



# The City of Los Angeles Department of Cultural Affairs' Madrid Theatre



## *Booking Packet & Application for Use*

Madrid Theatre  
21622 Sherman Way  
Canoga Park, CA 91303  
818-347-9419 (Office)  
818-347-9938 (Box Office)  
[VenueManager.Madrid@gmail.com](mailto:VenueManager.Madrid@gmail.com)  
[www.madridtheatre.culturela.org](http://www.madridtheatre.culturela.org)

*Facebook — MadridTheatre*  
*Twitter — @MadridTheatreCP*  
*Instagram — @Madrid.Theatre*

## About The Madrid Theatre

Located in the heart of historic, downtown Canoga Park, the Madrid Theatre is a four hundred and thirty (430) seat theatre owned and operated by the City of LA's Department of Cultural Affairs. Committed to supporting cultural activities and remaining accessible for both artistic organizations and audience members alike, the theatre features a proscenium stage (40'W x 30'D), sound system, and one hundred and thirty three (133) lighting instruments. Since it's opening in the late 1990s, the Madrid Theatre has hosted live dance, music, and theater performances, as well as conferences, speaking engagements, private events, and film festivals. Built on the site of a 1920s film house, this theatre has become a tent pole for the arts in the San Fernando Valley.

Currently, the Madrid Theatre operates primarily as a rental house. Co-presentations, festivals, and special events with the Department of Cultural Affairs are determined via a formal application process and announced online as they become available.

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Thank you for your interest in the Madrid Theatre! We look forward to hearing more about your event and how it will enhance our community.

For the City of Los Angeles

ERIC GARCETTI, Mayor  
BOB BLUMENFIELD, City Councilmember, 3rd District

For the Cultural Affairs Department

DANIELLE BRAZELL... General Manager  
BEN JOHNSON...Performing Arts Director  
NICKI GENOVESE...Performing Arts Manager

For the Madrid Theatre

CHRISTOPHER RIEDESEL... Venue Manager  
URSALINE BRYANT... Administrative Coordinator



## How to Rent the Madrid Theatre (MRD)

Applications to rent the Madrid Theatre are reviewed on a first come, first served basis. Potential renters are strongly advised to submit an application at least ninety days (approximately three months) before the event/production Load In.

1. Review this \*entire\* booking packet
2. Complete the application on pages thirteen to sixteen (13-16) of this document and submit to [VenueManager.Madrid@gmail.com](mailto:VenueManager.Madrid@gmail.com)
3. Once the application has been received & reviewed by MRD's Venue Manager, if approved, you will be issued a "soft hold" on the requested dates, confirmed via email.

*\*\* A "soft hold" indicates that you intend to move forward with a booking, but you have not formalized your rental with a deposit and/or Letter of Agreement. If another renter requests your said dates during your "soft hold" period, MRD's Venue Manager will contact you to see if you are ready to move forward. If you are, you will need to provide your deposit & begin the contracting process immediately. If you are not prepared to or able to commit, your dates will be released. \*\**

4. MRD Venue Manager provides preliminary cost estimate, as well as initial contract outlining the Terms & Conditions of the space
5. Renter signs contract AND provides a **non-refundable \$600 deposit**, paid via check to "Flight Community Services" (MRD's fiscal receiver)

*\*\*At this point, the booking is firm. Promotion and/or ticket sales can begin. The \$600 deposit will be applied to your bill. In the event that you/the renter cancels, this deposit will not be returned.\*\**

6. Production Meeting occurs — NOTE: At this meeting, the cost estimate will adjust to meet the needs of your event, i.e. the Preliminary Estimate from Step 4 will either go UP or DOWN.
  - a. 50% of your finalized Cost Estimate total is due ten (10) business days after the production meeting.
  - b. (If needed) A "one-week-prior-to-Load-In" phone meeting occurs between MRD's Venue Manager, Technical Director, and renter's team
7. Load In, rehearse, tech, perform, and Load Out!
8. No later than ten (10) business days after you load out, the MRD Venue Manager will provide a Final Event Statement that reflects the hard costs associated with your event at the Madrid Theatre. At this point, you will either be issued a payment of your box office profits or be invoiced for outstanding costs.
9. If you have outstanding costs, the final payment is due fifteen (15) business days from receipt.

