



24th Street Theater

Sierra 2 Center/Sierra Curtis Neighborhood Association
2791 24th St.
Sacramento, CA 95818
(916) 452-3005
www.sierra2.org

Rental Rates & Policies

Daily rate:

- \$640 for nonprofits; \$800 for others.
- A \$500 reservation deposit for theatrical events, or a \$300 deposit for non-theatrical events, and signed contract are required to hold and or secure reservation.
- The balance due for total days reserved must be made 120 days prior to rental date(s). Non-payment of rents by the 120th day will result in the forfeiture of deposit and date(s).
- Only the deposit is refundable for cancellations received less than 120 days from reserved date(s). Cancellations must be made in writing.
- **Please do not wait to be contacted; payment is your responsibility.**

Weekly rate:

- \$2,400 for nonprofits; \$3,000 for for-profits.
- A \$500 reservation deposit for theatrical events, or a \$300 deposit for non-theatrical events, and signed contract are required to hold and or secure reservation.
- The balance due for total days reserved must be made 120 days prior to rental date(s). Non-payment of rents by the 120th day will result in the forfeiture of deposit and date(s).
- Only the deposit is refundable for cancellations received less than 120 days from reserved date(s). Cancellations must be made in writing.
- **Please do not wait to be contacted; payment is your responsibility.**
- Weekly rate refers to a period of seven consecutive days and is for groups wishing to retain props/sets/lights and sound equipment as set and on the premises between shows.
- Weekly rate will be prorated if one of the seven consecutive days is not available due to a holiday or other one day booking. Theater must be left empty on the day it's not available.

Monthly rates:

- \$8,000 for nonprofits; \$10,000 for for-profits.
- A \$500 deposit and a signed contract are required to hold and or secure the reservation.
- The balance due for total days reserved must be made 120 days prior to rental date(s). Non-payment of rents by the 120th day will result in the forfeiture of deposit and date(s).
- Only the deposit is refundable for cancellations received less than 120 days from reserved date(s). Cancellations must be made in writing.
- **Please do not wait to be contacted; payment is your responsibility.**

Hourly rates:

- \$125 (minimum of 4 hours) for non-profit and for-profit groups
- Current activity room rental rates apply for hourly room rentals

Admin Fee:

Renters will be charged a \$40/day admin fee for office services requested that are not associated with the general operation of the theatre, such as clerical aide and supplies.

Access to Theater

The theater is available during the following operating hours:

- ✓ Monday – Thursday: 8am – 10pm
- ✓ Friday and Saturday: 8am – 11pm
- ✓ Sunday: 9am – 5pm. (Oct-Feb) & 9am-7pm (Mar-Sept)

Load-in/Check-in hours:

- ✓ Monday – Saturday: 9 a.m.
- ✓ Sundays 10 a.m.

Prior arrangements for using the theater beyond the above times must be made in advance. *An additional \$125/hour fee will be charged to cover the cost of extended operation of the building and staff overtime.*

Holding Dates

Clients may place a “hold” on any date requested provided that there is not already a signed rental agreement with another customer for that date.

- **Firm Hold:** a firm hold requires a deposit to be on file. Groups with multiple holds must keep their full deposit on file at all times. If you are the first to request a hold for a specific date, you will have the “first hold” on that date. You are given first right of refusal so that we will not sell the date to another customer. You will be given 48 hours to respond to a challenge. If you have not responded within 48 hours, we will release your hold to the challenger. Once a date is confirmed it is no longer open to challenge. *Dates will be released 90 days prior to the date of the event if full payment and completed paperwork has not been received by that time.*
- **Soft Hold:** a “soft hold” may be placed on a date without a deposit on file. Should the date be challenged, you will be called and given 24 hours to respond. If you have not responded within 24 hours, we will release your soft hold to the challenger.

Challenges

All holds are non-binding and open to challenge. In the event that someone challenges a hold, the challenged will be required to either release or confirm their dates within the specified time as outlined above (excluding weekends and holidays). If a “hold” is challenged we will call and/or email you at the contact information you have provided. It is not our responsibility to make numerous attempts to contact you. It is your responsibility to ensure that we have current contact information. **The client (hold or challenger) who wins the date will be required to pay all fees (deposit and rental) and complete all paperwork within 2 business days (excluding weekends and holidays).**

Confirmation

Upon confirmation of a reservation, Renter is required to pay the deposit and complete all paperwork within 48 hours (excluding weekends and holidays). The theater rental fee is due within 120 days from the rental date.

