC requires *American Humane's Guidelines* be followed as applicable to the needs of the PERFORMING ANIMALS, and event, at all times. Failure to follow *American Humane's Guidelines* will result in LPAC cancelling LICENSEE's event with no warning and no refunds.

SERVICE ANIMALS – are defined under Title II and Title III of Americans with Disabilities Act, 2010 Revision, as “any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. When a person with a service animal enters a public facility or place of public accommodation, the person cannot be asked about the nature or extent of his disability. Only two questions may be asked:

1. Is the animal required because of a disability?
2. What work or task has the animal been trained to perform?

These questions should not be asked, however, if the animal's service tasks are obvious.”

Only true SERVICE ANIMALS are allowed in any LPAC VENUE, "Emotional support animals, comfort animals, and therapy dogs are not SERVICE ANIMALS under Title II and Title III of the ADA. Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals either."

**LOAD IN/LOAD OUT**

Times where crew and LICENSEE will be setting up, or tearing down, the event. Load in and load out times vary between the main stage and black box VENUES. Less load in/out times are needed for main stage because seating, audience sound and general lighting are already in place. BFT events require extra labor and building time due to the nature of that VENUE having no pre-set seating and/or equipment in place prior to the LICENSEE's arrival.

**LPAC**

Lancaster Performing Arts Center in Lancaster, CA. Owned and operated by CITY of Lancaster under Parks, Recreation and Arts Department. Consists of 724 to 794 seating for MAIN STAGE proscenium stage, and the BFT space with adjustable seating from 80 to 140 seats, depending on the layout.

**LOADING DOCK**

Area directly behind LPAC where EVENTS load in. Trucks/Tractor-Trailers can load/unload from the permanent loading ramp, whereas small cars/trucks can load from the dock area itself into LPAC through Backstage #1 through #4 doors. LICENSEES can park in the loading dock, if the space has been determined to be available at TECHNICAL ADVANCE.

**LOBBY**

Area of LPAC where patrons/guests enter the front of the VENUES. LOBBY is the general holding space for patrons before they enter either theatre space, dedicated floor space for MERCHANDISE SALES, and space for CONCESSIONS. LOBBY consists of main floor and upstairs mezzanine, elevator and staircase to mezzanine.

**LOBBY POSTERS**

Some LICENSEES use POSTERS for lobby advertising. LPAC's permission of LOBBY POSTERS by LICENSEES, are approved on a case-by-case basis, including size and print content.

**MAIN STAGE**

The part of LPAC where performances take place for the 758 seat auditorium.

**MEAL PENALTY**

It is the LICENSEE's responsibility to adhere to the printed hours and meal breaks, once a RENTAL CONTRACT is fully executed. Should LICENSEE run over their scheduled LPAC staff breaks, by their own admission or negligence once in VENUE, they will be subject to a MEAL PENALTY. MEAL PENALTIES are set as such: All LPAC staff who have missed a scheduled break will then be paid at 1.5X their hourly rate, and be provided a hot working meal, both paid by LICENSEE. Any RENTAL that earns two MEAL PENALTIES during the course of the entire RENTAL CONTRACT will be subject to having their event canceled with no refund.

**MERCHANDISE (HARD GOODS, SOFT GOODS, E-GOODS)**

The sales of items by LICENSEES, permitted only in the LOBBY. MERCHANDISE can consist of CDs, DVDs, shirts, hats, programs, posters, sheet music and numerous novelty items. LPAC requires a HOUSE COMMISSION from total gross sales. The sales area consists of one (1) or two (2) six-foot (6') foot tables, chairs and 20 Amp Edison power as required. HARD GOODS refers to CDs, DVDs, photos, books and posters. SOFT GOODS refers to shirts, clothing, and fabric-based items. E-GOODS refers to digital photos, digital video/audio/text files that are accessed through online downloads.

**MEZZANINE**

Part of the front LOBBY area of LPAC. MEZZANINE refers to the upper floor of LOBBY, which leads patrons to BALCONY seating.

**MICROPHONES (see Sound Reinforcement)**

**MONITOR WORLD**

Used primarily for bands, MONITOR WORLD is the mixing position located just off stage for the band itself. A dedicated AUDIO engineer mixes the sound levels for what the band themselves hear in their own stage monitors. As LPAC does not have any MONITOR WORLD equipment, LICENSEES must provide their own.

