



# GENERAL POLICIES, RULES AND REGULATIONS

We realize that you will have many questions while planning your event, so to help familiarize you with our venue, we have prepared the following general policies and regulations to supplement your licensing agreement. We are here to assist you through the specifics of our policies, rules and regulations, and promptly answer questions. By reviewing this booklet and allowing our staff of professionals to assist you, you are well on your way toward ensuring a smooth and flawless event. We look forward to working with you!

## San Diego Theatres welcomes the opportunity to work with you and to make your event a success.

### **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

The San Diego Civic Theatre is ADA compliant. As new standards are introduced, it is our goal to implement those changes or upgrades in a timely manner. In accordance with the ADA, we are responsible for the permanent premises access accommodations, such as, but not limited to, wheelchair ramps, elevator standards, door width standards and rest room accessibility. It is your responsibility to provide non-permanent accessibility requirements, such as, but not limited to, ASL interpreters, programs in alternative formats and other such accommodations.

### **AIR CONDITIONING AND HEATING**

Air-conditioning and/or heating are provided during public performance hours. Requests for air conditioning and/or heating during non-event periods will be charged at the prevailing rate.

### **ANIMALS**

With the exception of guide, signal or service dogs, animals are not allowed in the facility without prior approval. Approval is based on whether the animal is legitimately part of a show, or activity requiring the use of animals. If allowed, Licensee is ultimately responsible for the sanitary needs of the animals.

### **BROADCASTS AND RECORDING**

There is an additional fee for broadcasts and recording. Please ask the Event Manager for the details and appropriate fees.

### **COPYRIGHTS AND PROPRIETARY MATERIAL**

ASCAP, BMI, dramatist fees, copyright license fees, patent fees, or any other fee attached to copyrighted or proprietary material are Licensee's responsibility. Please ensure that the appropriate fees cover all presentations associated with an event. The Licensee is responsible for any violation or infringement rights of any materials.

### **DECORATIVE MATERIALS**

Nothing may be taped, nailed, stapled, tacked, or otherwise affixed to ceilings, walls, painted surfaces, fire sprinklers, columns, doors or windows. Check with the Event Manager for further information on appropriate displaying methods in the San Diego Civic Theatre. Damages resulting from the improper use of these materials will be charged directly to Licensee.

### **ELECTRICAL SERVICES**

The San Diego Civic Theatre requires that all electrical work inside or attached to disconnect switches, panels, motor control centers, panel boards, and other electrical equipment controlled by us be performed by San Diego Civic Theatre IATSE stagehands or engineering staff. For electrical services beyond our standard available distributions, our Production Department can provide associated cost estimates.

### **EQUIPMENT RENTAL**

The San Diego Civic Theatre maintains a basic inventory of production and lobby equipment. Current prices can be found in our Services and Fees brochure. Please let us know what your needs are as soon as possible. When the inventory is exhausted, Licensee must make arrangements for additional equipment at its own expense.

### **EXCLUSIVE SERVICES**

See your license agreement.

### **FIRST AID**

Licensees have the choice of whether or not to employ first aid services for events in the San Diego Civic Theatre. However, should event demographics or numbers demonstrate the need for such coverage, the San Diego Civic Theatre reserves the right to require the Licensee to add first aid services to an event.

### **FREIGHT DELIVERIES**

The San Diego Civic Theatre is not able to accept advance deliveries or freight. Freight or materials, including overnight freight services, are not accepted prior to the contracted move-in date. Delivery address should reference the name of the event.

### **GAS BOTTLES**

Non-flammable gas bottles must be securely fastened to a carriage or to a fixed location at all times.

### **GENERAL PRICING INFORMATION**

The Services and Fees brochure is available to assist with the preparation of an event. Pricing and information regarding ancillary services are included.

### **GUEST SERVICES**

Guest Services staff for ushering, door control, and client assistance are available at billable rates. Please contact the Event Manager for additional information. It is at the San Diego Civic Theatre's discretion to determine the minimum number of guest services staff required for all events.