NOTE — The submission of a completed application packet does not confirm that the proposed event is approved for the space. The City of Los Angeles reserves the right to expressly decline applications for any reason (i.e. safety, schedule conflicts, and/or City policy).

## Building Information

The Madrid Theatre can be rented for live performances, seminars, film screenings, film shoots, events, and more. A full building rental includes use of the following areas:

- Lobby —Ground level including concessions area, second floor lobby & public restrooms, exterior balcony overlooking Sherman Way, and elevator; renters can hang images/decorate the lobby via a wire system. Pre or post receptions may be held here, but MUST be arranged at the time of booking. Renters can host one (1) reception to be held in the MRD Upper or Lower Lobbies at no charge; however, additional charges for Labor and Security may be incurred (based on need). If more than one reception is booked an additional fee will be assessed.
- Auditorium, Audience — 338 seats in orchestra, including 4 handicap seats; 92 seats in balcony, including 2 handicap seats; 430 seats total
- Auditorium, Orchestra Pit —Three possible levels, specifics outlined later in this document
- Auditorium, on stage — Plastic-covered, black, wood stage floor; minimal wing space; cross over is through a dressing room.
- Backstage, downstairs — Two full dressing rooms: vanities with lighted mirrors, showers, toilets, double sinks in both
- Backstage, upstairs — One small office that has been repurposed to a dressing room space. Tables, chairs, and one garment rack provided.

## MADRID THEATRE — HOUSE POLICIES RIDER

*PLEASE READ THE FOLLOWING HOUSE POLICIES VERY CAREFULLY.*

### 1. BACKSTAGE

- a. A minimum of TWO Madrid crew/staff must be present whenever any work, rehearsals, or performances are taking place in the building. Madrid equipment is to be operated by Madrid Theatre employees only unless otherwise negotiated and approved in writing at least ten (10) business days in advance of load-in.
- b. All stage call times are to be pre-arranged with the MRD's Venue Manager. The usual crew requirement is four (4) persons:
  - b.i. Technical Director
  - b.ii. Master Audio (Sound Technician)
  - b.iii. Master Electrician (Lighting Technician)
  - b.iv. Stage Hand/Production AssistantDuring a "Hang & Focus" an additional crewperson may be required. All crewmembers have a four (4) hour minimum call.
- c. All RENTER schedules and technical requirements for duration of PRODUCTION must be submitted to MRD twenty (20) business days in advance of load in. If schedules are not received by MRD by this deadline, rental agreement may be subject to additional costs.
- d. Crew Breaks — MRD Technical Crew requires a break (minimum 30 minutes) after a period of not more than five consecutive hours of work.
- e. Overtime — MRD Technical Crew is compensated at "time and a half" rate after eight and up to twelve hours of consecutive work. MRD Technical Crew is compensated at double time after twelve (12) hours in a single day.
- f. Safety — MRD Technical Crew and House Staff have final say all matters or issues of safety. All rigging must be inspected, approved, and installed by MRD Technical Crew. The Genie Lift is not to be used without all four (4) outriggers in place. Only MRD Technical Crew is allowed to use the Genie Lift.
- g. Floor — The stage floor may not be painted. RENTER must receive prior written approval to drill into the stage floor. Terms to be negotiated in good faith at least ten (10) business days in advance of load-in.
- h. Lighting — if the RENTER is not using the MRD's standard rep plot, MRD Technical Director must approve the RENTER'S lighting plot no later than ten (10) business days prior to the first load-in.
- i. Storage — There is minimal storage space at the Madrid. Please consult with the Venue Manager if you will require early drop-off or later pick-up of equipment, sets, or other material.



