

LONG BEACH PERFORMING ARTS CENTER

Helpful Information for the Terrace & Center Theaters 2/20/03

EQUIPMENT

All productions coming in should be totally self-contained. Scenery must be prerigged ready to fly. All scenery, lighting and sound must have all of its own hardware. For **lighting**, the existing "house hang" with basic washes can be provided at a nominal charge. In addition, the basic set of **masking borders and legs** are included with the rental of the facility. Both the lighting and masking have "home" positions that, in most cases, can be moved to the production's specifications. The lighting instruments in the "house hang" can be removed from its position in order to accommodate another instrument but they cannot be removed to be used in another position. Before load out can be considered complete, the lighting and masking must be restored to its home position. The Theater's house **sound system** can be used at an additional cost.

WORK SHOP and TOOLS

The theaters do not have a work shop or any power tools on its premises. Any production requiring power tools must provide their own. Minor scenery work can be done on the loading dock. Due to ventilation concerns, major scenery work must be done off premises. The theaters do not have any stock hardware for use.

AUDIO AND VIDEO

Additional AV equipment can be supplied by the in house AV company, **Projection Inc.** Contact **Tom Allen** at (562) 499-7546.

SAFETY

If there is any doubt about the safety of scenic elements, (special lighting fixtures, stairs or ramps, elevated platforms, scenery rigged to fly, etc.), they will not be allowed to be used "as is." Final approval or denial of potentially dangerous equipment rests with the building personnel. If the Permittee's employees are deemed unsafe in skill or manner by any building personnel, said employee will be asked to leave the building.

When planning your stage plot, please note the fire curtain path. The fire curtain may not be blocked in any way that might impede its proper operation at any time the theatre is occupied. For safety and security considerations, the fire curtain will come in each day as part of the facility lockup.

SIGNS, BANNERS AND POSTERS

The taping or nailing of any signs, banners or posters to any walls or doors is not permitted in any area of the facility. Banners may be hung from handrails or poles by prior arrangement with the **Event Manager**. Easels can be ordered through the **Event Manager** for signs and posters.

PYROTECHNICS AND LASERS

The use of pyrotechnics must be approved in advance by the **Event Manager**. There are several city permits and regulations that must be adhered to, please seek action at six to eight weeks prior to your event.

PAYMENT AND BILLING

All production company ordered facility services and equipment will be put on the contracted Permittee MASTER ACCOUNT

DAMAGES

A damage walk through will follow the load out of an event with the **Stage Supervisor** and the **Permittee** or their representative. Damages to the facility or its equipment will be noted at that time. There will be additional charges for the restoration of items damaged.

STORAGE

Storage is not available within the facility. Everything must be brought in only at the time of a your move in and removed at your move out. Items remaining after your move out will be considered trash and will be dealt with accordingly. There will be an additional charge levied to clean up and remove said debris.

SECURITY

The Long Beach Convention and Performing Arts Center and SMG will not be held responsible for the loss or damage to any personal property brought into the facility or left in your vehicle. All props, tools and equipment should be secured at all times the theater is left unoccupied. If additional security is required, please contact your ***Event Manager***.

PARKING

Your ***Event Manager*** can provide parking passes at a nominal charge. These parking passes are good for all adjacent lots. There is NO loading dock parking available. The loading dock is reserved for vehicles ACTIVELY LOADING AND UNLOADING. If for your event, a truck must remain on the dock as a work area such as a video, grip or special effects truck. Please arrange in advance with the ***Event Manager***. If VIP parking is required for your event, the Event Manager may be able to come up with an option. The ***Stage Supervisor*** or the ***Theater Production Manager*** DO NOT have any control of the parking.

SMOKING

The smoking of tobacco, or any other weed or plant is strictly prohibited within the facility as per Long Beach City Ordinance No C-6916. Smoking is permitted outside the facility only.

PETS

Pets or animals are **NOT** allowed in the facility unless it is directly involved in the production or is used as a service to the seeing or hearing impaired.

FOOD AND DRINK

Food and drinks are not to be brought into the building. If catering services are required, your ***Event Manager*** can put you in touch with the ***Food and Beverage Department***. Food and drinks are not allowed onstage, backstage, or in the house unless it is directly related to the performance. Snack machines are located in the dressing room areas.

ARTIST ENTRANCE

The Artist Entrance on the lower level is available for access to the theater. Cast members and musicians should use the artist entrance and not enter through the loading dock. Arrangements for the use of the artists entrance must be made through the ***Event Manager*** and the ***Stage Supervisor***. ***Please contact the Theater Production Manager.***

HOUSE SEAT REMOVAL

House seats can be removed at the client's request. There will be a charge of \$100.00 for each seat removed. This charge will cover the removal, storage, restore and possible damages to the seats. The seats in Row 28 on the orchestra level of the Terrace Theater are on skids and can come out as needed in pairs of two at no charge over and above time and labor to do it. Road lighting and sound consoles are usually placed in Row 28.