

# CIVIC CENTER THEATER



## Welcome

Welcome to the Civic Center Theater. This is not a theater company, but a theater designed for all performing arts companies and groups to use as a performing venue. The concept for this theater is that there be a central theater in town that can be rented by any group. The City of Lincoln is making this building available so that local theater companies will have a place to perform. It is complete with theater lights and light board, speakers and a sound mixing board with a computer sound program that are all available for renters to use.

Annual Production Season: August – July

Annual Application Period: September 1 – 30 (for season beginning the following August)

### **CITY OF LINCOLN RECREATION DEPARTMENT**

2010 First Street  
Lincoln, CA 95648

916-432-3220



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# CALENDAR

Annual Production Season: August – July

Annual Application Period: September 1 – 30 (for season beginning the following August)

- Each group will have a set number of days that will be about 8 weeks long (see theater use calendar). This will allow for load in, set build, rehearsal, a month of performances and one week of strike and move out time. Holiday block is a different length.
- The performing arts groups scheduled to be in the theater during a rental block is considered to be the *Resident Performing Arts Group* and the performing arts group that follows in the schedule is the *Next Performing Arts Group*. These two designations are for scheduling purposes only and do not indicate any ownership of the theater itself.
- The performing arts group that is in block one on the schedule may be known as the next performing arts group that follows the summer show performing arts group from the previous season.

## SUBMITTING YOUR APPLICATION

- Applications may be submitted during the Annual Application Period via email to [recreation@lincolnca.gov](mailto:recreation@lincolnca.gov) and by mail or in person to the Recreation Department office at 2010 First Street, Lincoln, CA 95648.
- If applying for more than one block of time during a production season, be sure to identify your first and second choices on the application. Through this method, every effort will be made to award each group with the block(s) they desire. In the event that applicants desire the same block(s), it may be necessary to implement a draft system where groups are given a draft position at random, that order is maintained through a round of selections and then reverses for a second round.
- Awards of a second, third or fourth block during a production season will depend on availability based on the number of applications received during each application period.
- Performing arts groups may not split into two or more “theater companies or groups” and apply for more show blocks. There may not be more than 10% of a performing arts group that has affiliation with another group also applying for a show block, and none of the 10% may have any leadership in another performing arts group. They may be performers or on the technical crew. This restriction is being implemented to keep any one group from dominating the reservation of show blocks.
- On the first day of occupancy the Resident Performing Arts Group will receive the key(s) to the theater. This can happen on the city cleaning day or later, but that will need to be an agreed upon date between the theater manager and the representative of the Resident Performing Arts Group. There will be 2 keys given to the representative of the Resident Performing Arts Group. These keys may not be duplicated.

# ROLE OF THE THEATER MANAGER

- The Theater Manager is a volunteer and not authorized to make decisions for the City.
- Responsibilities Include:
  - Assist with establishing the annual performance calendar at the conclusion of the annual application period.
  - Serve as a liaison between the performing arts groups and the City in regards to all aspects of the rental once an agreement has been finalized. This includes, but is not limited to:
    - Answering questions pertaining to the rental and permitted use.
    - Addressing any issues and/or concerns during the rental and reporting to the City when necessary.
    - Assisting with move-in & move-out days.
    - Ensuring proper use of the facility.
    - Ensuring proper use of equipment.

**\*\* The Theater Manager & City staff reserve the right to access the facility at any time \*\***

## MOVE-IN / MOVE-OUT DAYS

### Move-In Day:

- This is the first day (typically a Wednesday on the Theater Calendar) that you may move sets, materials, tools etc. into the theater space. It is requested that you put items carefully on the floor, neatly if you can. Materials should be put next to the walls so that they don't block the chairs as chairs may be needed by others during your residency in the theater.
- This is also the day that you can meet with the Theater Manager to get acquainted with the space and receive any final instructions on the use of the theater. If you have any questions or needs this is a good day to address them, however, you may contact the theater manager at any time if there is something you need.

### Move-Out Day:

- This is the final day that you may occupy the theater during your rental period (typically a Tuesday on the Theater Calendar). Plan on having a walk through with the Theater Manager by 4pm to make sure that the theater is in move-in condition for the next theater company. Prior to the move-out day, please remove all materials you have brought into the theater building during your residency.

The following need to be addressed **before** the move-out day:

- Refrigerator has been cleaned, emptied and all kitchen equipment put back in their place.
- Chairs have been stacked and put against the side and back walls.
- All dressing room contents have been removed.
- Front rooms have been picked up and floor has been swept or vacuumed.