- j. SOFT GOODS — Do not tape or pin anything to any stage soft goods. Any soft goods brought into and used in the theatre or lobbies must be fireproofed, and a certificate of treatment is to be submitted to the MRD Venue Manager at least ten (10) business days before Load In.
  - k. FIRE DEPARTMENT — The Los Angeles Fire Department (LAFD) must approve any open flames, including matches, in advance. Please inform the Technical Director and Venue Manager as early as possible of any use of an open flame. The LAFD may require a demonstration and/or the presence of a Fire Marshall at the theatre for rehearsals and performances. If required, all expenses will be the responsibility of the RENTER. The Madrid is a smoke-free building. The only exception is for props used in a show, which will require prior approval by the Venue Manager and LAFD. Do not attach anything to electrical conduit or fire sprinkler pipes.
  - l. SPECIAL EFFECTS — RENTER shall notify the MRD Venue Manager of intent to use any stage, smoke, or fog at least ten business days in advance of load-in. Generally, the use of dry ice and liquid nitrogen will be approved upon request if staged safely. The use of mineral oil hazers, glycol fogs, and Salamoniac shall not be approved.
  - m. DRESSING ROOM — RENTER is required to keep dressing rooms clean and tidy. Only authorized personnel such as performers and event staff are permitted in the dressing rooms. Only visitors escorted by an authorized representative of the RENTER may enter the backstage area. All others will be greeted in the Lobby.
  - n. FOOD & BEVERAGE — No food or open drink containers are allowed on the stage or in the theatre at any time except for bottled water. Cast/Crew can eat meals in the lobby or in the small office backstage, upstairs.
  - o. DOORS — Stairwells and corridors must be kept clear at all times.
  - p. DELIVERIES — MRD Theatre personnel cannot be relied upon to sign or accept any deliveries on behalf of RENTER. The Madrid is not responsible for any damages, losses, or shortages of any items it accepts and signs for on behalf of the RENTER.
2. BOX OFFICE
- a. All RENTERS selling tickets are required to utilize the MRD's ticketing system, which is administered via [www.tix.com](http://www.tix.com). Prices, configuration of seats, and sale dates are determined in collaboration with the RENTER.
  - b. All patrons must show a ticket to gain access to an event, with the exception of children under two (2) years old or younger that sit in an adult's lap and do not occupy a seat. Children three (3) years and older must have a ticket.
  - c. MRD will hold specific seats for the RENTER to sell at a lower rate via Goldstar, etc. The Madrid is also able to print tickets for the RENTER to sell in person at their respective sites or other satellite locations. Unsold tickets must be returned to the box office no later than 48 hours prior to the event to be re-entered into the ticketing system for sale. Tickets released within 48 hours of event cannot be guaranteed available for re-sale.



- d. A minimum of ten (10) business days is required for an event to be entered into the ticketing system. The Event may not be advertised as “on sale” to the public until it has been set up in the ticketing system.

### 3. MARKETING

RENTER is responsible for marketing their respective events. If the RENTER would like a courtesy posting of their event on the Department of Cultural Affairs website, [www.culturela.org](http://www.culturela.org), please provide complete production and ticket information at the time of booking, along with a high resolution production photo. Posting on DCA's website is not guaranteed and should not be relied upon as your sole source for audience development.

## Rental Types & Rates

**I. One Night Rental:** Renter has (non-exclusive) use of the entire facility, including backstage (dressing rooms, green rooms, etc.) and front of house (lobbies, patron restrooms etc.) for eight hours.

**II. Weekend:** A “Weekend” day is defined as Friday, Saturday, and/or Sunday. Mondays-Thursdays are defined as “Weekdays.” Rentals on City Holidays (i.e.: Independence Day, etc.) are considered “Weekend” days.

**III. Commercial:** Commercial Renters include all for-profit companies, sole proprietorships, and independent producers. Private events and most rentals fall under this category.

**v. Not for Profit (NFPs):** If the renter is a NFP, the entity is required to provide a 501c3 IRS Determination Letter at the start of the booking process. All paperwork and contracting with the Department of Cultural Affairs is required to match, and the NFP must be the primary users of the space.

**IV. Load-in & Load-out:** It is recommended that renters plan a minimum four-hour “Load-in” to bring in all physical production elements, such as set pieces, props, costumes, lobby décor, and any additional lighting/sound equipment. Renters should also plan for “Load Out” to ensure there is time to remove all of these items from the venue. Load In & Load Out requires a minimum of four MRD crewmembers. If renters include load-in/out on a production day (ie: before the curtain of the first performance or after the final performance) there is not an additional charge, but only an hourly rate for the crew.

**V. Technical Rehearsals v. Worklight Rehearsals:** Technical Rehearsals require a four-person crew and are intended to help the Renter see, edit, and rehearse all production elements of the event, including sets, lights, costumes and sound. A Worklight rehearsal requires only that the lights have been turned on in the main hall; there is no sound or theatrical lighting and usually only two venue representatives are required.