## HELIUM BALLOONS

Helium balloons may not be distributed or sold inside the facility. With prior approval, helium balloons may be used when they are permanently affixed to authorized displays. If helium balloons are released for any reason within the facility, labor costs associated with the removal of the balloons from ceilings and airhandlers will be charged to Licensee at the prevailing rate. Helium balloons distributed outside the facility shall not be permitted inside the building. Additionally, helium balloons may not be released into the outside environment from the premises of the San Diego Civic Theatre.

## KEYS

Should you require keys for the dressing rooms, please advise our Production Department. There will be a \$25 per key fee assessed for any key that is not returned. Should you require higher, no access security locks, our Production Department may arrange this service through our contracted locksmith at Licensee's expense.

## LICENSE AGREEMENT

The License Agreement is the governing document for an event.

## LOADING DOCK

The loading dock is available for the loading and unloading of trucks. It is not available for parking of trucks or other vehicles. For additional information, contact our Production Department.

## LOST, LEFT BEHIND, OR ABANDONED ARTICLES

Every effort shall be made by our staff to see that property found or turned in is handled in such a way as to provide the best possible opportunity for return of that property to its rightful owner. Please note that unclaimed items will be disposed of within seven (7) days.

## MERCHANDISE FEE (NOVELTIES)

Licensee shall not sell any concession items, including, but not limited to, printed material, religious materials, records, tapes, CDs, food, beverages, flowers, novelties, souvenirs or clothing without the prior written approval of the San Diego Theatres. Please refer to license agreement for specific details, requirements and fees.

## PARKING

On-site, private vehicle parking at the San Diego Civic Theatre is available in the above ground 1,100 space garage. Daily rates apply. Off-site, private vehicle parking is also available at numerous parking lots located nearby.

## PRODUCTION STAGING SERVICE

Production and staging for Civic Theatre events require the services of IATSE personnel at Licensee's expense. The Production Services Department is available to assist in planning, coordinating and facilitating all aspects of event production and staging. All IATSE labor calls must be placed through our Production Services Department.

## PYROTECHNICS/LASERS

A special permit is required for the use of pyrotechnics and/or lasers. Each situation must be individually pre-approved by San Diego Theatres and the Fire Marshal. If approved, the use of pyrotechnics and/or lasers will be strictly controlled, continuously monitored and will require state-licensed technicians on-site and associated insurance.

## RIGGING

IATSE will provide the labor for all rigging points for event, show and production hanging. The client will provide, prior to the event, a rigging plot of the points they wish to use. The associated costs for rigging and restoration will be determined from this information. Please direct all questions to the Production Services Department.

## SAFETY

The Corporation's goal is to provide a safe environment for you and everyone associated with your event. Please help us meet our goal by adhering to the basic safety-related policies, which follow in this section:

- Licensee's and the production and contractors must comply with all federal, state and local fire and building codes that apply to public assembly facilities. Depending on the type of event, the number of attendees, or use of pyrotechnics, some events may be required to have a Fire Marshal on duty at Licensee's expense.
- All equipment must be UL approved. Extension cords shall be three-wire with ground and shall service one appliance or device. Multi-plug adapters must be UL approved and have an overload internal circuit breaker. Spliced wires are heat generators and are, therefore, prohibited.
- The use of welding equipment, open flames, candles or smoke emitting devices or material is prohibited. Exceptions may be made with prior approval by the Fire Marshal.
- All display materials must be fireproof according to California fire codes. A fire retardancy certificate of the display materials must be posted or readily available.
- Exits, entrances, air supply vents, ramps, sidewalks, hallways, stairways, elevators, escalators and aiseways must be kept clear at all times. Exit signs must be kept visible at all times. Fire extinguishers, pull alarms and fire hose cabinets must be kept clear at all times.
- In the event that an alarm goes off, please know that we do not deactivate any alarm until the proper emergency response team is on-site, verifies the cause of the alarm and then deactivates the alarm. We operate at a maximum safety level that helps us to insure life. In case of an emergency following an alarm, we will activate our public address system and provide direction to everyone in the facility. When the public address system starts to operate, please listen and follow the directions. Doing anything else will increase the hazard and will put you and your attendees at risk.
- Sufficient access and working space as indicated by the National Fire Protection Association (NEC Table 110-16a) shall be provided and maintained around all electrical equipment to permit ready, safe operation and maintenance of such equipment. Limited spray painting may be allowed on premises under controlled conditions at designated locations and with advance approval. Please contact your Production Manager for specific information.