# RENTER RESPONSIBILITIES, RESTRICTIONS, RULES & REGULATIONS

## **Resident Performing Arts Group**

- It is the responsibility of the Director or Technical Director of the performing arts group using the theater to report any problems to the Theater Manager while giving enough time for the problem to be solved prior to the move-out date.
- Any damage to the facility as a result of the Resident Performing Arts Group must be reported to the Theater Manager immediately. Once reported, an action plan will be implemented to repair the damage. This may include repairs being made by the Resident Performing Arts Group, the Theater Manager, City staff, or a City hired contractor. Any additional expenses incurred by the City will be the responsibility of the Resident Performing Arts Group.
- Any equipment installed for a show needs to meet standard theater safety precautions.
- Requests for any modifications or equipment installed to a permanent structure must first be requested through the Theater Manager and requires written City approval.
- The Resident Performing Arts Group is responsible for all cleaning during their rental period. At the conclusion of the rental, the City will clean all common areas in preparation for the next renter. Common areas include the foyer, restrooms, kitchen, auditorium & stage. The cleaning of all other areas is the responsibility of the renter and must be left in move-in condition. Any expenses incurred by City as a result of necessary extra cleaning or damage will be the responsibility of the outgoing renter.
- The outgoing performing arts group is to make sure that the theater is left in move-in condition for the Next Performing Arts Group.
- All stage markings (scuff marks, tape, paint, etc.) must be removed and stage repainted by move-out day. See Theater Manager for paint.
- On the move-out day, the Resident Performing Arts Group representative will tour the theater with the Theater Manager prior to 4pm for an inspection of the facility and to turn in keys.
- The Resident Performing Arts Group will provide a Certificate of Insurance naming the City of Lincoln as additional insured for the time period that they are in the theater.
- The City of Lincoln and the Theater Manager assume no responsibility for anything that damages or injures any part of the production or people involved.

## ***Lighting Restrictions***

- Each performing arts group will be responsible for their own gel costs.
- Theatrical lights may be used for focusing, tech week rehearsals and performances. They are not to be used for general lighting of the stage for non-technical rehearsals or any other time.
- There is a lighting rep plot that needs to stay plugged as it is. The Resident Performing Arts Group may re-gel as needed, but the lights may not change position on the light pipe or be refocused, nor may they be re-plugged. By move-out day, the lights must be re-gelled as they were on the move-in day.

## ***Sound Restrictions***

- Performing arts group will supply any needed music and/or sound effects. Put all needed sound on a USB in mp3 or wav format. This USB will plug into the sound computer in the theater. The theater uses the sound program “Show Cue System” to control all pre-recorded sound.
- The theater can supply 2 wired mics, cables, and mic stands.
- The theater does not have any wireless handheld mics or head worn mics. The performing arts group can bring in wireless mics and plug them into the system. Check with the Theater Manager to see how many channels are available.

### ***Seating Restrictions***

- All aisle widths must be 45 inches or greater. No more than 14 chairs in a row.

### **Next Performing Arts Group**

- No one from the Next Performing Arts Group is allowed access to the theater without permission from the Resident Performing Art Group Director and the Theater Manager.

## **ALCOHOL REQUIREMENTS**

It is permissible to serve alcohol at events held in the Civic Auditorium provided all applicable laws and ordinances are adhered to and the Lincoln Police Department grants approval. If your organization plans on selling alcohol, you must contact the Lincoln Police Department to secure approval. If approval is granted, the Lincoln Police Department will issue your organization an approval letter. You must then take this letter to the Alcohol Beverage Control Board in Sacramento to secure a one-day liquor permit. This permit must be on display near the area where alcohol is being sold. Generally speaking (according to the Alcohol Beverage Control Board), only non-profits can secure a one-day liquor license. All other organizations/renters wishing to sell alcohol need to hire a caterer with an off-site liquor license to sell alcohol. ***It is the renter's responsibility to ensure alcohol is not served to, nor consumed by people under 21 years of age.***

## **INSURANCE REQUIREMENTS**

Insurance is mandatory when renting/using a City of Lincoln facility. At a minimum, this must be a \$1 million general liability policy. Certificate will also need to name the "City of Lincoln, 600 Sixth Street, Lincoln, CA 95648" as an additional insured. There may be exceptions to this minimum and you may be asked to increase the level of insurance if the event warrants it. Please note that a homeowner's policy is not considered to be adequate insurance coverage, although your insurance provider may be able to sell you a special one-day rider. Contact your insurance provider for information and suggestions. You may also want to consider the purchase of Special Event Insurance through the City of Lincoln if you are unable to secure the appropriate insurance on your own. Please contact the Recreation Department at 916-434-3220 for more information.