Booking Cancellations

Bookings cancelled less than 120 days from the rental date, will result in the loss of theater rental fees paid to date. Only the deposit will be refunded. If the balance has not been paid in full, everything paid to date including the deposit, will be retained.

If there are holds on the calendar, the deposit needs to be replenished within 5 business days in order to continue holding other dates.

Event Cancellation and Ticket Refunds

If any event is not held for whatever reason, Renter has the obligation, at its expense, to inform the public of such cancellation through regular information media. Nothing contained herein shall be deemed to require Sierra 2 to make such announcements or refunds to any person or persons. In case of cancellation, Renter must have a representative at the 24th St. Theater two (2) hours before the stated curtain time and through the intended intermission.

Licenses and Permits

Renter shall secure in advance, before the time and date of each Performance, all licenses and permits that may be required by any use of the Premises provided for in this Agreement.

Copyright

Renter agrees, represents, and warrants that nothing contained in the Performance(s), the souvenir items relating thereto, or anything else connected with Renter's activities under this Agreement shall violate or infringe upon any copyright, right of privacy, or other statutory or common law right of any person, firm, or corporation. The securing of and payment for all performing rights is the responsibility of Renter. Renter shall furnish to the 24th St. Theater Manager documented evidence (i.e., a copy of the licenses) of such performing rights not less than 14 days prior to the scheduled date of the Performance(s). Failure to provide such evidence at such time may result in cancellation of this Agreement and forfeiture of the deposit. In all events, Renter assumes all costs arising from the use of patented, trademarked, or copyrighted materials, equipment, devices, processes, or dramatic rights used on or incorporated in the conduct of said event, including but not limited to royalties or licensing fees due Broadcast Music Incorporated (BMI), American Society of Composers, Authors and Publishers (ASCAP), Society of European Stage Authors and Composers (SESAC), and any other similar organization. Renter agrees to indemnify and hold harmless SCNA, Sierra 2 Center and 24th St. Theater and its officers, agents, employees, directors, and trustees against any and all such claims and charges and to defend, at his expense, any and all such claims and charges in connection with this Agreement. Renter further agrees to furnish to the 24th St. Theater Manager, upon demand, proof of said licensing or authorization by said copyright owners or their representatives.

Certificate of Insurance

Renter shall, no less than 10 days prior to its rental period, deliver to the Sierra 2 Center office an "Additional Insured Endorsement" verifying coverage required herein. Renter will not be allowed in to the theater if Sierra 2 has not received a copy. Renter shall, at its own expense, maintain in effect during its rental, public liability insurance and property damage insurance insuring the **Sierra Curtis Neighborhood Association** and **The 24th St. Theatre** against loss of liability caused by, connected with or arising from renter's occupation and use of the theater. This insurance shall be maintained in amounts not less than \$1 million for injury to or death of any one person as a result of any one accident, incident or occurrence. No modification of this requirement negotiated by renter and Sierra Curtis Neighborhood Association will be enforceable unless set forth in writing and attached to this agreement.

- **Certificate of Insurance must be on file in the Sierra 2 office at least two weeks in advance of load-in. If a certificate of insurance is not on file on the day of load-in, the event will be cancelled and only the deposit will be refunded.**
- **Certificate must include the dates of the theater rental in the event description.**
- **If renter does not have an insurance carrier, SCNA recommends purchasing a certificate from: Sacramento City Risk Management; Special Events Insurance: 808-5556**

Rental Agreement Nontransferable

This rental agreement is for a specific show or artist. It is not assignable and may not be transferred to any individual or organization under and circumstances. The rental agreement is valid only for the purposes stated in this rental agreement and may be revoked at any time by the Sierra Curtis Neighborhood Association.

Hold Harmless

Renter shall indemnify and hold Sierra Curtis Neighborhood Association harmless from and against any and all liability to third parties arising out of renter's occupation and use of the theater, specifically including, without limitation, any claim, liability, loss or damage arising by reason of the death or injury of any person or persons, including renter or any person who is an employee or agent of renter, or by reason of the damage to or destruction of any property, including property owned by renter or any person

who is an employee or agent of renter, and caused or allegedly caused by either the condition of the premises rented, or some act or omission of renter or of some agent, contractor or employee of renter, or by renter's failure to perform any provision of this agreement. **At the time of check-in, theater renter will be responsible for completing the Waiver of Liability. All theater staff, including volunteers, must sign Waiver prior to working in the theater.**

Use of Name and Logo

The 24th St. Theater and Sierra 2 Center name, logo and likeness may never be used without permission. Only the theater's full name may be used in connection with an event that has been confirmed as a rental. That means a signed contract and full deposit must have been received prior to any advertising bearing the theater or Centers name being released. The correct full name of the theater is "24th Street Theatre" and the full name of the center is "Sierra 2 Center". The street address is 2791 24th Street, Sacramento, California, 95818 and the phone number for the theater is the Sierra 2 Center office at (916) 452-3005.

