The City of Los Angeles
Department of Cultural Affairs’
Barnsdall Gallery Theatre

Booking Packet & Application for Use

Barnsdall Gallery Theatre
4800 Hollywood Boulevard
Los Angeles, CA 90027

323-644-6272 (Office)
Booking.Barnsdall@lacity.org
About

The Barnsdall Gallery Theatre:
The Barnsdall Gallery Theatre (BGT) is owned and operated by the City of Los Angeles, Department of Cultural Affairs' Performing Arts as a low-priced rental house available for live theatre, dance, music, spoken word, lecture, film and special events. Situated in the Barnsdall Art Park, the BGT is a 299-seat proscenium stage with a basic lighting plot, sound package, and video projector.

The Barnsdall Art Park:
In 1927, Aline Barnsdall, the park's initial benefactor, gave the eleven and a half acres of Barnsdall Art Park to the City of Los Angeles. A passionate arts enthusiast, she stipulated that the site must “forever remain a public park…for the enjoyment of the community in general [and that] no buildings be erected except for art purposes.” In the 1950s and 1960s, additional art center buildings were added, including a gallery, studios, and the Barnsdall Gallery Theatre. The City’s Department of Cultural Affairs operates the cultural and artistic programs at Barnsdall Park, while the Department of Recreation and Parks maintain the grounds.

Currently, the Barnsdall Gallery 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.

Thank you for your interest in the Barnsdall Gallery 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
MITCH O'FARRELL, Councilmember District 13

For the Cultural Affairs Department
DANIELLE BRAZELL… General Manager
BEN JOHNSON...Performing Arts Director
NICKI GENOVESE…Performing Arts Manager

For the Barnsdall Gallery Theatre
EMILY WANSERSKI… Interim Venue Manager
DEBBIE LIVINGSTON… Booking Manager
How to Rent the Barnsdall Gallery Theatre (BGT)

Applications to rent the Barnsdall Gallery Theatre are reviewed on a first come, first served basis. Potential renters are strongly advised to submit an application at least ninety days (90 days; approximately three months) before the event/production Load In date.

1. Review this *entire* booking packet
2. Complete the application on pages fourteen to seventeen (14-17) of this document and submit ONLY THESE PAGES to Booking.Barnsdall@lacity.org
3. Once the application has been received & reviewed by the BGT staff, 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, the BGT staff 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. BGT staff provides preliminary cost estimate, as well as an initial letter of agreement 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 // BGT” (BGT’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, if needed — 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.
7. Payment Due — 1 (one) to 3 (three)-day rentals are required to pay the cost estimate total in full before the rental. Specific deadlines are outlined in the Letter of Agreement.
8. Load In, rehearse, tech, perform, and Load Out!
9. No later than ten (10) business days after you load out, the BGT staff will provide a Final Event Statement that reflects the hard costs associated with your event at the Barnsdall Gallery Theatre. At this point, you will either be issued a payment of your box office profits or be invoiced for outstanding costs.
10. 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 violation of City policies).
Building Information

The Barnsdall Gallery 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:

- **Upstairs Lobby** — You enter the upstairs lobby at the main entrance to the theatre (pictured on page one). This level includes the box office.

- **Downstairs Lobby** — After descending down the stairs or via the elevator, there is a second lobby area that includes the concessions area, public restrooms, and the entrance to the auditorium; renters can hang images/decorate the lower lobby via a wire system.

- **Auditorium, Audience** — 299 seats total; four handicap seats, two on either side of the auditorium (AA1, AA3 and AA2, AA4). Additionally, the front two rows (Row AA = 22 seats; Row A = 22 seats) are removable if requested.

- **Auditorium, on stage** — Black, wood stage floor that is 40 feet wide from curtain to curtain and 24 feet deep from the edge of the thrust to the upstage traveller. The floor is not sprung. Minimal wing space available; cross over is available backstage.

- **Backstage, downstairs** — Two make-shift dressing rooms including vanities with mirrors; one handicap bathroom stall with a toilet & sink combination; no showers; one large refrigerator available for catering needs.

- **Reception Areas** — Pre or post receptions MUST be arranged at the time of booking. The BGT Upper and Lower Lobbies are relatively small, so it is advised that Renters either rent Junior Arts Center interior or patio, both of which charge an additional Facility Use Fee. Renters can host one (1) reception to be held directly outside the Theatre at no rental 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.
PLEASE READ THE FOLLOWING HOUSE POLICIES VERY CAREFULLY.

