

About Us

• THEATRE OVERVIEW & FREQUENTLY ASKED QUESTIONS •



478 West 6th

WARNER GRAND
T H E A T R E

Street • San Pedro, CA 90731

THEATRE OVERVIEW:

The Warner Grand Theatre (WGT) opened in 1931, one of three Art-Deco neighborhood “picture palaces” built by Warner Brothers in the Los Angeles area. Seating for 1,495 patrons is split between a main floor orchestra (898 seats + a wheelchair section) and balcony (597 seats). The theater features a vaudeville-size proscenium stage (50’W X 32’H) with a T-Guided fly system that is suited to presenting concerts, variety acts and film screenings.

Stage depth from the apron to the back wall is 34’, consisting of a 24’ upstage section of tongue-and-groove hardwood (over concrete) fronted by a 10’ modified thrust (curved) extension of masonite over a steel frame, covering the orchestra pit (the pit is usable for musical presentations; a WGT crew is required to remove and replace the pit cover). The T-guided counterweight system has a stage right locking rail with a total of 16 line sets, 7 of which are used for electrics and stage drapes; the grid is 65’ above the deck. Stage power is 600 amp, 3-phase. Down, mid and upstage lighting positions provide washes that can be augmented by 3 separately controlled positions in the house. Lighting specials can be accommodated; the WGT Manager will provide cost information for technical staff to hang & focus and restore to the house plot. The house sound system provides 8 mic inputs and 2 aux. inputs with 40-amps of output through 2 speaker arrays, stage left and stage right; two 20-amp circuits are also available, stage right. Dressing rooms are located beneath the stage - there are 4 single dressing rooms and two 12-person dressing rooms served by 2 restrooms with showers.

Films are screened on a 50w X 25h Harkness Perlux 180+ flat-seam, mini-perforated screen, using a platter system with 2 matched Norelco AA 35mm projectors with optical and LED stereo sound, supported by SR and Dolby® noise reduction. Digital video screenings can also be accommodated at a daily rental rate, quoted upon request.

QUESTIONS & ANSWERS:

- **Who owns and operates the Warner Grand Theatre?** In 1996, the City of Los Angeles purchased the WGT. The theater is operated by the City’s Department of Cultural Affairs.
- **How is programming determined?** The Department of Cultural Affairs presents periodic events annually, and commercial, non-profit, community and educational institution producers and presenters may rent the facility for their own events.
- **How are staffing levels determined? Can I bring my own staff?** WGT does not operate as “four-wall”. WGT staffing for events is determined by the WGT Manager after a production meeting and consultation with the WGT Technical Director and/or House Manager and the Renter. Renters may bring their own production team, however all WGT technical and stage equipment requires WGT staff operators. The WGT House Manager is in charge of all front of house activity(ies) and front of house staff.
- **How are tickets sold for WGT events?** This information will be detailed in the Permit for Use.
- **What is the \$1 per ticket Facilities Costs Recovery Fee that is charged on all admissions?** The \$1 Facilities Costs Recovery Fee is a charge renters may build into their ticket price(s) that helps the City defray the costs associated with maintaining the Warner Grand. The charge is due for regular and discount-priced tickets actually sold and presented for admission. WGT House Seats used (up to 16 per event), Press comps and tickets provided at no charge to community social service organizations or schools are exempt from the \$1 charge.