Publicity and Marketing

No event taking place at the Theatre may be announced, publicized or advertised in any manner whatsoever (including "save the date" announcements) until a fully executed rental contract and full deposit is on file. The Sierra 2 Center requests the right to review and approve, in advance, the content and design of all advertising and promotional materials that refer to the 24th Street Theatre or any event held here in any manner whatsoever. Posters, flyers and other promotional or informational materials may be placed in designated locations with approval from the Sierra 2 Center office. All material, which includes the theater or Center's name, shall be reviewed with the Theater Manager prior to disbursement.

Public Posting

Fines are imposed on those persons posting advertisements on public or utility property (ie. utility poles) without a permit. The Sierra 2 Center/24th St Theater does not authorize, cause, permit, encourage, direct, recommend or approve the posting of signs on public or utility property. The Center does not authorize the use of the Center or 24th St Theatre name, logo or likeness on any materials used in this manner.

Event Materials

Samples of event programs and other materials to be distributed to the audience must be provided to theatre management at least one week prior to the event to assure that both the theatre and Renter are operating with the same understanding of the event and related activities.

Theater Questionnaire

A completed theater questionnaire and all required paperwork must be returned no later than two weeks prior to rental date.

RULES OF USAGE

Parking

Please notify theater staff and patrons that parking is prohibited on the West side of 24th St without a City parking permit designated for this area and is 2 hours on the East side. The Center has two free parking lots: 1) Castro Way lot which is open nights and weekends and 2) 4th Ave lot which is open during business hours. Please encourage all patrons to observe parking signs on the surrounding streets. **The Sierra 2 Center will not be held responsible for parking tickets.**

Casts of 20 or more

Casts with more than 20 adults or children that will not fit into the dressing rooms should consider renting another available room during show and rehearsal time in order to keep the inside main hallways free and clear of people.

Theater renters shall show consideration and respect for Sierra 2 tenants and renters of other activity spaces. Please keep hallways quiet. Children must be supervised by adults at all times and

not allowed to run, talk loudly or roam the building unaccompanied by an adult. If it is necessary for Sierra 2 to refund rental fees to other rental groups due to excessive noise and unruly behavior, theater Renter will be billed for the cost of the refund.

Rehearsals

For groups who are renting the theatre and need rehearsal time, the hourly theater rehearsal rate or current room rental rates will apply. If the theater is rented for rehearsal, props and costumes may not be left in the theater or dressing rooms overnight unless the following day has also been reserved.

Consequences for Damages or Equipment Malfunctions

Renter shall be fully liable for damage to any part of the facility or equipment during their rental period. Renter shall be fully liable for light board and audio rack malfunctions should renter, or renter's technician, use equipment inappropriately (press the wrong buttons, move levers, re-set the plot) and need the Sierra 2 technician to assist with repairs. The amount of repair will be deducted from the security/cleaning deposit; if not covered in their entirety by the deposit, collection efforts for additional money owed will ensue.

Cooperation with Building Staff

Theater renters are expected to extend their full cooperation with Sierra 2 Center staff, especially the Facility Monitor on duty at the time theater is in use.

Consideration for Building Users

Theater renters shall show consideration and respect for Sierra 2 tenants and renters of other activity spaces. **Excessive noise or unruly behavior may result in additional rental fees incurred at the discretion of Sierra 2 management. Please keep the doors to the theater and office hallway closed during rehearsals and shows.**

Food or Drink

No food or drinks, other than bottled water, are allowed inside the theater or hallway. It is the responsibility of the rental group to enforce this and communicate this to your performers and audience. **It is the responsibility of the rental group to pick up and throw away debris left in the theater following the rental. If Facility Monitors have to spend time picking up after the rental, a cleaning fee will be charged.** If the carpet, seats or drapes are damaged due to spillage, the rental group will be billed for the cost of cleaning or repairs at a cost to be determined by prevailing industry prices.