1. BACKSTAGE
   a. A minimum of TWO Barnsdall Gallery Theatre crew/staff must be present whenever any work, rehearsals, or performances are taking place in the building. BGT equipment is to be operated by BGT 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 BGT staff. The usual crew requirement is four (4) persons:
      i. Technical Director
      ii. Sound Board Operator (Master Audio for advanced projects)
      iii. Light Board Operator (Master Electrician for advanced projects)
      iv. Technician
      During 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 BGT twenty (20) business days in advance of load in. If schedules are not received by BGT by this deadline, rental agreement may be subject to additional costs.
   d. Crew Breaks — BGT Technical crew requires a break (minimum 30 minutes) after a period of not more than five consecutive hours of work.
   e. Overtime — BGT Technical crew is compensated at “time and a half” rate after eight and up to twelve hours of consecutive work. BGT Technical crew is compensated at double time after twelve (12) hours in a single day.
   f. Safety — BGT Technical crew and house staff has final say all matters or issues of safety. All rigging must be inspected, approved, and installed by BGT Technical crew.
   g. Floor — The stage floor may not be painted. Renter is not allowed to drill into the stage under any circumstance.
   h. Lighting — if the Renter is not using the BGT’s standard rep plot, BGT Technical Director must approve the Renter’s lighting plot no later than ten (10) business days prior to the first load-in. Any changes to the BGT rep plot will require a specific “Hang & Focus” shift the day prior to the event.
   i. Storage — There is minimal storage space at the BGT. Consult with the BGT staff if you are interested in any early drop-off or late 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 BGT 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 and candles, 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 Barnsdall Gallery Theatre 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 BGT 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 dressing rooms or outside in the park.

o. DOORS — Stairwells and corridors must be kept clear at all times.

p. DELIVERIES — BGT Personnel cannot be relied upon to sign or accept any deliveries on behalf of Renter. The Barnsdall Gallery Theatre is not responsible for any damages, losses, or shortages of any items it accepts and signs for on behalf of the Renter.

q. BOX OFFICE — At this time, all Renters are responsible for administering and selling tickets, as well as managing their box office at the theatre.

r. MARKETING — 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, 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.

s. PARKING — Parking at Barnsdall Park is on a first come, first served basis. Free parking is available in the Lower Parking Lot, on the hillside at the entrance of the park (with cars parked only on the north side facing downhill), on top of the hill (north and west sides on one side only), and south side (on one side only) to the stop sign before the turnaround. After aforementioned areas are filled all vehicles, whether in the park for a theatre or other event will be directed to use offsite parking.

   i. Handicap parking is available in the park. In addition to the required decal/placard, all car owners parking in the handicapped areas must have the proper documents verifying ownership of the handicap placard/decal. Cars illegally parked in all handicapped areas, and drivers not in possession of the proper documentation for the handicapped parking decal/placard will be ticketed.

   ii. The Barnsdall Art Park is required to maintain clear pathways for emergency vehicles. Therefore, parking opposite the parking stalls on the East side of the park is not permitted.

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, public 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**: For large productions and/or multi-day rentals, 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 BGT 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 (4)-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: seven rectangular 8 foot tables; four rectangular 6 foot tables
- All utilities — (excluding wireless internet)
- Use of one section of the portable signage and/or posting on the lobby bulletin board, as well as distribution of flyers in the downstairs lobby at maximum ten (10) business days in advance of the event.

The rates are as follows:
Crew Labor Rates

BGT personnel must be present throughout the entire rental. At no point is the renter allowed to be in the building without BGT crew present. For large productions and/or

| Total Available Seats (Theatre Hall) | 299 |
| Total Capacity (Lower Lobby)         | 50  |
| Total Capacity (Upper Lobby)         | 30  |
| Total Capacity (Classroom/Studio)    |     |
| Total Capacity (Foyer/Marquee)       |     |

<table>
<thead>
<tr>
<th></th>
<th>BGT</th>
<th>Min. Hours</th>
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</thead>
<tbody>
<tr>
<td>One Night Rental - Commercial</td>
<td>$1,500</td>
<td>8</td>
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<tr>
<td>each additional hour</td>
<td>$75</td>
<td>-</td>
</tr>
<tr>
<td>One Night Rental - Not for Profit</td>
<td>$500</td>
<td>8</td>
</tr>
<tr>
<td>One Night Rental - Not for Profit Weekend</td>
<td>$650</td>
<td>8</td>
</tr>
<tr>
<td>each additional hour</td>
<td>$75</td>
<td>-</td>
</tr>
<tr>
<td>Load-in &amp; Strike - Commercial</td>
<td>$650</td>
<td>8</td>
</tr>
<tr>
<td>Load-in &amp; Strike - Not for Profit</td>
<td>$150</td>
<td>8</td>
</tr>
<tr>
<td>Technical Rehearsal - Commercial</td>
<td>$350</td>
<td>8</td>
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<tr>
<td>Weekend Technical Rehearsal - Commercial</td>
<td>$350</td>
<td>8</td>
</tr>
<tr>
<td>each additional hour</td>
<td>$75</td>
<td>-</td>
</tr>
<tr>
<td>Technical Rehearsal - Not for Profit</td>
<td>$350</td>
<td>8</td>
</tr>
<tr>
<td>Weekend Technical Rehearsal - Not for Profit</td>
<td>$350</td>
<td>8</td>
</tr>
<tr>
<td>each additional hour</td>
<td>$75</td>
<td>-</td>
</tr>
<tr>
<td>Worklight Rehearsal - Commercial</td>
<td>$200</td>
<td>8</td>
</tr>
<tr>
<td>Worklight Rehearsal - Not for Profit</td>
<td>$200</td>
<td>8</td>
</tr>
<tr>
<td>each additional hour</td>
<td>$75</td>
<td>-</td>
</tr>
</tbody>
</table>
multi-day rentals, renter is required to provide all design staff (lighting, sound, sets, etc.) and a Stage Manager.