All renters also have access to

- Use of all tables and folding chairs in the building: One square (3 ft x 3 ft); two gray (6 ft x 10 ft); one brown (6 ft x 2 ft); two brown (8 ft x 6 ft); two gray (9 ft by 6 ft); one wood (2 ft x 6 ft).
- Live feed of stage activity to backstage during dress rehearsals/performances
- All utilities — (excluding wireless internet)
- Use of one external display window (20"x47") and marquee message (if marketing materials/information is provided in advance)

The rates are as follows:

	MRD
<b>Total Available Seats (Theatre Hall)</b>	<b>430</b>
<b>Total Capacity (Lower Lobby)</b>	<b>60</b>
<b>Total Capacity (Upper Lobby)</b>	<b>30</b>
<hr/>	
<b>One Night Rental - 8 hours - Commercial</b>	<b>\$1,300</b>
<b>each additional hour</b>	<b>\$75</b>
<b>One Night Rental - 8 hours - Not for Profit</b>	<b>\$500</b>
<b>Weekend One Night Rental - 8 hours - Not for Profit</b>	<b>\$650</b>
<b>each additional hour</b>	<b>\$75</b>
<b>Load-in &amp; Strike - 8 hours - Commercial</b>	<b>\$650</b>
<b>Load-in &amp; Strike - 8 hours - Not for Profit</b>	<b>\$150</b>
<b>Technical Rehearsal - 8 hours - Both Commercial / NFP</b>	<b>\$350</b>
<b>each additional hour</b>	<b>\$75</b>
<b>Worklight Rehearsal - 8 hours - Both Commercial / NFP</b>	<b>\$200</b>
<b>each additional hour</b>	<b>\$75</b>

## Crew Labor Rates

MRD personnel must be present throughout the entire rental. At no point is the renter allowed to be in the building without MRD crew present. Renter is required to provide all design staff (lighting, sound, sets, etc.) and a Stage Manager.

- Minimum Four Person Crew
  - o Required for performances, live events, film screenings, lectures, technical rehearsals, and load in/out.
    - Technical Director
    - Master Audio — OR Sound Board Operator
    - Master Electrician — OR Light Board Operator
    - Stage Hand
  
- Minimum Two Person Crew
  - o Required for work light rehearsals
    - Technical Director
    - + One Crewmember — Determined based on production needs.

### Crew Labor Policies:

- 4 hour minimum call
- A day is considered to be 8 hours; a break (30-60 minutes) is required within the first 5 hours of work
- Overtime pay of time-and-half is required for hours worked over 8 in a day.
- Double rate is required for hours worked over twelve (12) in a day.
- Any changes in crew schedules must be requested 72 hours (3 days) in advance. MRD cannot ensure crew availability for last minute shift adds. Any cancellations within 72 hours of crew call time will be billed to the renter.

The rates are as follows:

<b>Position</b>	<b>Standard Hourly Rate</b>	<b>Overtime Rate</b>	<b>Double Time Rate</b>
Technical Director	\$36.00	\$54.00	\$72.00
Master Electrician	\$31.00	\$46.50	\$62.00
Master Audio	\$31.00	\$46.50	\$62.00
Electrician <i>(Sound or Light Board Operator)</i>	\$28.00	\$42.00	\$56.00
Follow Spot	\$26.00	\$39.00	\$52.00
Stage Hand	\$26.00	\$39.00	\$52.00

## Front of House Labor Rates

MRD Front of House personnel must be present for all events open to the public and private events that involve more than 30 people entering the building. MRD provides a security guard for all events at no additional cost.

- Required Front-Of-House Team
  - o Required for all events open to the public. Call time is two hours prior to event start/curtain.
    - One (1) House Manager
    - Two (2) Front of House Coordinators

### Front of House Labor Policies:

- 4 hour minimum call
- A day is considered to be 8 hours; a break (30-60 minutes) is required within the first 5 hours of work
- Overtime pay of time-and-half is required for hours worked over 8 in a day.
- Double rate is required for hours worked over twelve (12) in a day.
- Any changes in FOH schedules must be requested at least five business days in advance. MRD cannot ensure Front of House availability for last minute added performances or events. Any cancellations within five business days will be billed to the renter. *Note: renter will be billed accordingly for added events or performances.*
- Renter must provide 2-4 volunteer ushers, one for each entrance to the auditorium, to work with the MRD Front-of-House team. If ushers are not provided, renter will be billed \$200 per performance.