**MULTIPLE EVENTS**

Can be expected when LPAC is booked with different EVENTS happening simultaneously in MAIN STAGE and BLACK BOX VENUES. Two separate RENTAL EVENTS, or one RENTAL and one SEASON event, can take place at the same time. STAFF works out how much DRESSING ROOM space and accessibility each group needs, to ensure both EVENTS run smoothly, or determine if two EVENTS can fit together.

**NELLIE & LOU BOZIGIAN FAMILY THEATRE (BFT)**

(see BOZIGIAN FAMILY THEATRE)

**NON PROFIT STATUS**

Granted to LICENSEES with I.R.S. 501c(3) and 503c(3) designations. The primary CONTRACT Signer or one of the listed Signers must hold the non-profit designation to be eligible for this pricing.

**OPEN FLAME - PYROTECHNICS** refer to *VENUE SAFETY STANDARDS*.

**ORCHESTRA**

Refers to the downstairs seating area of MAIN STAGE VENUE. MAIN STAGE has two seating sections, ORCHESTRA on ground floor, and BALCONY, upstairs.

**ORCHESTRA PIT**

Front stage area that uses hoist machinery to able to be raised and lowered. The PIT area can be used in three (3) major ways: fully raised to be extra performance space that is closest to the audience, lowered midway to become the first two rows of audience seating, closest to stage, or fully lowered to allow orchestras to perform for musicals. Additional CREW and VENUE time will be factored into the RENTAL BREAKDOWN for seating and orchestra musical configurations.

**OUTSIDE RENTAL EQUIPMENT**

It is the expectation of LICENSEES who bring in their own tools, lighting equipment, sound equipment, special effects equipment, special effects, scenic pieces, flying scenery or special props that the LICENSEES, their staff, performers, crew and all related people directly using this equipment have a working knowledge to its safe operation. LPAC makes no guarantees that LPAC staff has such knowledge and it is not the responsibility for LPAC staff to train any RENTAL staff in these safe operations.

**OVERSOLD – OVERBOOKED EVENT**

An OVERSOLD or OVERBOOKED EVENT is any event where more patrons arrive, then there is available seating. LPAC avoids this by selling tickets for PAID and PRIVATE ADMISSION events through BOX OFFICE that restricts sales to total available seats set by LICENSEE. FREE ADMISSION event seating are based on two criteria: the number of attending guests, and type of event. LPAC Staff will determine if GENERAL SEATING TICKETS are needed for the event based on estimated guest count and event type. If GENERAL SEATING TICKETS are needed, LICENSEE has the option of having LPAC provide COMPLIMENTARY TICKETS to ensure an OVERSOLD/OVERBOOKED condition is avoided, or provide proof to matching LPAC seating count if LICENSEE uses outside ticketing supplier. If an OVERSOLD/OVERBOOKED situation occurs, and EVENT will not continue until the condition is resolved to ensure Fire Safety codes and Venue standards are followed.

**PUBLIC ADDRESS (PA)**

The part of VENUE sound systems that carry sound to the audience is known as P.A. This includes the speakers providing the sound and the amplifiers that power the speakers. LPAC has two PA systems dedicated to both venues designed to optimize the reinforced sound needed for either space.

**PAID ADMISSION EVENT**

Also known as public-access Ticketed Event, PAID ADMISSION events use LPAC's BOX OFFICE to sell or distribute assigned-seating tickets to patrons and LICENSEE to avoid any OVERSOLD conditions. PAID ADMISSION EVENTS follow the conditions for BOX OFFICE sales, CONSIGNMENT, and COMPLIMENTARY tickets. No PAID ADMISSION EVENT may use an outside ticketing vendor.

**PAYMENTS**

LPAC accepts cash, personal check, cashier's check, money orders, CREDIT and DEBIT cards for RENTAL PAYMENTS of APPLICATION FEE, DEPOSIT or BALANCE when they are due. BOX OFFICE accepts cash, check and CREDIT/DEBIT cards for TICKET purchases. LICENSEES who are past due on DEPOSIT or BALANCE payments will be required to pay in cash, cashier's check, or money order.

**PERFORMANCE**

The time considered when a show or EVENT is taking place once the audience has been seated. It also refers to running length of each individual show within an event, as some RENTALS can have multiple performances.