THEATRE OVERVIEW & FAQ's

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- **If I have tickets printed and sold elsewhere, can I be exempted from the Facilities Costs Recovery Fees?** No, the fee helps defray the cost of operations of WGT'S public areas - it is not tied to the cost of box office operations or the number of tickets printed; only the number of tickets presented for admission.
- **Who operates concessions? Can my organization sell or give away food or alcoholic beverages?** All food and beverage sales to the public are handled by WGT'S concessionaire, Sacred Grounds Coffee House, including beer and wine. Food and beverages may be sold or given away at a pre- or post-show reception for invited guests (not open to the public), with the approval of the WGT Manager a minimum of 2 weeks in advance. Sales of alcoholic beverages by renters at private receptions requires a 1-day license from the state Alcoholic Beverage Control (ABC), and Liquor Liability must be included as part of the required general liability policy. When alcohol is served, professional security services, contracted by the City of Los Angeles, may be required by WGT management.
- **Is liability insurance required?** All event producers must present a certificate of event general liability insurance in minimum limits of \$1,000,000 per occurrence, single limit - \$2,000,000 aggregate, naming as additionally insured: **THE CITY OF LOS ANGELES, 200 N Main St – CITY HALL, Rm. 1240, Los Angeles CA 90012.** The certificate of insurance must be delivered to the WGT business office on or before the date indicated in the Permit for Use (generally 30 days before the event). If pre- or post-show receptions are part of the event, Liquor Liability coverage must be included.
- **Where do WGT patrons park?** In addition to metered street parking surrounding WGT, convenient metered public parking lots are short distance away. These lots are on 5th, 7th, 8th and 9th Streets between Pacific and Mesa; another lot is at the northeast corner of 6th and Mesa (please see area parking map attached). Metered parking is enforced from 8am to 6pm, Mon – Sat; parking is free all day Sunday.
- **Are there restaurants in the immediate area convenient for WGT patrons?** WGT maintains relations with several local restaurants, from coffee shops to fine dining. The WGT manager will assist producers in contacting these restaurants to explore special “dinner/brunch and show” packages. A complete listing of local restaurants is on www.yelp.com or www.grandvision.org.
- **Briefly, what is the basic process to establish a booking at WGT?**
 1. Call the WGT booking office to see if your date(s) is/are open. (310) 548-2493
 2. Complete a booking application (with supporting documents if asking for a non-profit rate).
 3. Schedule a production meeting with the WGT Manager and Technical Director.
 4. Review the Cost Estimate and the Terms and Conditions in the Permit for Use with the WGT Manager.
 5. Submit two copies of the signed Permit with the required deposit by cashier's check or money order.
 6. Upon acceptance of the Permit and deposit, the event is considered “booked” and you may begin publicity and marketing of the event.
- **What acknowledgments of the City and/or Department of Cultural Affairs and WGT staff must appear in promotional materials and programs?**

There are standard acknowledgments that will be included in the Permit.
- **Does WGT do any marketing or advertising of upcoming events?** Renters are 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, please provide complete production and ticketing 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. WGT works closely with community partners to create quarterly calendar mailers and do e-blasts of upcoming events. **PLEASE NOTE:** The City of Los Angeles Municipal Code Sec 28.04 specifically prohibits posting of signs, posters, flyers, etc. on public property.

PLEASE REFER TO THE “WGT GENERAL GUIDELINES” AND “WGT EVENT MINIMUM STAFFING AND INSURANCE GUIDELINES” FOR ADDITIONAL REQUIREMENTS, NOT INCLUDED HERE, WHICH MAY AFFECT THE TERMS OF USE OF THE WARNER GRAND FOR YOUR EVENT.

Application for Use - WGT

• APPLICATION FOR USE •

General Information



WARNER GRAND
T H E A T R E

478 West 6th

Street • San Pedro, CA 90731

Today's Date _____

Title of Show/Event _____

Producing/Presenting Organization or Individuals _____

Type of Organization: _____ Commercial _____ Non-Profit _____ School _____ Indiv/Private

Authorized Representative _____ Position _____

Address _____

City _____ State _____ Zip _____

Phone: Day _____ Eve _____ Cell _____ Fax _____

E-mail _____

Alternate Contact _____ Position _____ Phone _____

Which Best Describes Your Proposed Activity?

- Live Stage Presentation (Comedy, Drama, Musical) Film Screening (___35mm ___16mm ___DVD)
 Dance Production Filming/Video/Photography
 Concert Meeting / Seminar / Ceremony / Wedding
 Rehearsal Other

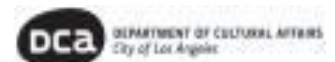
Briefly Describe Your Proposed Activity: _____

Please List The Date(s) That You Are Requesting For Your Event.

Preference	Date	Time In the Door	Time Out the Door	Show time
1st Choice				
2nd Choice				
3rd Choice				

Ticket Price(s): _____

Assigned Seating or General Seating? _____



PLEASE NOTE: SUBMISSION OF THIS APPLICATION DOES NOT GUARANTEE A BOOKING. PLEASE REVIEW THE SECTION "ABOUT US" COMPLETELY.