The rates are as follows:

Position	Standard Rate	Overtime Rate	Double Time Rate
House Manager	\$28.00	\$42.00	\$56.00
Front of House Cord	\$21.00	\$31.50	\$42.00



## Additional Fees

Building Fee, Per Person — MRD requires a “per person” building fee, which covers the hard costs of having the public and audience members in the building. This fee offsets expenses for paper goods and “wears & tear” on the physical plant. It is calculated based on the average of the number of tickets sold and the actual house count. **The cost is \$1.50 per person.**

Custodial Fees — The Department of Cultural Affairs provides custodial services for renters of the Madrid Theatre. The MRD Venue Manager manages the Custodian’s schedule to ensure that all public areas are cleaned in between performances/events, as well as backstage/audience areas are clean for rehearsals. **RENTERS pay a flat weekly fee of \$150 for this service for all rental types.**

Equipment & Restore Costs — MRD has a dimmer-per-circuit lighting system and a basic inventory of one hundred and thirty three (133) lighting instruments. The standard rep plot is included in the attached appendix on page seventeen (17). MRD covers all burnouts and bulb replacements. RENTERS are allowed to utilize any of the sound equipment included in the inventory (appendix, pages 18-19). If necessary for the production, renters can bring in additional lighting or sound equipment at their own expense. The MRD Technical Director is required to oversee all external equipment install. There are Equipment & Restore fees associated with the use of the Madrid’s inventory, as well as the labor costs associated with returning all technical elements back to the MRD’s standard rep plot (i.e. Restore). **This fee is \$300 flat per rental for equipment, plus \$150 per performance/event day for restore.**

Production Meetings — The MRD Venue Manager and Technical Team highly recommend formal production meetings, at least four weeks prior to the event. Additionally, the MRD Venue Manager provides additional administrative support to ensure all marketing materials are collected and distributed, as well as any technical notes are distributed to the Crew. **Renters pay a flat \$150 fee for production/administrative support.**

Piano — MRD owns a baby grand piano that can be situated in either lobby or on the stage as part of the production. If renters intend to use the piano, there is a moving/tuning cost associated. **This fee ranges from \$150-\$200 flat, determined on a case-by-case basis.**

Concessions — MRD operates the Concessions at no cost to the renter. If the organization would like to run concessions (provide all drinks/snacks, staffing, and clean up), a concessions **buy-out fee of \$200 per performance day** must be paid. Renters are able to sell merchandise in the lobby.

## Additional Requirements

Insurance — RENTER must provide a General Liability Insurance Rider for \$1,000,000 (one million dollars) naming the Madrid Theatre, 21622 Sherman Way, Canoga Park, CA 91303 as the location for all dates of renter's production, and indemnifying the City of Los Angeles, its departments, divisions, elected officials, executives, managers, employees, and agents from all liability for damages or personal injury resulting from Renter's activity at MRD. The City of Los Angeles assumes no liability for claims by PRESENTER or their personnel (hired, contracted, or volunteer) under state or federal Workers Compensation or Unemployment Insurance laws. RENTER will be expected to upload the insurance certificate via the City's KwikComply online system: <https://kwikcomply.org/>. Directions will be provided after the application is accepted.

Marketing — All publicity and promotional materials are subject to MRD/DCA approval and must be submitted for approval before going to print. All advertising, marketing and signage, flyers, posters, press releases, invitations, and programs must include the following phrase: *"The Madrid Theatre is a facility of the City of Los Angeles Department of Cultural Affairs."*

The following credits must appear in all production programs:

For the City of Los Angeles

ERIC GARCETTI, Mayor  
BOB BLUMENFIELD, City Councilmember, 3rd District

For the Cultural Affairs Department

DANIELLE BRAZELL... General Manager  
BEN JOHNSON...Performing Arts Director  
NICKI GENOVESE...Performing Arts Manager

For the Madrid Theatre

CHRISTOPHER RIEDESEL... Venue Manager  
URSALINE BRYANT... Administrative Coordinator

The Madrid Theatre does not have a dedicated Marketing team that is able to provide consistent advertising support to RENTERS. The Renter is responsible for marketing their respective events. If the renter would like a courtesy posting of their event on the Department of Cultural Affairs website, [www.culturela.org](http://www.culturela.org), please provide complete production and ticket information at the time of booking, along with a high resolution production photo. Posting on DCA's website is not guaranteed and should not be relied upon as your sole source for audience development.