**PHOTOGRAPHY**

Is permitted at the LICENSEE's discretion. LICENSEES may hire professional photographers to archive their events. Some LICENSEES may permit patrons to photograph from their seats. Other LICENSEES may choose to not permit any photography at all during their event for the safety of the performers and staff onstage. Photography or Video recording permissions must be marked on the RENTAL APPLICATION.

**PRINT-AT-HOME TICKET**

Two options for buying online tickets, is the E-TICKET, and PRINT-AT-HOME option. PRINT-AT-HOME tickets are emailed to the buyer as a printable file, and require the patron to print and bring hard copies of their tickets to be scanned at LPAC's lobby doors.

**PRIVATE ADMISSION EVENT**

Also known as private-access Ticketed, or private-access Event, PRIVATE ADMISSION events may, or may not, use LPAC's BOX OFFICE to sell tickets, based on the type of PRIVATE ADMISSION event. Non-ticketed PRIVATE ADMISSION EVENTS include Weddings/Receptions, private parties, and private workshops/lectures. Ticketed PRIVATE ADMISSION EVENTS include graduations, proms/dances, private workshops/lectures. Ticketing follows the same conditions for PAID ADMISSION EVENTS regarding BOX OFFICE sales, CONSIGNMENT, COMPLIMENTARY tickets, and that LICENSEE may not use an outside ticketing vendor. Ticketing needs for PRIVATE ADMISSION events are at the discretion of LPAC staff to avoid any OVERSOLD/OVERBOOKED conditions.

**PROPS** refer to *VENUE SAFETY STANDARDS*.

**REHEARSAL**

Time in the VENUES when LICENSEES rehearse their performance. Rehearsal takes place after load in, sound set up and lighting focus is completed. Rehearsal length can vary based on the complexity of the performance and the needs of LICENSEE.

**RENTAL**

The event itself that the LICENSEE is providing. RENTALS range in types from band concerts, comedy nights, Dance recitals, Weddings/Receptions, Proms, Religious services, and Professional Presentations.

**RENTAL APPLICATION**

The online form that LICENSEES fill out, to start a RENTAL with LPAC. This APPLICATION lists all important dates, times, needs for the RENTAL as well as LICENSEE information and specific technical needs of the RENTAL. The RENTAL APPLICATION is turned in at LPAC with ADMIN FEE and HOLD FEE to secure the RENTAL date(s).

### **RENTAL COORDINATOR**

LICENSEE will interact the RENTAL COORDINATOR for the majority of their RENTAL. The COORDINATOR answers questions about LPAC, specific venues, accepts RENTAL APPLICATIONS, generates and submits CONTRACTS for CITY approval, schedules CREW, coordinates with BOX OFFICE STAFF and reviews information post-EVENT for changes to SETTLEMENT.

### **RUNNING TIME(S)**

This is the time from start to finish of a performance, show, event, production, recital, etc. These times are not counted as part of load in/load out, or rehearsal times. RUNNING TIMES, just like Load and rehearsal times, are set by LICENSEE. LPAC staff will determine your full time in VENUE by adding up your Running Time(s), Load times and rehearsal times. LPAC staff are well versed in all types of performances, and may add hours to your initial CONTRACT offer, to ensure all work can be completed for your event. It is imperative that Dance Recitals and Band Concerts having multiple dance/music pieces reflect their accurate running times so that LPAC crew can plan breaks and day schedules accordingly. LICENSEES that run over their running time(s) that run over LPAC staff breaks, will be subject to a MEAL PENALTY.

**RAKED STAGE/RAMP** refer to *VENUE SAFETY STANDARDS*

### **RENTER**

Another term for LICENSEE. Can refer to a repeat CLIENT or current CLIENT who has signed their RENTAL CONTRACT.

**RIGGING** refer to *VENUE SAFETY STANDARDS*.

**RISERS – PLATFORMS – STAGING** refer to *VENUE SAFETY STANDARDS*.

**ROOM CAPACITIES** refer to *VENUE SAFETY STANDARDS*.

**SCENIC DESIGN/CONSTRUCTION REQUIREMENTS** refer to *VENUE SAFETY STANDARDS*

### **SETTLEMENT**

Is the final summary of net BOX OFFICE sales, and all related charges for a LICENSEE'S EVENT. SETTLEMENTS are processed fifteen (15) business days after end of EVENT, for CITY to submit the check request to CITY Finance Department. SETTLEMENT check is mailed to LICENSEE listed on CONTRACT.