APPLICATION FOR USE

Please describe any sets, props, or equipment that you plan to bring into the Warner Grand Theatre

(Subject to approval of the WGT TD): _____

Will you need to use Stage Lighting? _____ Yes _____ No

Will you need to use House Follow Spot? _____ Yes _____ No

Will you need to use the House Sound System? _____ Yes _____ No

Is open flame or fog a part of your production? _____ Yes _____ No

(Example: candles, cigarettes, cigars, prop guns flash boxes or any other incendiary device)

If yes, please explain: _____

Estimate Load-In/Tech/Rhsl Schedule (example: Load in & lights tech -10am/ Sound check & Rhsl 12 -4pm/ Show 7-9 pm Strike 9-10pm):

What is your anticipated audience size? _____

Pre or Post-Show reception? _____ PRE _____ POST What date? _____ Time _____

How would you like the marquee to read? _____

Please provide a short, descriptive synopsis of your event for promotional purposes: _____

How will you promote this event? How will you sell tickets? _____

Please attach some brief information on the background, activities and purpose of the producing organization. **If requesting a nonprofit rental rate as a 501c(3) organization, please attach a copy of your IRS determination letter.**

By signing below, the applicant affirms that s/he has read and understands the terms and conditions contained in the overview and FAQ section, "About Us".

Printed Name

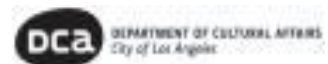
Title/Position

Signature

Date

When completed, please mail or fax this application with any supporting document(s) to

Department of Cultural Affairs - WGT
478 West Sixth Street
San Pedro, CA 90731
Phone: (310) 548-2493 • FAX: (310) 548-2498
E-mail: Leezcorner@gmail.com



DAILY THEATER RENTAL RATES

COMMERCIAL ORGANIZATIONS OR INDIVIDUALS

<u>Performance/Sp. Event⁽¹⁾</u>	<u>Technical Day</u>	<u>Worklight Rehearsal</u>
Mon – Thur / Fri – Sun	Mon – Thur / Fri – Sun	Mon – Thur / Fri – Sun
\$1,100 \$2,200	\$250 \$500	\$250 \$250

NONPROFIT ORGANIZATIONS

<u>Performance/Sp. Event⁽¹⁾</u>	<u>Technical Day</u>	<u>Worklight Rehearsal</u>
Mon – Thur / Fri – Sun	Mon – Thur / Fri – Sun	Mon – Thur / Fri – Sun
\$550 \$1,100	\$125 \$250	\$150 \$150

(1) Special events include public or private receptions, trade shows, wedding ceremonies/receptions or other nontraditional use of the theater.

MEETING/SEMINAR (Not open to general public)

Commercial: **\$750/event + \$1.50/attendee over 500** Nonprofit/Community/School: **\$250**

Daily rental includes: Up to 12 hours use of the theater; use of house lighting and audio systems (**lighting/sound instrument packages available at an additional charge**); use of stage flies system (requires WGT flyman/rigger); use of dressing rooms; area for 1 pre- or post-show reception; up to three (3) lobby tables; utilities. See Permit for Use for other Terms and Conditions.

ADDITIONAL CHARGES MAY INCLUDE BUT ARE NOT LIMITED TO (quoted separately following a production meeting): Lighting/Sound instrument packages; piano rental/tuning (Yamaha C7); stage lighting house hang restore; use of theater’s digital or 35mm projectors; \$1.00 Facilities Costs Recovery Charge per ticket presented for admission; ticket printing service – \$150/production, \$35/month tickets are on sale, \$.20/ticket printed; live event facility cleaning fee – \$250; Lighting/Sound system M & R – \$150/day; event security (must be hired through City of LA contracted security service). Other charges may apply.

LOCATION FILMING RATES PER 12-HR DAY (Feature film, TV, commercial, video):

<u>INTERIOR / EXTERIOR</u>	<u>PREP/STRIKE DAY</u>	<u>Per hour after 12</u>
\$2,500 / \$1,500	\$1,250	\$150 – \$250
 <u>STILL PHOTO</u>	 <u>PREP/STRIKE DAY</u>	 <u>Per hour after 12</u>
\$1,750	\$1,000	\$175

Site Monitor: \$36.75/hour (time and ½ after 8 hours & double time after 12 hours)

Facility Cleaning Fee: \$250

Refundable Damage Deposit: \$1,500

WGT STAFF LABOR RATES

Minimum 4-hr call per person per day. Rates listed are per hour, or part thereof, for the first 8 hours. Time and a half is charged per hour or portion of an hour for the next four hours, and double time is charged for all hours after 12, per day.