- Minimum four person crew
  - 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
    - Technician

- Minimum two person crew
  - 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. BGT 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:

<table>
<thead>
<tr>
<th>Position</th>
<th>Standard Hourly Rate</th>
<th>Overtime Rate</th>
<th>Double Time Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Director</td>
<td>$36.00</td>
<td>$54.00</td>
<td>$72.00</td>
</tr>
<tr>
<td>Master Electrician</td>
<td>$36.00</td>
<td>$54.00</td>
<td>$72.00</td>
</tr>
<tr>
<td>Master Audio</td>
<td>$36.00</td>
<td>$54.00</td>
<td>$72.00</td>
</tr>
<tr>
<td>Electrician</td>
<td>$30.00</td>
<td>$45.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>(Sound or Light Board Operator)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follow Spot</td>
<td>$30.00</td>
<td>$45.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>Stage Hand</td>
<td>$30.00</td>
<td>$45.00</td>
<td>$60.00</td>
</tr>
</tbody>
</table>
Front of House Labor Rates

BGT 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. BGT is situated within the Barnsdall Art Park, which has security 24/7. Please note: there is not a security guard provided exclusively for the theatre, but renters will see guards circulating throughout the park both on foot and via car/cart.

- Required Minimum Front-Of-House Team
  - For all events open to the public. Call time is two hours prior to event start/curtain.
    - One (1) House Manager
    - One (1) Front of House Coordinator

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. BGT 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 BGT Front-of-House team. If ushers are not provided, renter will be billed $200 per performance.

The rates are as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Standard Rate</th>
<th>Overtime Rate</th>
<th>Double Time Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>House Manager</td>
<td>$30.00</td>
<td>$45.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>Front of House Cord</td>
<td>$21.00</td>
<td>$31.50</td>
<td>$42.00</td>
</tr>
</tbody>
</table>
Additional Fees

**Facilities Costs Recovery Charge (per audience person)** — BGT 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 Fee** — The Department of Cultural Affairs provides custodial services for renters of the Barnsdall Gallery Theatre. The BGT 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 per rental fee of **$150 for this service.**

**Equipment & Restore Costs** — BGT has a basic lighting plot that includes thirty (30) lighting instruments. The standard rep plot is included in the attached appendix on page seventeen (17). The BGT covers all burnouts, bulb replacements, and gels to maintain the basic plot. 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 BGT Technical Director is required to oversee all external equipment install. There are Equipment & Restore fees associated with the use of the BGT’s inventory, as well as the labor costs associated with returning all technical elements back to the BGT’S standard rep plot (i.e. Restore). **This fee is $100 flat per rental for equipment, plus $150 per performance/event day for large-scale projects.**

**Projector** — The BGT has a Vivitek 8000 lumen DLP Projector. Renters are able to use this with the screen for an **additional charge of $300 flat per rental.**

**Production Meetings** — The BGT requires formal production meetings for renters that require multiple days and/or a full load in and production schedule. It is recommend that this meeting occurs at least four weeks prior to the event. **If required, renters pay a flat $150 fee for production/administrative support.**

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

**Concessions** — The BGT does not operate concessions for renters. If the renter anticipates selling or serving alcoholic beverages, the organization is required to apply for and receive a one-day liquor license from the Alcoholic Beverage Control Office and present the license to the BGT Venue Manager at least ten (10) business days beforehand. — [http://www.abc.ca.gov/forms/PDFlist.html](http://www.abc.ca.gov/forms/PDFlist.html).
Additional Requirements

Insurance — Renter must provide a General Liability Insurance Rider for $1,000,000 (one million dollars) naming the Barnsdall Gallery Theatre, 4800 Hollywood Boulevard; Los Angeles, CA 90027, 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 BGT. The City of Los Angeles assumes no liability for claims by Renter 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 BGT/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 Barnsdall Gallery 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
MITCH O'FARRELL, Councilmember District 13

For the Cultural Affairs Department
DANIELLE BRAZELL… General Manager
BEN JOHNSON…Performing Arts Director
NICKI GENOVESE…Performing Arts Manager

