Welcome! San Diego Theatres, a 501c(3) non-profit, public benefit corporation, looks forward to working with you towards the success of your event. Our goal is to provide exemplary service to you and our mutual guests. Please use this guide to acquaint yourself with the services provided and available for your event.

The Balboa Theatre, located at 868 Fourth Ave, is a 2,967 seat performing arts venue. Originally opened in 1965, the Civic Theatre was designed to accommodate the largest of stage productions and regularly hosts San Diego Opera productions as well as the latest and greatest touring Broadway productions presented by Broadway San Diego. Additionally, the Civic Theatre hosts a variety of productions by California Ballet and diverse annual community functions.

For budgeting purposes, the rates provided here are intended to be effective July 2020 through June 2021; however, rates should be verified during the planning of your event. Also, our website at sandiegotheatres.org provides additional information that may be of assistance. We look forward to working with you towards the success of your event.

Carol Wallace, President & CEO  
carol.wallace@sandiegotheatres.org

SAN DIEGO THEATRES  
LICENSE FEES

<table>
<thead>
<tr>
<th>TICKETED PERFORMANCES</th>
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| Balboa Theatre        | $5,300  
| Civic Theatre         | $10,500  

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<thead>
<tr>
<th>ADDITIONAL PERFORMANCE – SAME DAY</th>
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| Balboa Theatre                    | $2,950  
| Civic Theatre                     | $7,750  

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<tr>
<th>NON-TICKETED EVENTS</th>
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| Balboa Theatre      | $2,400  
| Civic Theatre       | $5,300  

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<tr>
<th>MOVE-IN/REHEARSALS/MOVE OUT**</th>
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| Balboa Theatre                | $6,300  
| Civic Theatre                 | $14,000  

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<tr>
<th>LOBBY/REHEARSAL HALL</th>
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| Balboa Theatre Salon | $750  
| Civic Theatre Sills Grand Salon | $1,000  
| Civic Theatre – Rehearsal Hall | $750  

FOR RENTAL INFO CONTACT:

PROGRAMMING & CLIENT SERVICES  
Cindy Bowers, Director of Programming & Client Services  
619-615-4003 or cindy.bowers@sandiegotheatres.org

Kyle Pulverenti, Senior Programming & Client Services Manager  
619-615-4014 or kp_programming@sandiegotheatres.org

ANTICIPATED SERVICES FEES

<table>
<thead>
<tr>
<th>PERSONNEL RATES</th>
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<tbody>
<tr>
<td>Front-of-House Guest Services</td>
</tr>
<tr>
<td>Staffing for 2 - 2 ½ hour Performance/Event</td>
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</table>
| Balboa Theatre | $1,650  
| Civic Theatre | $2,850  
| Production Services (if applicable) | $400  

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<tr>
<th>SECURITY/SAFETY SERVICES</th>
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| Stage Door Attendant/Public Safety Rep. | $425/day  
| Bag Check – per guard | $15  
| (Per Table, based on 4 hour minimum)  
| Walk-Through Metal Detection – per guard | $15  
| (Per Detector, based on 4 hour minimum)  
| Other Venue Security Personnel as necessary | $115  
| (Per 4 hour minimum)  
| Security Supervisor (Per 4 hour minimum) | $120  
| Other Services such as Armed Guard, Off-duty Officer, etc. available upon request |  
| Additional hours necessary will be billed at hourly rates |  

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<tr>
<th>TICKETING SERVICES</th>
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| Event Ticket Seller | $400/performance  
| Facility Services |  
| Electrician/Plumber/Carpenter | $65/60/hr  
| Housekeeper/Factory Worker | $22.50/60/hr  

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<tr>
<th>CONTRACTED SERVICES</th>
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| Emergency Medical Technician (EMT) | $250/performance  
| Event Security | To be determined based upon event  
| Stagehands, IATSE | To be determined based upon event  

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<tr>
<th>EQUIPMENT/SUPPLIES SERVICES</th>
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| Banner Poles per section* | $15.00  
| Chairs – Executive, per chair* | $10.00  
| Chairs – Stacking, per chair | $2.00  
| Fork Lift, per hour (plus cost of operator)* | $100.00  
| Pipe & Drape, per foot* | $3.00  
| Risers, per 3 x 8 section* | $25.00  
| Table, plain round* or rectangular | $15.00  
| Table, 8’ rectangular draped* | $30.00  
| Water, per 5 gallon bottle | $15.00  