### APPLICATION FOR USE OF THE MADRID THEATRE

Please complete this ENTIRE FORM and submit via email to [VenueManager.Madrid@gmail.com](mailto:VenueManager.Madrid@gmail.com)

Title of Production/Event: \_\_\_\_\_

Producing Entity or Individual: \_\_\_\_\_

Type of Organization: <i>(Circle One)</i>	Commercial/For-Profit	Non-Profit
	School	Individual/Private

Primary Contact/Authorized Representative \_\_\_\_\_

Position \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Office \_\_\_\_\_ Cell \_\_\_\_\_

Alternate Contact \_\_\_\_\_

Position \_\_\_\_\_ E-mail \_\_\_\_\_

Phone: Office \_\_\_\_\_ Cell \_\_\_\_\_

Select all that apply to your proposed event:

- |   |  |
|---|--|
| <input type="checkbox"/> Live Theatrical Production                                     | <input type="checkbox"/> Film Screening    |
| <input type="checkbox"/> Dance Production<br><i>(MRD does not have Marley flooring)</i> | <input type="checkbox"/> Film/Photo Shoot  |
| <input type="checkbox"/> Concert  | <input type="checkbox"/> Meeting / Seminar |
| <input type="checkbox"/> Rehearsal  | <input type="checkbox"/> Other             |

Briefly Describe Your Proposed Activity: \_\_\_\_\_

\_\_\_\_\_



**Event Dates Requested** - Please list the date(s) you are interested in:

Preference	Load In Date	Rehearsal Dates	Event Dates*	Load Out Date**
1 <sup>st</sup> Choice				
2 <sup>nd</sup> Choice				
3 <sup>rd</sup> Choice				

*\*If you are interested in a one-day rental, you only need to complete this column.*

*\*\*If the crew will not enter overtime, you can schedule Load Out occur on the same date as the final performance.*

## Proposed Schedule

Load In Date & Time (min. 4 hours) — \_\_\_\_\_  
*(MRD recommends that renter brings ALL materials to the space this day (set, props, costumes, FOH materials, merchandise, etc.)*

Hang & Focus Date & Time (min. 4 hours) — \_\_\_\_\_  
*(Renter's design team works with MRD crew to program the light board, solidify all cues, and complete any final load-in tasks, including sound equipment install and set decorating.)*

Work Light Rehearsal Dates — \_\_\_\_\_

Timeframe — \_\_\_\_\_

Tech/Dress Rehearsal Dates — \_\_\_\_\_

Timeframe — \_\_\_\_\_

Performance Dates — \_\_\_\_\_

Call Time for Performers — \_\_\_\_\_

Performance Start Time — \_\_\_\_\_



Load Out Date (min. 4 hours) — \_\_\_\_\_

## Initial Technical Information

### Event/Production Length

Act 1, Run Time: \_\_\_\_\_ Intermission (1) Length: \_\_\_\_\_

Act 2, Run Time: \_\_\_\_\_ Intermission (2) Length: \_\_\_\_\_

TOTAL: \_\_\_\_\_

### Sound

Will you have live music? (Circle One) — YES — NO — TBD

- If YES, will you have live vocals? — YES — NO — TBD
- If YES, will you have live instrumentation as well? — YES — NO — TBD
- Will you need amplification? — YES — NO — TBD
  - o If YES, how many floor microphones (with stands) will you need? \_\_\_\_\_
  - o How many hanging microphones? (From grid above stage) \_\_\_\_\_
  - o How many on stage monitors? — \_\_\_\_\_

Will you have music/sound via playback? (Circle One) — YES — NO — TBD

- If YES, files can be provided via CD, iPod/iPad (connection standard headphone jack), and/or sent via email (mp3 or wav files) to MRD's Venue Manager.
- How many "numbers" will you have? — \_\_\_\_\_