Alcohol

Alcohol is strictly prohibited on the premises of the Sierra 2 Center. The theater renter is responsible for preventing consumption of alcoholic beverages and drugs. **If either is present, theater renter will be held liable for any and all consequences as a result of patron's use of either.**

Excessive Noise

Noise levels shall be kept to those which cannot be heard outside theater walls. **Excessive noise or unruly behavior may result in additional rental fees incurred at the discretion of Sierra 2 management.**

Smoking

Smoking is not permitted anywhere in the theater or Sierra 2 Center.

Open Flames, Pyrotechnics or Fog Machine

Under no circumstances shall theater renter, or patrons, have or use open flames, candles, fog/snow machines or pyrotechnics of any kind in the theater. If the fire alarm is activated due to their illegal use, renter will pay all fees associated with the alarm call.

Confetti Guns and Glitter

The use of confetti guns is strictly prohibited. Please use discretion with the use of glitter on costumes and props.

Equipment and Decorations

It is the responsibility of the Renter to turn off all electrical equipment left in the theater after a show. Equipment left on is a fire hazard. Failure to comply may result in a \$25 fine per offense.

Balloons, streamers and any hanging decorations that create movement pose a hazard for the motion detectors of the facilities alarm system. Motion detectors are installed in the lobby and house of the theatre. These types of decorations must be removed every evening. If the alarm system is activated after hours due to Renters decorations, Renter will be billed for staff time to deactivate the system and police fees assessed for the false alarm call.

The Lobby of the 24th Street Theatre

- Cooking in the lobby is prohibited
- Securing materials to the walls of the lobby is strictly prohibited. Bulletins boards are provided for all lobby displays

The House of the 24th Street Theatre

Walls

Leaning items against the walls in the house of the 24th Street Theatre is prohibited. Examples include but are not limited to: scenery, ladders, pieces of wood, construction equipment, etc. propped against the walls

Seats

Placing items on the seats of the 24th Street Theatre is prohibited; examples include but are not limited to: lighting equipment, saws, hammers, electrical screwdrivers, electrical cords, surge protectors, wood, pieces of scenery, etc.

Failure to comply with the rules may result in the retention of the cleaning/security deposit.

Extension Cords

- All cords will be of a heavy-duty type, 12/3 gauge minimum, appropriate for use on stage
- No cords will cross doorways, fire exits or aisles
- All cords will be completely taped down with gaffers tape
- No cords will be taped to the painted walls or other painted surfaces in the theater.

HVAC System

The thermostat is set by Sierra 2 Center staff and may only be changed by them. If the thermostat is tampered with and it cause a malfunction, Renters full deposit will be withheld and future rental opportunities will be jeopardized.

Stage

No scenery, lighting equipment, flats, flying scenery or any other piece of equipment shall be secured to the stage floors, stage walls or fly space without prior arrangement with theater manager. If approval is granted, a Sierra 2 staff member must be present during the installation of all equipment.

Renter will be responsible for the cost of stage repairs made after the removal of equipment. SCNA staff, or an outside expert, will repair the damage at the expense of the theater renter. If damage is extensive SCNA will refuse any future bookings of the 24th Street Theatre to the renter at fault. The amount of repair will be deducted from the security/cleaning deposit; if not covered in their entirety by the deposit, collection efforts for additional money owed will ensue.

Tape

- Duct tape is never to be used anywhere in the theater. The use of duct tape may result in retention of the security/cleaning deposit.
- Gaffers or painters tape are the only type of tape allowed on the stage floor or walls.

Painting

- Painting on the stage of the 24th Street Theatre is prohibited without prior arrangement with SCNA/24th Street Theatre staff.

Tarps must be used and the back travelers closed if approval for painting on the stage is granted. Any damage and repair fees must be paid for by renter. If the curtains or the cyc have to be replaced or cleaned due to paint stains, the responsible theater rental group will be billed and the cleaning/security deposit will be retained.

