

## CAPSHAW-SPIELBERG CENTER FOR ARTS & EDUCATIONAL JUSTICE

### Facility Use Charges

#### THE ANN AND JERRY MOSS THEATER

Hourly rate \$375

#### REQUIRED SERVICES

Technical Crew (minimum 3 required)	\$60 an hr per crew member
*Light Board Operator*	
*Audio/Visual Operator*	
*Stage Manager/Stage Hand*	
2 Security Guards**	\$350 flat rate

#### ADDITIONAL SERVICES AVAILABLE

Additional Crew Member* (backstage hands)	\$60 an hour per crew
Additional Security Guards**	\$175 each
Ushers	\$25 an hour per usher
Piano use for event (includes tuning)	
*7 Foot Yamaha Concert Grand (requires special permission)	\$300 flat rate
Lucite Podium	\$100 flat rate

#### THE LEADERSHIP CENTER

Day rate	\$1,500
Hourly rate	\$200
*Upright Piano (includes tuning)	\$200 flat rate

#### LOBBY/GALLERY/GARDEN AREA

Hourly rate \$200

Rental of theatre includes the use of our Technical Director to oversee lighting and sound needs and use of the Moss Theatre Lobby and Dressing Rooms.

We require a minimum booking time of 4 hours for all spaces and crew.

\* A “day” is considered to be 8 consecutive hours during a 24 hr period (starting at midnight and ending at 11:59pm). Additional hours will be charged at the hourly rate. If your booking exceeds 8 consecutive hours, crew rates will be charged at time and a half per hour, each additional hour.

\*\* We require there to be two guards present for every event. There is 5 hr minimum for each

security guard.

## BOOKING PROCESS AND REQUIREMENTS

### PROCEDURES

1. Please fill out and submit Booking Inquiry Form.
2. You will receive an email confirming whether or not your requested date/s are available within two weeks of inquiry.
3. To secure available dates, a **non-refundable** deposit of 50% of your cost estimate is required. You can cancel your event up to three months prior but your deposit will be kept. We require an additional \$750 **refundable** deposit if you plan on serving liquor.
4. A cost estimate will be provided for your review and acceptance.
5. Upon approval of the cost estimate, you will receive a contract from the Moss.
6. Once you have received an executed contract, then you will need to submit the following items: An executed contract, full payment of contracted amount, and evidence of general liability insurance coverage worth \$1,000,000 per occurrence. These should be received one month before your event or you risk your event being canceled.
7. Upon receipt of the items listed above, the event is considered "booked" and you may begin publicity and marketing of the event. We request that you not advertise until a contract is signed, or we reserve the right to cancel your event.
8. Due to time restraints, 1 walk-through of the space and 1 production meeting are included with your rental. Additional walk-throughs charged at the flat rate of \$50/ea; additional production meetings charged at \$100/hr.

### ALCOHOL

- Alcohol may be served in the Lobby, the Garden, and the Leadership Center by a certified bartender.
- All events requesting the service of alcohol must sign the "alcohol addendum" included in your event contract.
- There is a \$750.00 refundable deposit if you are planning on serving liquor which will be forfeited if NRS policies are not followed.
- In addition, you need to add [liquor liability](#) to your insurance certificate.

### CREW / SECURITY

- We require all events to have a minimum of three crew members.
- A "day" is considered to be 8 consecutive hours during a 24 hour period (starting at midnight and ending at 11:59pm). Additional hours will be charged at an hourly rate. If your booking exceeds 8 consecutive hours, crew rates will be charged at time and a half per hour, each additional hour.
- We require you to have 2 extra security guards on site for your performances. Their job is to assist with audience parking and crowd control but **do not** park cars or deal with guest lists.

### LOAD IN / SETUP

- Please keep in mind that on school days (Mon-Fri), load in for your event cannot occur before 3:30pm. If there is a rehearsal in the theater, then it could be as late as 6pm, depending upon the schedule that day.
- Due to time restraints, 1 walk-through of the space and 1 production meeting are included

with your rental. If you require more than 1 walk-through you may be charged accordingly.

- All party rental items (tables, linens etc.) must be delivered and picked up within your contracted rental hours. We are an operating school during the day and cannot store rentals.
- All party rental items (tables, linens etc.) that are delivered must be signed for by you or a member of your staff. Our staff is not responsible for delivery inspections or troubleshooting issues with rental agencies.
- Portable stoves, hot plates, outdoor heaters, etc requiring electricity require advance approval and an additional charge for an electrician to be onsite. Traditional chafing dishes with open flames are allowed.

## PARTNERSHIPS

- We are no longer accepting applications for the 2018/19 Season (July 1st 2018 - June 30th, 2019). New Roads School, in conjunction with the City of Santa Monica Cultural Affairs Department, has provided over 100 nonprofits with free and discount days of use of the Moss Theater over a period of five years. We are about to enter into our sixth and final year of this arrangement. Therefore, there will not be nonprofit applications for free or discount days for our 2019/2020 school year.

## FRONT OF HOUSE / BOX OFFICE

- We require all producers to have 2-3 Front of House Ushers per door, depending on if there is assigned or general seating. Clients will either need to provide their own ushers, or Front of House staff will be provided by the Moss Theater at \$25/hr per person.
- The Moss Theater does not provide box office or ticketing services. Clients are responsible for their own ticketing.
- 9 of our 350 seats are wheelchair accessible. They must be held and sold to people with disabilities up until 30 minutes before the show. At that time, they can be released and sold to the general public.

## ADDITIONAL INFORMATION

- Our pianos may be rented but must not be altered (this includes prepared piano & decor).
- Due to the delicate nature of our stage floor, we cannot accommodate tap shoes, or tape of any kind unless used on our rentable Marley floor.