

# Spreckels Theatre

## Theatre Rental Information

Welcome to San Diego's Historic Spreckels Theatre. Situated in the heart of the downtown Theatre District on Broadway, we are conveniently adjacent to the Federal Plaza, Horton Plaza, and the Gaslamp District. The building is close to all transportation, freeways, the airport, the train station, as well as the bus and trolley lines. This bustling neighborhood abounds with hotels, restaurants, bars, and shopping. You will discover that our building provides the ideal setting for your show or event in a location that simply cannot be beat.

All of us who are associated with the Spreckels Theatre take pride in our organization and this elegant 1463 seat architectural masterpiece. We provide a rare combination of old world charm and modern convenience. We offer you our first class service and extensive experience in aiding you in both the planning and execution of your production or event. We have long believed that your success is our success. We will bend our collective effort to ensure that you have a great experience working with the Spreckels Theatre while you are in residence.

Our rates are effective from January 1, 2018 through December 31, 2018, though rates may change without prior notice. When working on your event budget for the Spreckels Theatre, please verify all of our prices with our staff prior to finalizing your plans. We want to ensure that your experience with us will be the result of our prompt, well organized, courteous, and professional fulfillment of your great expectations.

### Base License Fees

<b>Ticketed Performance per day</b>	
One Show	\$ 3,500.00
w/Additional Show	\$ 6,000.00
<b>Non--Ticketed Performances per day</b>	
One Show	\$ 6,500.00
w/Additional Show/Same Day	\$ 5,000.00
<b>Ticketed Weekly Rate</b>	
8 Show maximum weekly	\$ 14,000.00
<b>Tech date without Performance</b>	
Load---in, set---up, rehearse (1 <sup>st</sup> Date)	\$ 2,000.00
Subsequent Tech Days	\$ 2,500.00
<b>Grand Lobby with Theatre Rental</b>	
Pre/Post reception, etc.	\$ 2,000.00
<b>Grand Lobby without Theatre Rental</b>	
Special Event	\$ 2,000.00

### Film, Video, Radio, Streaming Fees

<b>Location/Origination Fee</b>	
Film, Video, Live Streaming (over base rent)	\$ 6,500.00
Live Event / Origination Live Event Fee (over Base Rent)	\$ 6,500.00
Radio – Live Streaming Fee (over Base rent)	\$ 1,500.00

### Associated License Fees

<b>Booking Deposit</b>	
First Time at Full Base Rent	\$ 3,500.00
Sub Rentals	\$ 2,500.00
Date Change (after on sale)	\$ 750.00
Challenge Fee	\$ 2,500.00
Restoration Fee (See <b>Box Office #3</b> , Below) per ticket	\$ 3.00

### Service Package

NOTE: Spreckels Theatre has no union contract obligations.

<b>Box Office Services, etc.</b>			
Show build/Day of Event			\$ 350.00
Advance sale (per person/8 hour min)	per day		\$ 200.00
Ticket printing at Box Office		per ticket	\$ 0.25
Ticketmaster ticket printing fees		per ticket	\$ 0.25
Credit Card (on dollar amount)			3.5%

### Front of House

3 Security guard minimum at \$ 19.00/hour	
Cleaning (per show)	\$ 350.00
Maintenance Engineer (per show)	\$ 125.00
Fott (per show)	\$ 900.00
Administrative	\$ 250.00

### Equipment Rental

<b>Lighting Equipment</b>		
Lights Priced per unit per day		Variable
Dimmers per unit		\$ 150.00
Central Board Expression III		\$ 200.00
Follow spots per unit		\$ 100.00
Operator @ \$ 20.00 per hour		
<b>Sound System</b>		Variable

### STAGE Personnel /Crew (non---union)

Technical Director per hour		\$ 25.00
Master Electrician per hour		\$ 25.00
Production Crew (varies per job)	\$ 20 00 ---	\$ 24.00
Riggers per hour		\$ 30.00

### PAYMENTS

The Spreckels Theatre is a four wall rental house and all charges are figured on top of Basic License Fees which cover the four walls only. We have the unique distinction of accommodating both non---union stage crews and IATSE stage crews under a union contract. We respect the presenter's right to choose either union or non---union crews as your presentation and organization requires.

#### 1. Deposit:

When your signed Agreement/Contract is submitted to us we will require a \$1500 Deposit in a Certified Check, Money Order, or Bank Wire which will secure your dates in our Booking Calendar and guarantee your Contract terms, once your deposit clears our bank account.

#### 2. Estimated Event Charges:

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Two weeks prior to your load-in we will submit a written estimate of your total projected charges including Four Wall Base Rent and all other charges determined by your Tech Rider, Front of House, Security, Cleaning, etc. *The total estimated charges* will be required by certified

check, money order, or bank wire by two weeks prior to load-in as outlined in the Contract. Then we will schedule orders for your equipment and show personnel to be reserved for your event.