<u>TECHNICAL STAFF</u>	
Technical Director	\$30.00/hour
Technical Assistant (Lts/Sound)	\$24.50/hour
Light/Sound Board Operator	\$24.50/hour
Deck Crew/Spot Operator	\$24.50/hour
Stage Rigger/Flys Operator	\$54.00/hour
Stage Manager	\$45.00/hour
35mm/digital projectionist	\$339.00/flat chg
Production Consultant	\$500/Prd
Stage Sound/Lights Consultant	\$500/Prd

<u>HOUSE/OTHER STAFF</u>	
House Manager	\$25.00/hour
Ass't House Manager	\$23.00/hour
Box Office Sales/Will Call	\$19.25/hour
Front of House staff	\$19.25/hour
Concessions Assistant	\$19.25/hour
Custodian	\$19.25 – \$21.00/hour
Security Officer (City of LA contract)	\$24.00 – \$29.25/hr
Marketing Consultant	\$500/Prd

WARNER GRAND THEATRE EVENT MINIMUM STAFFING AND INSURANCE REQUIREMENTS (EMSIR) Page 1 of 2

Please note: The minimum limits for general liability event insurance coverage required for most events are \$1,000,000 per occurrence single limit / \$2,000,000 aggregate; some events also require Liquor Liability Coverage. Category IV concerts require minimum limits of \$3,000,000/\$6,000,000, and variety acts that include exotic animals or inherently hazardous “business” may require higher limits.

Audience Less than 500

Audience 500 or More

Category	Event Description	Audience Less than 500					Audience 500 or More					NOTES
		House Mgr	Asst House Mgr	Entrance Security	House Security	LAPD	House Mgr	Asst House Mgr	Entrance Security	House Security	LAPD	
Lectures	Lectures, seminars, book readings	1	No	1	See Notes	No	1	1	1	See Notes	See Notes	Celebrity speakers may require special security
Meetings	Business mtg, worship service/ mtg, civic mtg, conference	1	No	1	See Notes	No	1	1	1	See Notes	No	Alcoholic bev svc may require security
Ceremonies	Award presentations, pageants, graduations	1	No	1	See Notes	See Notes	1	1	1	See Notes	See Notes	Major or high-profile events may require security – alcoholic bev svc requires security for most events
Film Screenings	Cast and crew screenings, previews, premieres	1	No	1	See Notes	See Notes	1	1	1	See Notes	See Notes	Celebrities may require security - alcoholic bev svc requires security for most events
Receptions/ Special Events	Anniversaries, banquets, Bar/Bat Mitzvahs, birthday parties, Quinceanera, reception, reunion, wedding, charity auction, art show	1	No	1	See Notes	See Notes	1	1	1	See Notes	See Notes	Alcoholic beverage service requires security for any type of event
Theatre	Theatrical performances, musicals, play readings	1	No	1	No	No	1	1	1	No	No	Productions with celebrity performers may require security
Concert I	Chamber orchestra, classical music ensemble, choral groups, opera, school ensembles, symphonies,	1	No	1	No	No	1	1	1	No	No	

	traditional music												
Category	Event Description	House Mgr	Asst House Mgr	Entrance Security	House Security	LAPD	House Mgr	Asst House Mgr	Entrance Security	House Security	LAPD	NOTES	
Dance	Ballet, contemporary, jazz, tap, flamenco, folklorico, school recitals	1	No	1	No	No	1	1	1	No	No	Alcoholic bev svc may require security	
Variety Attractions	Animal acts, hypnotists, magic shows	1	No	1	No	No	1	1	1	See Notes	See Notes	NOTE: Higher g/l cov'g may be req'd. Alcoholic bev svc may require security	
Political	Debates, political forums, rallies	1	No	1	See Notes	See Notes	1	1	1	See Notes	See Notes	Security svc may be required if not provided for participants	
Concerts II	Blues, gospel, jazz, new age, world music, comedy show	1	No	1	2	No	1	1	1	2	No	Alcoholic bev svc may require security	
Concerts III	Contemporary, contemporary cultural or world music, country western, R&B, top 40, oldies, heritage acts	1	1	1	See Notes	See Notes	1	1	1	4	See Notes	Alcoholic bev svc requires security and may require LAPD presence # of security determined by City of LA.	
Concerts IV	Alternative, heavy metal, hip hop, rap, current pop/rock	1	1	1	16	Yes	1	1	1	16	Yes	Metal detector or wand at entrance; wristbands for alcoholic bev svc	
Filming/ photography	Commercial & student film or TV shoots, still photo shoots	1	See Notes	See Notes	See Notes	See Notes	1	See Notes	See Notes	See Notes	See Notes	Staffing will be determined by the size of the shoot, if a live audience is used, or other requirements from Film LA.	