***FAILURE TO COMPLY WITH THE GUIDELINES OF ANY POLICY, RULE, REGULATION OR PROCEDURE HEREIN MAY RESULT IN FORFEITURE OF YOUR DAMAGE DEPOSIT, AN ADDITIONAL FINE TO COVER COSTS, CANCELLATION OF YOUR EXISTING PERMIT(S), AND/OR LOSS OF ALL FUTURE RENTAL/ALLOCATION PRIVILEGES.***

***IT IS THE RESPONSIBILITY OF EACH USER GROUP TO ENSURE THAT ALL STAFF, VOLUNTEERS, PARTICIPANTS AND SPECTATORS UNDERSTAND, ABIDE BY, AND ENFORCE THESE POLICIES & PROCEDURES.***

# FACILITY MAINTENANCE PROTOCOL

Please report any damage or unsafe conditions to the City of Lincoln by following the Facility Maintenance Protocol below.

- Facility Maintenance Needs **“DURING” working hours** (M-F, 8am – 5pm)
  - If you have a concern &/or need regarding maintenance of a facility/park/field during regular work hours, please direct your call to the Public Services office at **916-434-2450** or email to [public.services@lincolnca.gov](mailto:public.services@lincolnca.gov). If emailing your request, please allow the next regular business day for response.
- Facility Maintenance Needs **“AFTER” working hours** (M-F, 5pm – 8am, and weekends)
  - If you have an immediate need regarding maintenance or repair at a facility/park/field after regular work hours, please direct your call to the Lincoln Police Department at **916-645-4040** to have the appropriate on-call staff person dispatched. If your need is not immediate, you may email Public Services at [public.services@lincolnca.gov](mailto:public.services@lincolnca.gov). If emailing your request, please allow the next regular business day for a response.

## To Return Forms

- Email to [recreation@lincolnca.gov](mailto:recreation@lincolnca.gov)
- Fax to 916-434-8057
- Drop off or mail to:

**City of Lincoln Recreation**  
Attn: Civic Center Theater  
2010 First Street  
Lincoln, CA 95648



# CCT RENTAL APPLICATION & AGREEMENT

## APPLICANT INFORMATION

Organization Name: \_\_\_\_\_ Web Address: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## EVENT INFORMATION

Performance Type / Title: \_\_\_\_\_

**\*\* Refer to the Civic Center Theater Calendar for the Performance Year Applying For \*\***

**IF REQUESTING MORE THAN ONE BLOCK, IDENTIFY YOUR 1<sup>ST</sup> & 2<sup>ND</sup> CHOICES**

BLOCK 1	BLOCK 2	HOLIDAY	BLOCK 3	BLOCK 4	SUMMER
8/11/22 – 10/4/22	10/6/22 – 11/29/22	12/1/22 – 12/27/22	1/12/23 – 3/7/23	3/23/23 – 5/16/23	6/8/23 – 8/1/23

**IF REQUESTING ADDITIONAL TIME BETWEEN BLOCKS, ENTER DATES HERE**

REQUEST #1	REQUEST #2	REQUEST #3

## APPLICATION AGREEMENT

### RULES / REGULATIONS / COVID-19

My signature below, as a representative of the organization named above, signifies that I have been informed of, read, and understand ALL the rules and regulations as outlined in the City of Lincoln Civic Center Theater Packet. Furthermore, I assume the responsibility of ensuring that the entire organization I represent abides by ALL conditions outlined. Finally, the organization agrees to adhere to and enforce all state & county guidelines and protocols related to COVID-19 as published by the California Department of Public Health and the Placer County Department of Health & Human Services.

### INSURANCE

The applicant shall procure and maintain public liability insurance against any loss or liability for damage which might result from or arising from its rental and use of the city’s facilities, either to persons or property, of \$1,000,000.00 (one million dollars) combined with single limit. Such insurance shall name the City, its agents, volunteers, officers and employees as additional insurers prior to the rental date(s) of the city’s facilities.

### HOLD HARMLESS

The applicant agrees to indemnify, defend and hold harmless the City of Lincoln, its agents, volunteers, officers and employees, from any and all losses, costs, expenses, claims, liabilities, actions or damages arising out of the applicant’s rental and use of the City’s facilities, including but not limited to personal injuries up to and including death, exposure to communicable disease, and property damage of any kind, excepting only those damages caused by the City’s sole negligence or intentional conduct.

\_\_\_\_\_  
*Organization Representative*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*