### **SHOP AREA**

Backstage area of LPAC where VENUE equipment is stored and accessed, to include RISERS, rolling carts, lighting supplies, tools and grand piano. Parts of SHOP have been utilized for quick change areas, and LICENSEE storage, with prior arrangement with TECHNICAL DIRECTOR.

### **SHOW SCRIPT**

Also known as a technical SCRIPT, A SHOW SCRIPT lists all of the changes in a show from start to end, including all lighting cues, sound cues, fly rail cues, scene shifts/scene changes and follow spot cues.

A SCRIPT template is available to Applicants, by requesting one from Rental Coordinator.

Scripts are needed before rehearsals begin; the LPAC Stage Manager cannot call a show without an accurate script and full run through, to see if all cues are in the right places with right timing.

At minimum, a dance script should list the show title, show time and date, dance order, dance length, CD track and name of song if different from the dance name, starting positions and total count of dancers.

For concerts, a play list is needed that lists the order of songs, which musicians have solos for specific songs, mood/style/song tempo, and which musicians/how many perform each song.

**SIGN OFF SHEET**

Sheet that lists all of major policy and VENUE usage points, that LICENSEE and LPAC STAFF will review together, as well as both parties initial, to show that all points have been discussed and defined to LICENSEE's satisfaction.

**SOUND BOARD SEATS**

MAIN STAGE seats that are covered by a rolling table, for Audio engineers who run Front of House sound in auditorium. Companies requesting sound run from Front of House, will have twelve (12) seats subtracted from available seating.

**SOUND LEVELS**

Also known as house sound levels, they are the highest volumes allowed in the auditorium or BFT for the audience. For MAIN STAGE the highest level, measured in decibels (dB), is 105 dB. In BFT, the highest level is 95 dB. Sound levels are measured by LPAC staff with sound and SPL meters. LICENSEES found to be driving sound higher than these levels will either have their main levels turned down or their entire sound compressed to bring it down to these levels. There is no compromise on these levels for these VENUES.

**SOUND REINFORCEMENT (microphones) and RECORDING**

LICENSEES must note that not all microphones and sound equipment listed in LPAC inventory may be available for their EVENT, due to needs of other concurrent EVENTS. LICENSEES supplying wireless mics can refer to the LPAC tech specs for open frequencies. LICENSEES who are using wireless microphones, must either provide a dedicated AUDIO technician to monitor those mics being used at all times, or provide a microphone chart listing when every mic is either used or not used, for the entire EVENT, based on approval of LPAC TECHNICAL DIRECTOR. EVENTS that are deemed with heavy mic usage by TECHNICAL DIRECTOR can have additional LPAC CREW added at LICENSEE's expense, up to, and including, day of EVENT.

**STAIRS - STEP UNITS** refer to *VENUE SAFETY STANDARDS*

**STAFF DUTIES**

**STAGE MANAGER** – Required for every production, the SM's primary function is liaison between LICENSEE and LPAC staffs to oversee the EVENT. SM can assist in coordinating scene changes and back stage operations. The LPAC STAGE MANAGER has final call on safety, fire and ADA codes in the absence of LPAC TECHNICAL DIRECTOR or Assistant TECHNICAL DIRECTOR.

**CHIEF AUDIO** – Sets up all required LPAC sound equipment and operates playback and sound reinforcement from the equipment racks and audio desk for the production.

**MASTER ELECTRICIAN** – Will set up the house lighting plot, and assist with the hang and focus of specials, gel selection, recording cues and operation of the lighting desk.

**CHIEF RAIL OPERATOR** – Will oversee the safe hanging of all scenic units, masking goods and operates the fly rail and ALL curtains for the production and is the DECK OP for back stage operations.

**HOUSE MANAGER** – Oversees customer service for every performance; coordinates USHERS, CONCESSIONS, MERCHANDISE and SECURITY. Coordinates with STAGE MANAGER on LOBBY clear, CURTAIN TIME, INTERMISSION, and end times.

**THEATRE ASSISTANTS** – Provide customer service for BOX OFFICE, CONCESSIONS and MERCHANDISE SALES as required.

**SECURITY** – Provides security checks, parking patrol and patron/staff SECURITY as needed for each EVENT.

**USHERS** – Provide customer service to patrons from time lobby is open to end of performance. USHERS can direct patrons to seats, scan tickets, perform coat check duties, take TICKETS, sell MERCHANDISE if requested, and help secure access between LOBBY and BLACK BOX hallway.