Will you be renting additional sound equipment (see appendix on pages 18 – 19 for the MRD's sound inventory)? (Circle One) — YES — NO — TBD

- If YES, what do you intend to bring in? — \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a SOUND DESIGNER or SOUND ENGINEER working with you on this production? — YES — NO — TBD

- If Yes, Name — \_\_\_\_\_



- Email — \_\_\_\_\_

Lighting

Do you have a LIGHTING DESIGNER working with you on this production? (Circle One) — YES — NO — TBD

- If Yes, Name — \_\_\_\_\_

- Email — \_\_\_\_\_

Will you be renting additional lighting equipment (see page 17 for the MRD’s rep plot)? (Circle One) — YES — NO — TBD

- If YES, what do you intend to bring in? — \_\_\_\_\_

\_\_\_\_\_

Will you need a Spot Light? (Circle One) — YES — NO — TBD

Will you need “specials”? (Circle One) — YES — NO — TBD

*A “Special” is a lighting instrument that is utilized for a specific purpose, rather than creating a full-stage color wash or tone. For instance, a “special” could be a light in the grid that is directed straight down to create a circle on the floor of the stage for a soloist.*

Do you intend to use fog?

(Circle One) — YES — NO — TBD

- YES, what do you intend to bring in? — \_\_\_\_\_

\_\_\_\_\_

**NOTE — RENTERS are required to bring in their own GELS and GOBOS. The Madrid Theatre does NOT provide these production expendables.**

Staging & Set

Do you have a SET DESIGNER working with you on this production? (Circle One) — YES — NO — TBD