For the Barnsdall Gallery Theatre
EMILY WANSERSKI… Interim Venue Manager
DEBBIE LIVINGSTON… Booking Manager

The Barnsdall Gallery Theatre does not have a dedicated Marketing team that is able to provide consistent advertising support to Renters. 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 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 BARNSDALL GALLERY THEATRE

Please complete this ENTIRE FORM and submit via email to Booking.Barnsdall@lacity.org

Title of Production/Event: ____________________________________________________________

Producing Entity or Individual: ______________________________________________________

Type of Organization:  
(Circle One)  
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:

_____ Live Theatrical Production  _____ Film Screening

_____ Dance Production  _____ Film/Photo Shoot

(BGT does not have Marley or sprung flooring)

_____ Concert  _____ Meeting / Seminar

_____ Rehearsal  _____ Other

Briefly Describe Your Proposed Activity: ____________________________________________

______________________________________________________________________________

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

<table>
<thead>
<tr>
<th>Preference</th>
<th>Load In Date</th>
<th>Rehearsal Dates</th>
<th>Event Dates*</th>
<th>Load Out Date**</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Choice</td>
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<tr>
<td>2nd Choice</td>
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<tr>
<td>3rd Choice</td>
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</tbody>
</table>

*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) — ____________________________
(BGT recommends that renter bring 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 BGT 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
  - If YES, how many floor microphones (with stands) will you need? — ______
  - How many hanging microphones? (From grid above stage) — ______
  - 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 BGT’s Venue Manager.
- How many “numbers” will you have? — ______________

Will you be renting additional sound equipment (see appendix on pages 18 – 19 for the BGT’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 BGT’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? — ________________________________
  ________________________________

Will you need a projector & screen? (Circle One) — YES — NO — TBD

**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 — ________________________________
  ________________________________
Appendix A — Barnsdall Gallery Theatre Equipment Inventory

THEATRE SPECS:
- 299-seat
- Proscenium Stage
- DEAD Hung — *NO* fly space

SCREENING EQUIPMENT:
- Vivitek 8000 lumen DLP projector 1920 x 1200
- Vivitek Projection Lens Zoom 2.22-3.67
- Lightware EDID Manager DVI Input
- Assorted Adapters for the projection
  - NOTE: Renters are required to schedule a pre-event meeting at BGT to ensure either the theatre or the renter has the appropriate adapters for the computer/device that is running the projection.
- Projector Throw 58’
- Projector Screen 25’ wide X 12’ high
- Sony DVD / Blu Ray Player

LIGHTING EQUIPMENT:
NOTE — Renters that need a specific lighting instrument, gel color, or gobo that is not included in the House Plot are expected to provide these materials on the first day of the rental.

ETC 48/96 Express Light Board

Stage
10 Chauvet LED Colorados
9 6x9 750 Watts
6 Frenels 500 Watts
2 Source Fours 750 Watts
2 Mini Elip
2 Parnels
8 Chauvet Color Strip Bar Lights (situated upstage for the cyc)

1 Ultra Quartz Follow Spot

House
14 Source Fours 750 Watts
6 Par Cans 1000 Watts
6 Par 56 (House)
6 Mini Elip (ColorTran) 500 Watts
2 Parnels
SOUND EQUIPMENT
1  Pro FX 30 Small V2 Sound Board
2  EV SPEAKERS
1  Stanton Dual CD Player
4  Yamaha CM10V-CA 2-way 10"LF, 1HF
5  DI Boxes

Microphones
6  EW 500 Sennheiser wireless handheld
3  SHURE Overhead, hanging microphones (installed above the stage)
12  SHURE SM 58s hand held; wired
3  Shure — SM 57s hand held; wired
1  Sennheiser EW 500 G3 Receivers
6  Sennheiser EW 500 G 3 hand held; wireless
1  Sennheiser EW 100 G2 Receiver
1  Sennheiser EW 100 G2 Body Pack

Microphone Stands
5  Adjustable table stands
4  Mini (5") table stands
10  Straight stands
8  Boom Stands

ADDITIONAL EQUIPMENT
4  Single Ear Clear Com; Model 501 single channel (Pack & Headphone)
8  50 feet 3-pin XLR Cables
10  25 feet 3-pin XLR Cables
16  Music Stands
15  LED Music Stand lights
9  8-Foot Tables
3  6 Foot Tables
1  Square, Card Table
1  4 Foot Table
20+  Folding Chairs
11  Easels
2  Two-sided, slide-in freestanding 8.5”x11” sign posts
1  Wooden Podium
Appendix B — Seating Chart

The Barnsdall Gallery Theatre has 299 Seats total, including two ADA spots in Row AA. Rows A and AA are removable and can be stored backstage.
Map of the Barnsdall Art Park