### 3. Settlement:

At the conclusion of your final performance after Load-out, our Theatre Manager will revisit all charges including actual equipment rented, actual hours worked by all personnel, and every other actual charge submitted in the and tallied in the Settlement.

- a) If the Settlement figure is the same as the estimated charges, the settlement will remain the same
- b) If the Settlement figure is less than the paid estimate two weeks prior to the show(s) we will reimburse the difference.
- c) If the Settlement figure is greater than the original estimated payment, this difference will be added to the final Settlement cost for the

show.

### 4. Payment:

Our ticketing contract is with Ticketmaster. They send the payment to us from the settlement of each show on *the second Friday following the close of your show week*. We will cut your payment to you as reflected in your Final Settlement following our receipt on the Ticketmaster payment to the Spreckels Theater.

## BOX OFFICE

### 1. Ticketing Service:

We have an exclusive ticketing contract with Ticketmaster. The Spreckels Theatre is part of the Ticketmaster outlet network providing access to selling centers and inbound telemarketing rooms all over the country. Tickets can be purchased via the internet, by telephone, or in person. Our window sales are conducted by experienced professionals. All remote sales will assess the ticket buyer a service charge. The walk up window does not assess a service charge.

### 2. Season Tickets / Group Tickets:

Under special conditions and only with the prior written agreement of the Spreckels Theatre management, some events may promote and issue their own season tickets or group tickets, *in conjunction with* Ticketmaster.

### 3. Restoration Fee:

The Spreckels Theatre charges a Restoration Fee of \$3.00 on each ticket sold for venue events. *This applies regardless of how the tickets are processed or sold*. We normally assess this charge directly to the ticket buyer at the time of purchase rather than charging the presenter/program. In the event that the tickets are sold through a subscription or group rate, the Restoration Fee will be collected directly from the Licensee. The Restoration Fee is used for projects to renovate and equip the 103-year old Spreckels Theatre.

## Spreckels Theatre

### VENUE

#### 1. Public Parking:

The Spreckels Theatre has valet parking available in the Spreckels Garage on Broadway Circle at the basement level of the building. There are also additional pay parking lots in the neighborhood surrounding the Spreckels Theatre Building. Valet parking must be used at the request of Licensee and at their own expense.

#### 2. Event Unloading / Parking Permits:

There is no street parking allowed around the Spreckels Theatre by order of the City of San Diego. Parking permits can be obtained, but they must be requested a minimum of seven (7) *working* days prior to the event. Posted parking is for active loading and unloading only. Please be aware that all other parking outside of the Spreckels Theatre will be subject to ticketing and towing.

#### 3. Truck/Bus Parking:

All trucks and buses must pull permits in order to park outside the theatre. All other vehicle parking will have to be arranged at a remote location away from the Spreckels Theatre after unloading, while waiting until the designated time for pick-up and/or re-loading.

### LOBBY

The Grand Lobby may be hired at an additional fee for private gatherings and receptions of up to 250 guests (standing) or 100 guests (seated) either before and/or after an event. It may also be rented independently without the necessity of licensing the theatre. For further information email: [Shaun@Spreckels.net](mailto:Shaun@Spreckels.net).

During production cast members are not permitted in the auditorium or the Grand Lobby unless there is a scheduled autograph signing or photo op event.

### SEAT REMOVAL:

Auditorium seats may be removed with prior approval of Theatre Management in advance, and only under the direction of Theatre Management. This is a labor intensive service. A fee of \$100 per row will be assessed for removal and storage. The same \$100 fee will be assessed for their mandatory re-installation to the location in the Theatre where they originated, following the close of your event.

## PRODUCTION

### 1. Electrical Service:

A mandatory fee of \$300 a day will be assessed for your event's actual use of Electricity.

If extra power is needed to operate your event please let us know in advance in order to evaluate and price the extra expense.

2. Production Planning:

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The Spreckels Theatre Management will be pleased to assist you when planning and coordinating the staffing of your event in our venue. The Spreckels Theatre does not have a contractual obligation with any unions which may be a budgeting advantage for your presentation. We also have a long association and experience working with union staffed productions if you are contracted with them. In both cases we will guarantee a thoroughly professional backstage crew, working environment, and results.

### 3. Equipment Rental:

Our Theatre has an in--house inventory of first class and current lighting equipment to either supply or augment your event needs. Spreckels Theatre Management will provide you with a list of our stock and the associated pricing for these items. We can also recommend additional sources for rental of equipment you may need that we do not have in stock as required.

### 4. Fire Permits:

Fire Permits are required by law for the use of any open flame, pyrotechnics, or lasers on our stage. All permits for stage combustibles must be obtained in advance of load--in, and in sufficient time to have your paper work in place, and copies filed with our Theatre Management in order to use these stage effects in your performances. If you do not have your fire permits currently in force at the time of your performance(s), the Spreckels Theatre Management will not permit your incendiary effects to be used on the stage. Please contact us at least three (3) week ahead of load--in to discuss your combustibles.

