



# **SERVICES AND FEES**

**EFFECTIVE JULY 1, 2019**

**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 2019 through June 2020; however, rates should be verified during the planning of your event. Also, our website at [sandiegotheatres.org](http://sandiegotheatres.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@sandiegotheatres.org](mailto:carol.wallace@sandiegotheatres.org)



## SAN DIEGO THEATRES LICENSE FEES

### TICKETED PERFORMANCES

Balboa Theatre	\$5,200
Civic Theatre	\$10,500 minimum vs. 10% of gross sales, \$12,500 max

### ADDITIONAL PERFORMANCE – SAME DAY

Balboa Theatre	\$2,300
Civic Theatre	\$7,750

### NON-TICKETED EVENTS

Balboa Theatre	\$6,200
Civic Theatre	\$14,000

### MOVE-IN/REHEARSALS/MOVE OUT\*\*

Balboa Theatre	\$2,350
Civic Theatre	\$5,200

\*\*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	\$7,000

### 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@sandiegotheatres.org](mailto:cindy.bowers@sandiegotheatres.org)

**Mark Madero, Contract & Client Services Manager**  
 619-615-4130 or [mark.madero@sandiegotheatres.org](mailto:mark.madero@sandiegotheatres.org)

**Kyle Pulverenti, Programming & Client Services Manager**  
 619-615-4014 or [kp\\_programming@sandiegotheatres.org](mailto:kp_programming@sandiegotheatres.org)

*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.*

## 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

#### Security/Safety Services

Stage Door Attendant/Public Safety Rep.	\$425/day
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#### Ticketing Services

Event Ticket Seller	\$400/performance
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#### Facility Services

Electrician/Plumber/Carpenter	\$65.00/hr
Housekeeper/Facility Worker	\$22.00/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	\$100 use/\$300 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 5D 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
Front Fill, 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.

### **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**

San Diego Theatres will provide, at Licensee's expense, a Stage Door Attendant during any access or occupancy of the building. For event security requirements, San Diego Theatres shall establish the minimum staffing levels, if any, which must be provided by Licensee. Licensee is responsible for meeting those minimum requirements plus any additionally desired staffing based upon their event requirements. Licensee may select and directly contract for the security staffing service, subject to their compliance with our requirements. Licensee shall be responsible

for ensuring the provider is appropriately licensed and that San Diego Theatres is added as a named Additional Insured on the provider's insurance securing of this staffing on behalf of the Licensee, at Licensee's expense.

### **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.



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