**Theatre Venues:
Balboa Theatre – per performance $450  
Civic Theatre – per performance $1,500  

| WAVE, enhancement system* | $475/day/$1,425 week  

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<th>THEATRICAL EQUIPMENT</th>
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| Acoustical Shell, plus IATSE labor | No charge  
| Per Wall Section | $500.00  
| Per Ceiling Section | $500.00  
| Clean Com Intercom | First three stations No charge  
| Each additional station | $25/day/$75 week  
| Dance Floor |  
| Harlequin vinyl only | $125/day/$400 week  
| d’Anser floor only* | $750/day/$2,000 week  
| d’Anser & Harlequin* | $850/day/$2,000 week  
| DVD, CD or Mini disc Player | $35/day/$105 week  
| Follow Spot, plus IATSE labor | $150/use/$400 week  
| Genie Lift, 36’, plus IATSE labor | $85/60/hr  
| Lighting Node | $40/day/$125 week  
| Microphones, first three wired mics at no charge |  
| Each additional wired microphone | $30/day/$90 week  
| Wireless microphones | $85/day/$250 week  
| Monitor System, with two speakers | $75/day/$225 week  
| Monitor Package – Balboa Theatre ONLY |  
| Yamaha CL5 Control Board, splitter snake, and 6-8 monitors | $1,000/day  
| Additional monitors | $75/pair  
| Pianos |  
| Concert Grand | $350/day/$1,000 week  
| Baby Grand* | $200/day/$600 week  
| Performance Upright | $100/day/$300 week  
| Tunings, per tuning | At prevailing rate  
| Projector – Balboa Theatre ONLY |  
| Yamaha CL5 Control Board, 10x16 screen & Sony PS 50 projectors  
| $750/day |  
| 11.3’ x 20’ screen & Barco LRS projector  
| $1,500/day |  
| 22.6’ x 40’ screen & Barco DP4K-23B cinema projector,  
| with Doremi Server, with 3.1 sound system  
| $3,500/day  
| Small stand-up system | $60/day/$180 week  
| Anchor speakers | $30/day/$90 week  
| WAVE, enhancement system* | $475/day/$1,425 week  
| Telecommunication/Internet Services |  
| Internet Access | $5/day/$150 week  
| Voice, dressing room area (per line) | $15/day/$65 week  
| Wardrobe |  
| Costume Steamer | $35/day/$100 week  
| Iron & Ironing Board | $10/day/$30 week  
| Washer & Dryer | Price per pair  
| Utility charge for client-provided units (per pair) | $110/60/hr  

*Not available at Balboa Theatre
BANNERS
For the Civic Theatre, there are exterior banner locations that may be available in specific spaces on the front of the Civic Theatre. Due to City of San Diego regulations, banners facing streets surrounding the Civic Theatre and the Balboa Theatre are prohibited.

Within the Civic Theatre, interior banners may be hung in specific lobby locations with prior approval. All labor and materials associated with the hanging/removal of banners will be assessed. Banners must meet Fire Department regulations.

Banners are not allowed on or within the Balboa Theatre.

ELECTRICAL SERVICES
Advance notice of additional electrical distribution or power drops is required to expedite their availability as needed. We can review your needs and provide you with any associated expense that will be assessed.

FACILITY FEE
For Balboa Theatre tickets, a Facility Fee of $3.50 per ticket is assessed. For Civic Theatre tickets, a Facility Fee of $3.50 per ticket is assessed. These Fees are due on all paid tickets, including single, group, season, and discounted tickets. Typically, this Fee is collected directly from the individual ticket buyer as they purchase their ticket. However, for season, group or other tickets not sold through our ticket operation, the Fee will be assessed to and collected from the Licensee. The Civic Theatre’s marquee is a labor-intensive hanging letter display system. The upcoming Civic Theatre event is posted following the conclusion of the preceding event.

Should you have a specific request pertaining to your event’s marquee display, please review your event manager. Once the marquee has been posted or programmed, there may be a delay on when a change can be accommodated and all labor expenses shall be assessed.

MEDICAL SERVICES
San Diego Theatres may facilitate the provision of an on-site Emergency Medical Technician (EMT) during the public or invited attendee hours of your event. The cost of the EMT service will be at Licensee’s expense. The requirement for this service is at San Diego Theatres’ sole discretion, but is available for all events at Licensee’s advance request.

EVENT MERCHANDISE
Event-related novelty merchandise may be offered for sale during events with prior approval. A merchandise fee will be assessed on these sales. California Sales Tax must be reported and remitted to the State on all merchandise sales. Upon request, a seller may be provided at the client’s expense. For additional information, please discuss with your event manager.

PARKING SERVICES
The Balboa Theatre has no on-site parking. However, for most evening and weekend events, the parking garage at 225 Broadway @ Broadway Circle is available for public access. Advance Parking Passes are available at time of ticket purchase. Parking is also accessible at the Theatre entrance area on a first-come, first-served basis. For additional information and to coordinate installation/removal times, please contact the Productions team.