### 5. Fire Marshall:

If your event requires the presence of a Fire Marshall please let us know when you contact us to discuss the incendiary stage effect required for your show. We will be sure to arrange for a qualified Fire Marshall to attend to your show requirement and assess his/her fees on an hourly basis.

### 6. Prohibited:

Confetti canons and bubble machines are strictly prohibited from use at the Spreckels Theatre. Smoking is prohibited in the Spreckels Theatre and is not allowed within 20 feet outside of any entrance or exit.

## FRONT OF HOUSE

### 1. Marquee:

The Spreckels Theatre has a vintage 3--sided marquee. All lettering is hand hung in place and the primary purpose will be to announce your show or event and the date it will appear at the Spreckels Theatre. Please discuss your display with the Spreckels Theatre Management at least two weeks prior to your load--in.

### 2. Security:

Security for your event will be provided by the Spreckels Theatre Management at the sole expense of the Licensee. Two guards will be required on site at all times your event staff, cast, and/or crew occupy the venue, *without exception*. This requirement includes load--ins, rehearsals, set--up, and all technical rehearsals. In the event of show calls, the Spreckels Theatre Management will determine the security requirement and will establish the number of guards hired for each event. No show call will hire less than four guards as security for the theatre. NOTE: The number of security personnel depends on the type of show, the size of the crowd, and the problems anticipated for that event. The Spreckels Theatre Management reserves the exclusive right to determine the number of security per performance.

### 3. Cleaning

Cleaning will be provided by the Spreckels Theatre Management for the Grand Lobby, front of house, restrooms, auditorium, and backstage each day or your run at the sole cost of the Licensee. Licensee will be charged \$300 a day for cleaning which will be tallied in the Settlement.

### 4. Medical:

Medical staffing is not routinely on--site for Spreckels Theatre performances. Upon request, Spreckels Theatre Management will arrange for specialized medical services to be present at the exclusive expense of Licensee.

### 5. Merchandise:

Licensee may offer their own merchandise for sale at the conclusion to their performances with the prior approval of Spreckels Theatre Management. A merchandise sales fee will be paid at 25% of the Licensee's total concession income. Licensee must pay California sales tax on all merchandise income. The Spreckels Theatre will supply a salesperson if requested, at an additional fee.

All merchandise must be counted in no later than one hour prior to performance curtain. At the conclusion of each performance, Licensee must submit a complete sales report to Spreckels Theatre Management.

### 6. Maintenance:

A maintenance engineer will be provided for each performance by the Spreckels Theatre Management at the sole cost of Licensee to service any and all mechanical problems, plumbing, electricity, and to troubleshoot any problems that may arise at the direction of the Theatre Management. Cost for this position is \$125 per show, to be included in the settlement

### 7. Front of House:

Front of House professional crew will be assigned to work Licensee's event at the direction of Spreckels Theatre Management. Under normal circumstances the Front of House crew numbers eight personnel for each show. Three of the professional crew take tickets on the main floor. Two run the volunteer crew on each level of theatre eating. They also instruct/direct a crew of volunteers who will work the aisles to seat the audience. These personnel are provided at the sole cost of Licensee. Cost for these personnel are \$900 per show..

### 8. Theatre Manager:

Theatre Manager will be in charge of all working personnel at the Theatre, and at the sole cost of Licensee at the Administrative rate Of \$250 pursuant to the terms of the written Agreement/Contract. His duties will include all logistical requirements of the event from the date we receive the signed Contract through the completion of final settlement.

## CONTRACT ITEMS

1. Insurance: Pursuant to the terms in the Licensing Contract, events visiting the Spreckels Theatre are required to carry General Liability Coverage in the minimum amount of \$2,000,000 per event, to cover your company each day you occupy our facility for personal injury \$1,000,000 per claim, and \$500,000 for damage to property. Please submit proof of insurance to our Theatre Management two weeks prior to your load--in date.
2. Payroll: An increment fee of 25% over and above the personal charges will be levied for payroll processing, tax, and fringe charges.
3. Holiday Rates: All license fees are for non--holidays. Holidays (U.S. sanctioned holidays) are charged at 1.5 times the regular rates.

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4. Tech Day: A first Tech Day at \$1500, without a performance may be followed by a performance date at \$3000 one show, or \$6000 two shows (two day contract).

All subsequent non--performance/tech/rehearsal dates will be charged at \$2000 per date.

Spreckels Theatre website: [www.spreckels.net](http://www.spreckels.net)

*All information including Spreckels Booking Information, Photos, Technical Specs, Theatre and Backstage Floorplans (PDF), Contact Information, History, etc.. Will be found at our website.*