Drapes and Cyc:

Sierra 2 has spent thousands of dollars for stage drapes and the Cyclorama. It is imperative that these remain in good condition. Therefore, the following rules must be strictly followed to ensure their preservation. If approval is granted for modification of the stage drapes or cyc, all such modifications must be paid for in advance, scheduled and directly supervised by a Sierra 2 staff member. The teasers and travelers are not allowed to be removed. **Renter will pay for repair or replacement of any damaged stage drape or cyc at a cost to be determined by prevailing industry prices.**

NOTE: The items referred to in this rider include the front curtain, two sets of legs (four total) on each side of the stage, two borders/teasers hanging above the stage, traveler curtain hanging upstage, as well as the cyclorama drop hanging upstage. If there are any questions as to the items referred to in this rider, it is the renter's responsibility to ask the Theater Manager for clarification.

1. Do not attach any part of the stage drapes or cyc to any scenery, prop, or other object using tape, staples, pins, clips, rope, string, clamps or any other attachment device.
2. Do not attach any items whatsoever to any part of the stage drapes or cyc, using tape, staples, pins, clips, rope, string, clamps or any other attachment device.
3. Do not tie back, pin up or otherwise alter any of the stage drapes or cyc.
4. Do not remove or relocate any of the stage drapes or cyc without the direct permission of the Sierra 2 Theater Manager. The teasers and travelers are not allowed to be removed.
5. Renter must have a signed copy of the *Set Construction Permission Form* on file prior to load-in.
6. Any scenery or prop brought in by the rental group must be painted at another location and fully dry when installed on stage unless permission was granted to allow painting on site.
7. All lighting instruments, whether on the battens above the stage, or installed on light trees or on the floor, must be installed AT LEAST 12 inches from any stage drape and the cyc, and should not be focused directly on any of the stage drapes at close range.

Lighting and Audio Equipment

Theater rental fee includes the use of the lighting and sound equipment. The cost of additional equipment such as bulbs, gels, gobos or audio equipment, whether rented or purchased, must be paid for by renter.

- The sound rack in the booth is not to be moved or reconfigured in any way
- The light board is only to be moved by Sierra 2 staff unless pre-approved.

- Repairs for damages to the theatre sound and light equipment by renters is prohibited. Report inoperable equipment to the office immediately. Failure to comply will result in retention of the security deposit and possible billing for replacement cost of the equipment.
- Renter shall be fully liable for light board and audio rack malfunctions should renter or renter's technician use equipment inappropriately.

Lighting Safety Rules

- Never work alone
- Know the location and operation of all fire extinguishers.
- Be aware that anything dropped from above presents a serious safety hazard to those working below. Do your best to ensure this does not happen.
- During technical operations, alert everyone in the theatre before going into a blackout by calling out "going dark!"
- Never remain on a ladder or the Genie Lift while it is being moved.
- Do not leave tools on top of a ladder or the Genie Lift.
- Always use properly adjusted outriggers when working on the Genie Lift.
- Always inspect ladders and Genie Lift before climbing/ascending to ensure equipment stability.
- Ladders should be raised, lowered and set in position by at least two people. At least one person shall remain at the bottom of the ladder to "foot" it while the ladder is in use.
- Always unplug a lighting instrument before inspecting or changing a lamp
- Never affect repairs on electrical equipment. Improperly wired equipment may cause electrocution resulting in fire, serious personal injury or death.
- Never touch the glass of a tungsten halogen lamp, particularly when inserting a new lamp.
- **Make sure that all instrument accessories are securely placed.**
- **Use safety cables on all instruments**

Prop and Set Construction

ABSOLUTELY NO PROP OR SET CONSTRUCTION IS ALLOWED IN THE HOUSE

No set construction is allowed on the premises of Sierra 2 without prior arrangement with SCNA/24th St. Theatre staff. The stage may only be used for set construction with prior permission from SCNA/24th Street Theatre staff and a signed copy of the *Set Construction Permission Form* on file prior to load-in.

- Clean-up of construction areas is the sole responsibility of the theater rental group
- Saw dust, pieces of plywood, paint cans, wood scraps, etc must be cleaned up by the theater rental group on a daily basis
- All construction must be cleaned up before the next opening of Sierra 2
- All extra material from construction must be removed from the premises

Failure to comply with set construction rules will result in the retention of the cleaning/security deposit.

Painting Props and Sets

ABSOLUTELY NO PAINTING OF PROPS OR SETS IS ALLOWED IN THE HOUSE.