**STAGE**

The part of the VENUE where the performance takes place. For main stage, it's the apron area to the back wall of the stage within the framed opening. For the black box space, it can either be represented by a temporary stage built up off the floor, or specific floor space for the performers.

**STAGE LEFT**

Direction from the performer's point of view, when looking at the audience, to move to their left.

**STAGE RIGHT**

Direction from the performer's point of view, when looking at the audience, to move to their right.

**TECHNICAL ADVANCE**

Meeting that LICENSEE has at twenty (20) business days from EVENT, with the LPAC TECHNICAL DIRECTOR or Assistant TECHNICAL DIRECTOR. TECHNICAL ADVANCE determines LPAC labor hours for required CREW, BOX OFFICE staff and labor hours, LICENSEE lighting – sound – rigging requirements, application of safety and fire codes to scenic design, and all outside materials brought into LPAC.

**TECHNICAL DIRECTOR**

LPAC staff member responsible for maintaining and overseeing all backstage operations for LPAC, including CREW scheduling, safe operations and maintenance for all lighting-sound-rigging equipment, dressing rooms, shop, and loading dock.

**TECH SPECS**

Short for Technical Specifications. This information packet is provided and updated by TECHNICAL DIRECTOR, that lists detailed VENUE information for both theatres, to include stage dimensions, room listings, equipment inventories and overall VENUE ground plans.

**TEMPORARY SEATING**

Refers to seating set up for a specific EVENT, such as performances in BFT, pit seating for the MAIN STAGE, or meetings/banquets in either VENUE. Seating can refer to either LPAC chairs, or chairs provided by an outside vendor. Safety codes require that seating be set up in rows that conform to fire safety, in that rows cannot extend into fire lanes. When setting chairs, the maximum allowed is determined by LPAC TECHNICAL DIRECTOR determining table and chair configurations allowable by VENUE.

**TICKET PRICES**

TICKET PRICES are set by LICENSEE, based on the type of event and many cost factors beyond the RENTAL cost itself. LICENSEES will set their TICKET PRICES when it is time to load their event into LPAC ShoWare computer to be able to sell tickets. LICENSEES who change TICKET PRICES after their event information is loaded into LPAC computers will be charged \$100.00 USD for each price change.

**TICKET SALES**

TICKETS go on sale for all RENTAL EVENTS after the signed CONTRACT and DEPOSIT are returned to LPAC per the RENTAL CONTRACT date agreed upon; Tuesday, Wednesday or Thursday through LPAC BOX OFFICE.

**TICKETING SET UP FEE**

\$100.00 USD charge for putting the RENTAL information into the ShoWare software system. Each time a LICENSEE makes a TICKETING price change, an additional \$100.00 USD will be added to SETTLEMENT charges.

**TICKET - TICKET STOCK - SOFTWARE FEE**

The actual paper TICKET printed with LICENSEE's EVENT information. LICENSEE will be charged both a TICKET STOCK/SOFTWARE FEE of \$1.65 USD per ticket and \$1.00 FACILITY FEE at SETTLEMENT, for all TICKETS sold, and all CONSIGNMENT TICKETS whether they were sold or not. LICENSEE will be charged both a TICKET STOCK FEE of \$0.65 USD per ticket and \$1.00 FACILITY FEE at SETTLEMENT, for all COMPLIMENTRAY TICKETS issued, whether used or not.

**TRAP ROOM**

Located under LPAC's MAIN STAGE, in the basement, and is used for storage, as well a holding area for large EVENTS.

**UPSTAGE**

Direction from the performer's point of view, when looking at the audience, to move away from the audience and go towards the back wall of the stage is to travel 'upstage'.

**VENUE**

Another name for either of the theatre spaces.

**VENUE CHARGED EQUIPMENT**

Equipment listed on APPLICATION or CONTRACT that carries a daily charge, or event use charge to use. VENUE EQUIPMENT that is charged is listed on FEES - POLICIES SCHEDULE. Some equipment items that are charged; fog machine, follow spots, and large projector and screen package.