DRIVE TO DIRECTIONS
FOR WARNER GRAND THEATRE

Take any freeway to the Harbor 110 Freeway South, to its end at Gaffey Street

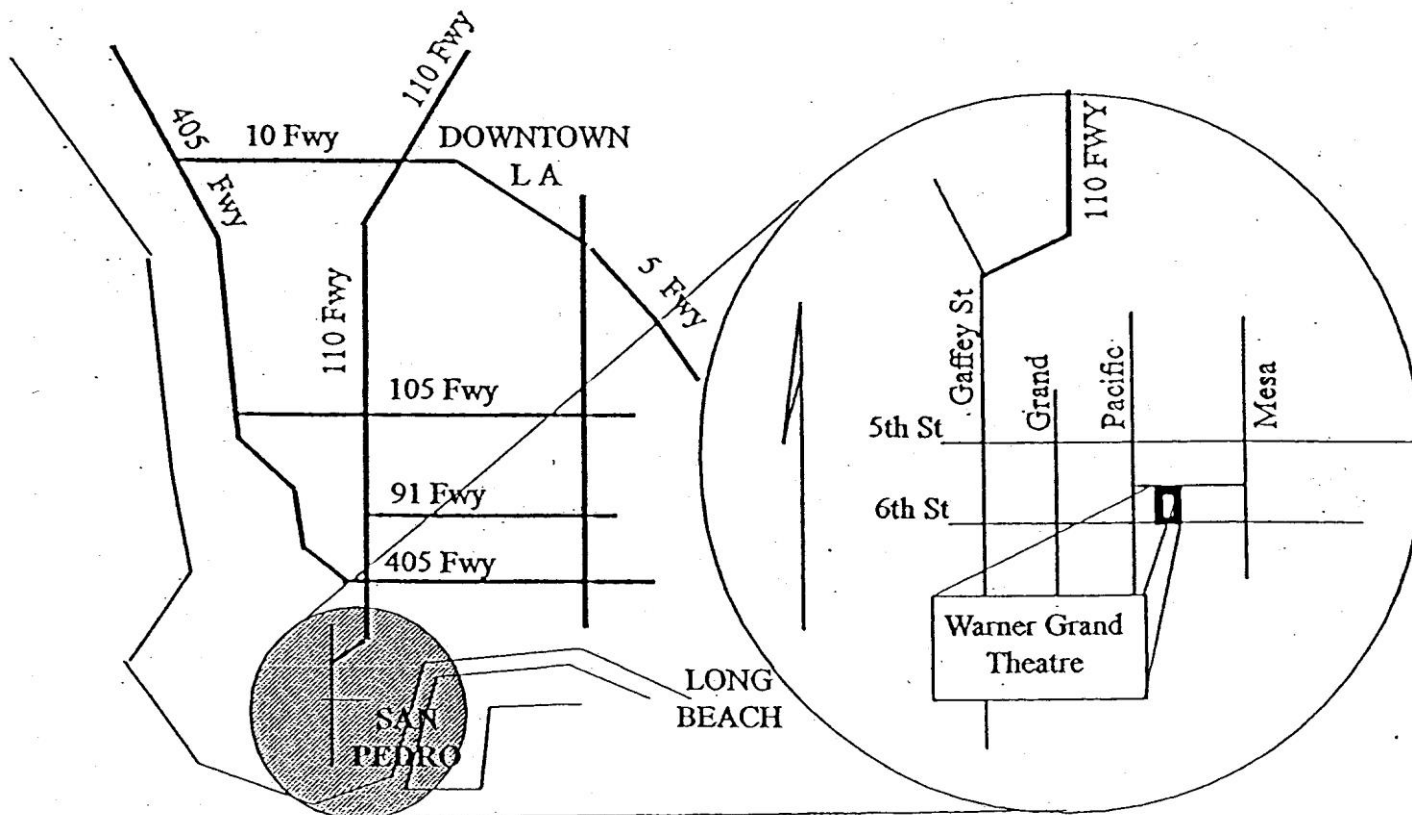
Exit in San Pedro at Gaffey Street, turn Left

Continue on Gaffey Street to 6th Street and turn Left

Continue on 6th Street two blocks, cross Pacific Avenue.

The Warner Grand Theatre will be on your left-hand side.

Street meters and public lot parking surround the theater. Parking meters are "live" from 8am to 6pm Mon – Sat; meters are free all day Sunday.



PUBLIC PARKING LOTS



