



SERVICES AND FEES

EFFECTIVE JULY 1, 2020

Welcome! San Diego Theatres, a 501(c)(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 1,335 seat restored historic vaudeville theatre located in the heart of the Gaslamp Quarter. After being closed for 20 years, the Balboa Theatre was reopened in January 2008 after a \$26.5 million renovation and restoration.

The San Diego Civic Theatre, located at 1100 Third 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 sandiegheatres.org provides additional information that may be of assistance. We welcome the opportunity to assist you throughout your planning and your use of these facilities and services.

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



SAN DIEGO THEATRES LICENSE FEES

TICKETED PERFORMANCES

Balboa Theatre	\$5,300
Civic Theatre	\$10,500

ADDITIONAL PERFORMANCE – SAME DAY

Balboa Theatre	\$2,350
Civic Theatre	\$7,750

NON-TICKETED EVENTS

Balboa Theatre	\$6,300
Civic Theatre	\$14,000

MOVE-IN/REHEARSALS/MOVE OUT**

Balboa Theatre	\$2,400
Civic Theatre	\$5,300
**For Move-In / Rehearsals / Move-Out Days in excess of the number of Ticketed Performances or Non-Ticketed Event Days, then the following rates will apply:	
Balboa Theatre	\$3,750
Civic Theatre	\$7,250

LOBBY/REHEARSAL HALL

Balboa Theatre Salon / Lobby	\$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@sandiegheatres.org

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

ANCILLARY SERVICES FEES

PERSONNEL RATES

Front-of-House Guest Services

Staffing for 2 - 2 ½ hour Performance/Event	
Balboa Theatre	\$1,650
Civic Theatre	\$2,850
Production Services (if applicable)	\$400

Security/Safety Services

Stage Door Attendant/Public Safety Rep.	\$425/day
Bag Check – per guard	\$115
(Per Table, based on 4 hour minimum)	
Walk-Through Metal Detection – per guard	\$115
(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

Ticketing Services

Event Ticket Seller	\$400/performance
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Facility Services

Electrician/Plumber/Carpenter	\$65.50/hr
Housekeeper/Facility Worker	\$22.50/hr

Contracted Services

Emergency Medical Technician (EMT)	\$250/performance
Event Security	To be determined based upon event
Stagehands, IATSE	To be determined based upon event

TICKETING SERVICES

Reserved Seat, Advance Sale Events

Balboa Theatre – per performance	\$800
Civic Theatre – per performance	\$1,500
Credit Card Transactions	4.00% of all sales transactions
Ticket Printing (printed by Ticket Office)	\$0.125 per ticket

For additional or alternate services, discuss with Ticketing Services staff.

EQUIPMENT/SUPPLIES SERVICES

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

THEATRICAL EQUIPMENT

Acoustical Shell, plus IATSE labor

Per Wall Section	No charge
Per Ceiling Section	\$150.00

Clear 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/\$2,200 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/hour
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

Projection – Balboa Theatre ONLY

12' x 16' screen & Sanyo XP 100 projector 6,000 lumen	\$750 day
11.3' x 20' screen & Barco RLS projector 12,000 lumen	\$1,500 day
22.6' x 40' screen & Barco DP4K-23B cinema projector, with Doremi Server, with 3.1 sound system	\$3,500 day

Sound System

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	\$35 day/\$150 week
Phone, dressing room area (per line)	\$15 day/\$85 week

Wardrobe

Costume Steamer	\$35 day/\$100 week
Iron & Ironing Board	\$10 day/\$30 week

Washer & Dryer

Price per pair	\$65 day/\$200 week
Utility charge for client-provided units (per pair)	\$100 week

**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 tickets. However, for season, group or other tickets not sold through our ticket operation, the Fee will be assessed to and collected from the Licensee.

FIRE MARSHAL SERVICES

Events that require the presence of a fire marshal(s) will be assessed an hourly reimbursement charge.

FOOD & BEVERAGE 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 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.

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 in advance with 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 Horton Plaza Garage on 4th Avenue (entrance just past the Theatre). A validation machine is available at most Balboa Theatre events for reduced rate Horton Plaza Garage Parking. Parking rates are subject to change at any time.

The Civic Theatre is just across a plaza from the 11-story, 1,150 space Evan Jones parking garage. This parkade is owned by the City of San Diego, which contracts its operation to Ace Parking. Parking rates are established by the City of San Diego. Due to a significant number of monthly parkers, typically there is minimal availability during daytime, Monday through Friday. There are

no in-out privileges. Advance payment of evening/weekend parking is available at the time of ticket purchase.

Valet parking may be facilitated at Licensee's request and underwriting of cost.

Truck parking is limited to pre-arranged load-in and out periods. There is no street parking available adjacent to the Theatres. For more information, discuss with the Production team.

PRODUCTION/STAGING SERVICES

Production and staging require the services of IATSE personnel at client's expense. The Production team is available to assist in planning, coordinating and facilitating all aspects of event production and staging. For your equipment needs, our Production team can provide information on available in-house inventories and any associated expenses. If an event requires additional or extraordinary production services from San Diego Theatres staff, an additional charge of \$400 may apply.

PYROTECHNICS, OPEN FLAME & LASERS

Any desired use of pyrotechnics, open flame, and/or lasers requires advance review and approval as well as Fire Department permits at Licensee's expense. Additionally, Fire Marshal and/or State-licensed technician(s) may be required to be on-site at Licensee's expense. For additional information, fully discuss with our Production team at least three (3) weeks prior to your event.

SEAT REMOVAL

Auditorium seats may be removed for production requirements. These removals and re-installations must be arranged in advance through our Production team. The labor costs for these removals and re-installs will be assessed to the client.

SECURITY SERVICES

Security is our top priority at San Diego Theatres. We thoroughly stress the importance of keeping everyone at our venues safe during both public and private events, and as such, 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 the 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. The Stage door entrance, which is used for artist entrance and exit typically doesn't include metal detector unless pre-advanced with production.
- Security personnel administering the metal detectors will be an additional charge to the promoter or licensee.

- San Diego Theatres does not permit firearms in the backstage area at any time, licensed or otherwise. Exceptions can be made for security or police offers only with the advance notification and approval from the Public Safety Manager. Approval is at the complete discretion of San Diego Theatre's management upon prior notification.

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

For detailed information on any of the above security procedures, please contact **Ric Marcelino, Public Safety Manager** at 619-615-4018 or ric.marcelino@sandiegheatres.org.

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.

Internet access is generally available as a wireless service throughout most of the dressing room areas. Wired service throughout most of the dressing room areas. Wired service may be arranged in some locations with advance notification. For costs of Internet access, discuss with the Productions team.

For additional telephone or telecommunications services, clients may directly secure these services from outside providers. For more information and to coordinate installation/removal times, discuss with the Production team.

TICKETING 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. Additionally, the same, real-time ticket inventory is available through Ticketmaster phone and Internet. For tickets purchased via phone or Internet, the ticket buyer will be assessed a per ticket convenience charge and order fee. For tickets purchased in-person at our ticket windows, buyers are not assessed convenience and/or order fees. However, all tickets regardless of how they are purchased are assessed a Facility Fee of up to \$3.50 per ticket.

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.

*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.*



Mailing: 233 A St, Suite 810
San Diego, California 92101
619.615.4000 619.615.4001 (fax)
sandiegotheatres.org