- If Yes, Name — \_\_\_\_\_

- Email — \_\_\_\_\_

Please describe your set here — \_\_\_\_\_

\_\_\_\_\_

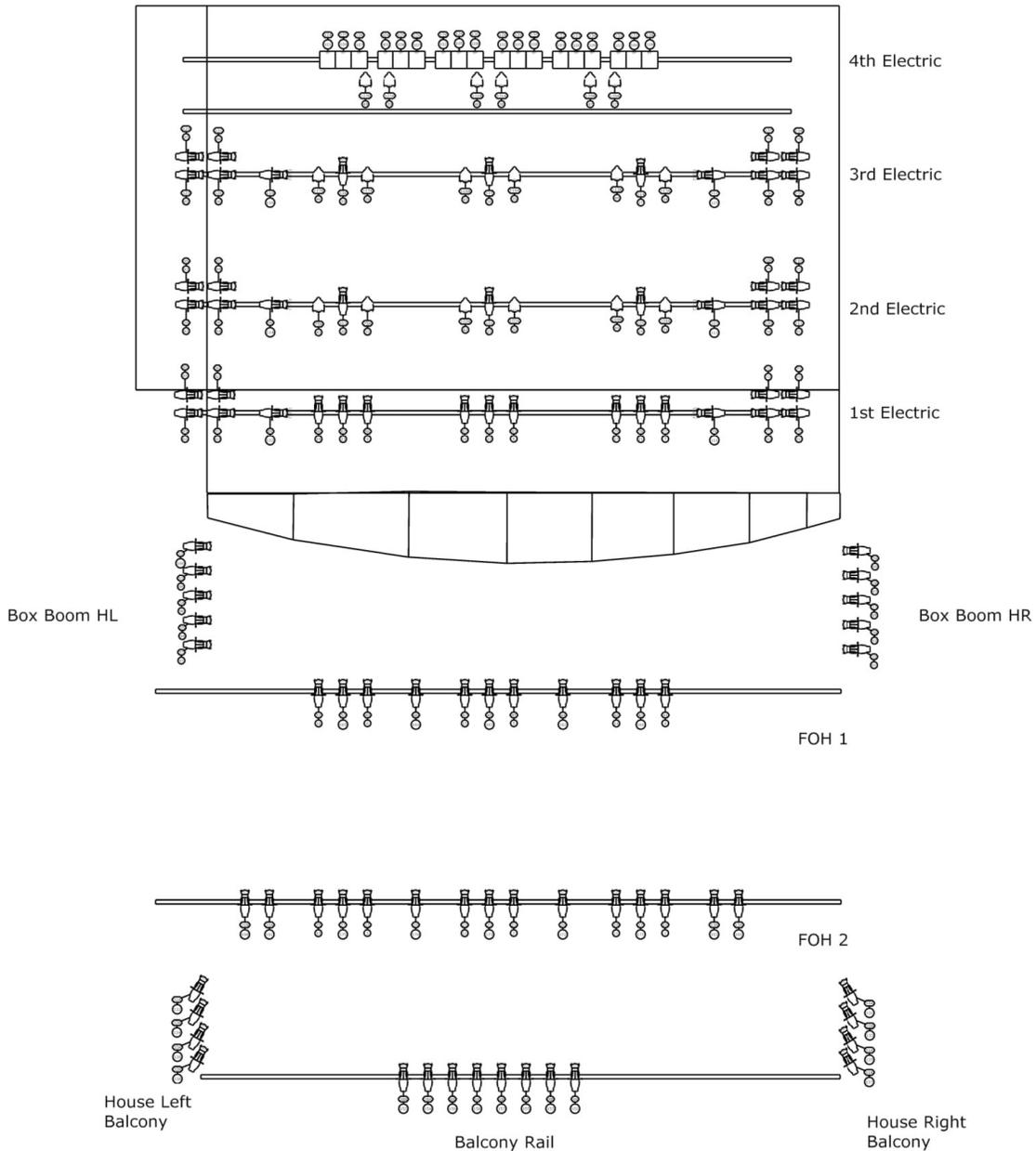
\_\_\_\_\_



DEPARTMENT OF CULTURAL AFFAIRS  
*City of Los Angeles*



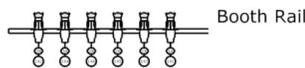
# Appendix One — Madrid Theatre House Plot



**Symbol key**

- Source Four 19°, Source Four 26°, Source Four 36° (103)
- Source Four PARNet (18)
- 1 Cell Cyclite 1K (18)

\*Please Note: 1 Cell Cyclite 1k is actually 3 Cell Strand Cyc Lite  
\*For Reference Only Not to Scale



Project: Madrid Theatre		
Project Location:	Project Date: 5.20.18	
Client:	Designing author: Jose Emmanuel Varela	Drawing version: Madrid_Printout.c2p Comments: Madrid Rep Plot
	Drawing version:	



## **Appendix Two — Madrid Theatre Audio Inventory**

### **Mic's**

SM58=6

SM 57 = 3

AT Pro45 Hanging Lav's = 3 PZM = 1

AT 835b Booms = 3 Shorty = 6

### **Mic Stands**

Straight = 8

Booms = 7

### **Stage Monitors**

JBL Trio5 = 4

JBL SP212-9 = 1

### **Shure Drum Mic Kit Case**

Beta 52A Kick = 1

SM 57 = 3

Clips/Extensions = 3

Mic Clips = 17

### **XLR Cables**

5' = 3

25' = 15

50' = 10

100' = 3

### **D.I. Boxes**

Rolls DB25b = 3

Rapco db 100 = 3

### **MISC. CABLES**

1/4 to 1/4 Speaker cables = 3

1/4 to Fem XLR cable = 1

1/4 to mini cable = 1

1/4 Fem to Male cable = 1

RCA Male to Male cable = 1

Whirlwind 8 Channel Stage

Box/snakes = 2

Clear Com Packs & Headsets = 4 good

Black Extension cord = 1

Power Strips = 5

Sony Headphones = 1

NL4 Turnaround barrels = 3

NL4 Cables = 6



## **AUDIO INVENTORY @ SOUND BOARD**

Rolls DI = 2

1' 1/4" TRS to XLR m =1

3' 1/4" TRS to XLR m =1

5' 1/4" TRS to XLR f = 1

10' 1/4" TRS to XLR m = 1

CAT6 to XLR male and female = 2

1/4" TRS to 1/8" headphone = 1

HDMI cables = 2 ft?

STEREO RCA = 2

10' RCA to XLR = 3

IEC power cables = 2

RCA digital splitter = 1

5' RCA to RCA =1

XLR m to 1/4" TRS/XLR m splitter =1

4pin XLR f to XLR f adapter = 1

3' RCA to 1/4" TRS = 2

RCA to XLR m barrel adapter =1

XLR m to XLR m barrel adapter = 2