## SALES AND USE TAXES AND LICENSES

See your license agreement.

## SECURITY

### *Facility Security*

The San Diego Civic Theatre retains control of all public spaces including lobbies, docks and all perimeter areas. Basic services are provided for asset protection. Any additional services that you request in our controlled areas are at additional cost to Licensee at the current billable rates. We reserve the right to eject disorderly persons, or any person who is causing disruption to an event and/or the conduct of business.

### *Security Services*

Events are required to use a San Diego Civic Theatre approved contracted security provider. All event security contractors in the San Diego Civic Theatre must provide us with liability coverage that protects us against any loss that may occur in your licensed areas. We will review the staffing levels established with the security contractor. The San Diego Civic Theatre retains the right to determine minimum levels of coverage.

## SMOKING

The San Diego Civic Theatre is a non-smoking facility. By state law, and in the interest of public health, the San Diego Civic Theatre has adopted a non-smoking policy. There are areas outside the building where smoking is permitted.

## TICKETING/BOX OFFICE

The San Diego Civic Theatre Box Office operates on an exclusive basis for all ticketed events at the Civic Theatre. The San Diego Civic Theatre manages the box office and a full range of ticketing and box office services is available. All tickets for Civic Theatre events must be processed through San Diego Theatres and its full distribution network. Under specific stipulations and with prior approval, a client may be authorized to issue their own season and/or group tickets.

## TRUCK MARSHALLING

Truck marshalling arrangements are made through the Production Department. With sufficient prior arrangements, some temporary street parking may be available for the load in and load out. Once a truck has been unloaded or loaded, it will leave the premises. No vehicles will be left on the Civic Theatre loading dock overnight.

## VEHICLES ON DISPLAY

Vehicles on display must observe the following rules:

- No more than 1/4 tank of gas
- A locking gas cap or tape over the gas cap
- Both battery cables disconnected
- A drip pan under the vehicle's drive train (motor to differential)
- Keys delivered to event security
- Vehicle motors need to be silent after set-up
- Refueling is prohibited in the facility
- Floor plans must indicate where vehicles are to be located

## WASTE DISPOSAL

Licensee is obligated to pay the cost of all production-related trash hauls. Licensee is responsible for proper and regulated disposal of any and all toxic or biohazard goods, materials and substances, and must comply with all applicable laws. Please note that California has strict policies with regard to regulated waste disposal. If someone associated with your event ignores regulatory mandates, it is Licensee's responsibility. Please ask the Event Manager for the cost of trash hauls, names of local providers who handle toxic and/or bio-hazardous substances/materials.

## LAST NOTE

Every event is different and the General Policies, Rules and Regulations cannot conceivably cover every possible scenario. If there is anything that is not covered expressly in this handbook, please know that the Corporation reserves the right to determine the necessary considerations or stipulations on an as-needed basis. Our sole effort is to insure the success of your event and safeguard the safety and experience of all our visitors. We know that you will appreciate our efforts.

THESE GENERAL POLICIES, RULES AND REGULATIONS ARE SUBJECT TO CHANGE.



1100 Third Avenue  
San Diego California 92101  
619.615.4000 619.615.4001 FAX  
[www.sandiegotheatres.org](http://www.sandiegotheatres.org)