**VENUE INCLUSIVE EQUIPMENT**

Equipment listed on APPLICATION that is included with the RENTAL amount. Basic equipment as part of a RENTAL includes the lighting and sound packages for each VENUE.

**VENUE OPERATIONS AND RULES**

Refer to *LPAC FEES – POLICIES SCHEDULE* and *VENUE SAFETY STANDARDS* for LPAC general Operating policies and Venue Safety requirements.

**VIDEO/I-MAG PRODUCTION**

LPAC has video projector and screen for MAIN STAGE EVENTS, if LICENSEE has need for VIDEO content, or IMAGE MAGNIFICATION (I-MAG); which is close-up camera images of performers shown on screen. LICENSEE is responsible for providing all playback content and media, laptops, cameras, video equipment, video cabling, power cords, and staff necessary to send video signal into LPAC PROJECTOR. PROJECTOR accepts HDMI, DVI, BNC, VGA inputs, and requires LICENSEE to provide necessary cabling to reach LPAC PROJECTOR from their VIDEO source. LPAC does not provide VIDEO technicians unless requested on RENTAL APPLICATION or TECHNICAL ADVANCE, if agreed upon by TECHNICAL DIRECTOR.

**VIDEO RECORDING**

Of a RENTAL EVENT is allowed at the LICENSEE's discretion. LICENSEES wishing to record their EVENT will need to have their videographer/video company contact LPAC TECHNICAL DIRECTOR to determine their camera locations as determined by fire and safety codes. Audio/Visual companies are welcome to film events with the following safety considerations:

- Video cables, power cords, sound cables cannot be run in isles, fire lanes, under seats or in any audience pathways.
- Camera tripods are only allowed in Row O, center seats per Fire and ADA Codes
- Battery powered hand-held cameras are permitted in seats so long as they don't block the viewing of surrounding patrons

**WATER EFFECTS** refer to *VENUE SAFETY STANDARDS*

**W-9**

The I.R.S. W-9 form is required thirty (30) days before LICENSEE's first day in LPAC. The business entity and person listed on the W-9 will be the responsible Signatory for the RENTAL CONTRACT, as well as the person receiving the SETTLEMENT.

**WEBSITE BANNER ADVERTISING**

LPAC has potential space on their website, for rotating advertising on their banner, if available. Cost for banner advertising is \$250.00 USD and requires a graphic file of 344 x 204 pixels submitted to LPAC Rental Desk for approval before advertising. LICENSEES will have only thirty (30) calendar days prior to their event date on LPAC banner, if approved.

**WEBSITE LISTING**

LICENSEES can have a limited free listing of their EVENT on the LPAC WEBSITE. LICENSEES will supply their EVENT description in 200 words or less, and a jpeg/gif sized 661 x 293 pixels to LPAC Rental Desk for approval. The event description can also contain hyperlinks to the LICENSEE or Artist website for further information.

**WEBSITE TICKETING**

For a \$25.00 USD fee, LICENSEES can have patrons purchase TICKETS through LPAC website. Various price listings are available for all ticketing. LICENSEES usually separate these three (3) prices for PIT, ORCHESTRA and BALCONY, or more, depending on type of event. LICENSEES cannot use a non-LPAC vendor for online sales. Final TICKET sales will be included on SETTLEMENT.

**WIFI**

LPAC has two separate sources of WIFI. BACKSTAGE WIFI is on limited availability to RENTAL STAFF who require it for their event, for Skype, Livestreaming, or running Apple Square readers/WIFI-based CREDIT CARD sales for MERCHANDISE. It is not meant to be used by anyone wanting general WIFI. LPAC has a CITY-based WIFI that is used for LOBBY, dedicated to running LPAC TICKET scanners. Both WIFI systems are password-protected and passwords are only given out day-of.

**WILL CALL**

Patrons choosing to have their tickets held at Box Office after purchasing by phone or web, are held as WILL CALL. The patron who placed the order needs to present a picture I.D. to Box Office to receive their tickets.

**ZELDA'S**

Known as ZELDA'S 750 West, this space is located at west end of LPAC, and is the bar/lounge operated year-round Thursdays through Saturdays, 6 PM to 11 PM, and on EVENT nights Sundays through Wednesdays. ZELDA'S is separate from LPAC, and not accessible to LICENSEES unless LICENSEE arranges to rent ZELDA'S, which RENTAL information is provided through Parks, Recreation and Arts Department.