TELECOMMUNICATION/INTERNET SERVICES
Four dressing room-area phones are available for client use. These phones may be re-located in most areas within the dressing room space. There is a daily or weekly fee for the use of these phones, and unlimited local and nationwide calls are included. For locations and costs, discuss with the Production team.

SECURITY SERVICES
Security Services will be performed by trained personnel to include San Diego Theatre’s staff as well as staff provided by an external security firm. San Diego Theatres will only contract services with external firms they have a relationship with, and are confident in service level provided.

For detailed information on any of the above security procedures, please contact Ric Marcelino, Public Safety Manager at 619-651-4081 or ric.marcelino@sdtheatres.org.

LOBBY USES
The Salons or lobbies may potentially be available for pre- or post-performance activities, subject to logistical and guest support needs. Should your use require tables, chairs, lecterns or other such equipment or removal of standard furnishings, associated fees will be assessed for the equipment and labor as well as for the required Guest Services staff.

MARQUEE
The Balboa Theatre has an electronic marquee display. This is used to display current and upcoming events on a rotating basis. Ninety minutes prior to a performance, the rotation will cease and the marquee will be dedicated to the immediate performance. The Civic Theatre’s marquee is a labor-intensive hanging letter display system. The upcoming Civic Theatre event is posted following the conclusion of the preceding event.

Should you have a specific request pertaining to your event’s marquee display, please review your event manager. Once the marquee has been posted or programmed, there may be a delay on when a change can be accommodated and all labor expenses shall be assessed.

SECURITY SERVICES
Security is our top priority at San Diego Theatres. We continuously assess and upgrade our security offering. We have made significant investments in equipment and training on behalf of our clients. The following security procedures are currently in place for all performances.

- The security advance for shows will be done with San Diego Theatres Public Safety Manager.
- San Diego Theatres requires that all guests attending an event pass through metal detectors upon arrival. We will determine the number of metal detectors employed at the main entrances based upon expected attendance, in order to provide the most efficient ingress of guests for an on-time performance start, and to maintain the quality of the event experience. Should a guest be found to be in possession of an item that is considered to be a threat, the guest will be escorted out of the venue. In the case of any weapons that are found, the item will be turned over to San Diego Theatres staff.

TELECOMMUNICATION/INTERNET SERVICES
San Diego Theatres provides full-service ticketing operations. In addition to window sales, we also provide an experienced and professional in-house telephone Chargeline operation.

For additional information and to coordinate installation/removal times, discuss with the Production team.

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All tickets must be processed through San Diego Theatres’ Ticket Office 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. However, all tickets regardless of how they are purchased are assessed a Facility Fee of up to $3.50 per ticket.

San Diego Theatres does not permit firearms in the backspace area at any time, licensed or otherwise. Exceptions can be made for security or police officers only with the advance notification and approval from the Public Safety Manager. Additionally, no firearms or weaponized objects are allowed on the premises.

San Diego Theatre’s management upon prior notification.

- We request that all shows provide a list of names for backspace access. Additionally, all road crew or vendors should wear visible laminates.

- Security Services will be performed by trained personnel to include San Diego Theatre’s staff as well as staff provided by an external security firm. San Diego Theatres will only contract services with external firms they have a relationship with, and are confident in service level provided.

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GEAR & EQUIPMENT SERVICES
All concession and beverages within the Theatres and the adjacent plazas are provided in-house by San Diego Theatres on an exclusive basis.

Catering services may be secured from a caterer of the Licensee’s choice, subject to their compliance with our requirements. It is the Licensee’s responsibility to ensure that their caterer is appropriately licensed, possesses all health certificates, and is properly insured. It is the Licensee’s responsibility to ensure that their caterer has added San Diego Theatres as a named additional insured on their caterer’s insurance policy. There are no kitchen facilities on-site. Caterers must be fully self-contained. Licensee shall be assessed rental charges for any tables, chairs or other equipment supplied by San Diego Theatres as well as labor to remove or restore standard lobby furnishings. Licensee is responsible for ensuring their caterer leaves the premises clean and removes all related trash. Any required clean up by San Diego Theatres will be assessed to Licensee.

Due to ABC regulations, all alcoholic beverages must be secured and dispensed by San Diego Theatres.

EVENT–RELATED NOVELTY MERCHANDISE
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Parking rates are established by the City of San Diego. Due to a parking fee for the use of these phones, and unlimited local and nationwide calls are included. For locations and costs, discuss with the Production team.

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There is no street parking available adjacent to the Theatres. For additional information and to coordinate installation/removal times, discuss with the Production team.

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All aspects of your event, from planning through final curtain, will be handled with professionalism, efficiency and the **BRAVO Experience** for which San Diego Theatres is known.