Painting set pieces on the stage of the 24th Street Theatre is prohibited without prior arrangement with SCNA/24th Street Theatre staff

- Painting on the Sierra 2 premises is permitted in designated areas with prior arrangement from the SCNA/24th Street Theater staff and a signed copy of the *Set Construction Permission Form* on file prior to load-in.
- Clean-up of painting area is the sole responsibility of the theater rental group
- Cleaning of painting supplies is prohibited in the Sierra 2 restrooms

- Cleaning of painting supplies is allowed in the janitor closet sink only
- The painting area must be cleaned before the next opening of Sierra 2

Failure to comply with painting rules will result in the retention of the cleaning/security deposit.

Lighting and Audio Technician

If renter does not have their own technician, attached is a list of production companies who have supplied lighting and sound technicians to renters of our theater. It is the renter's responsibility to hire their own technicians. Sierra 2 Center Facility Monitors and office personnel are not technicians and will not be able to assist with theater equipment. When a rental period is completed, it is the responsibility of the technician to return any color gels or fixtures that have been removed. Hiring a technician who has worked previously at the theater has many benefits:

- Fully trained and qualified to operate all of the theatre equipment – including the ladder, hydraulic lift, sound, and lighting.
- Ability to install gels and gobos to create a more colorful show.
- Knowledgeable about the theatre in general.

The following policies apply to technicians:

- Approval must be given for technician at least two weeks prior to load-in.
- A signed Technician Waiver must be on file at least two weeks prior to load-in.
- No technicians under the age of 18 years of age are allowed to operate theater equipment.
- Renter's technician assumes all responsibility for troubleshooting equipment problems, failure or malfunctions. Sierra 2 Center Facility Monitors and office personnel are not technicians and will not be able to assist with theater equipment.
- Renter shall be fully liable for light board and audio rack malfunctions should renter, or renter's technician, use equipment inappropriately or not know how to use it. If Sierra 2 needs to have the equipment repaired due to inappropriate use, the cost of repair will be deducted from the security/cleaning deposit. If not covered in their entirety by the deposit, collection efforts for additional money owed will ensue. Inform Sierra 2 staff immediately if there is a problem that needs attention.
- No electrical tie-ins are permitted without permission and must be accomplished by a licensed electrician. A written request must be submitted at least 4 weeks prior to load-in.

OBSTRUCTIONS:

In accordance with California fire codes 1028.2 and 1028.3, no portions of the entries, passages, vestibules, halls or ways of access to the theatre will be obstructed by the renter, or caused or permitted to be used for any purpose other than ingress and egress to and from the theatre. The doors, stairways or openings that reflect or admit light into any portion of the theatre, including hallways, corridors and passageways, and house lighting fixtures, will in no way be obstructed by the renter. This includes stage equipment, props, costumes, chairs and tables. Fire exits and aisles in the seating area of the theatre must be kept clear of obstructions at all times. No equipment may be set up in the aisles (eg. video cameras).

Main Hallway

The hallway outside the office and theater may be not be used for props, scenery or furniture. During the run of a show it is expected that all items from the show will be housed in the theater. Large items will be stored on the stage between shows. Tables will be provided for smaller items to be stored in the house. Theater will remain locked and restricted from persons other than SCNA staff during the rental period.

Sierra 2 Office Hallway

If renter needs an area for mic packs, small props, costumes or hospitality, the Sierra 2 office has a small hallway with two drop down shelves that may be used. This space is only available for use after office

business hours. Please see office staff to reserve the use of this space. The Facility Monitor will unlock the hallway door, next to the main office door, at the time the space is required.

Communication

If any of the equipment, stage, furnishings, windows, doors, aisle lights, air conditioning, heat, etc. in the theater is not functioning properly, or gets damaged during the run of your show, please let Sierra 2 staff know immediately. Failure to comply with reporting damage will result in the retention of the cleaning/security deposit.

SAFETY

Aisle lights provided must be on at all times. If any of the lights are out, please notify the Sierra 2 Center office as soon as possible.

If an accident happens in the theater, call 911 immediately and notify SCNA staff. If the office is closed call the Facility Monitor at 812-4939.

Emergency Exit Announcement

Bill # AB1194 took affect in 2006 and requires any person, public or private firm, organization, or corporation, that owns, rents, leases or manages a facility that hosts a ticketed event for live entertainment shall make an announcement of the availability of emergency exits prior to the beginning of the live entertainment. Failure to comply is a misdemeanor. Before your show or presentation, you must announce the following: “please take a moment to look around for the nearest available emergency exit.” This part of the announcement could be tacked on to the usual welcome and please turn off cell phone announcement.

Fire Extinguishers

Fire extinguishers are located in the lobby, the booth, the rear of the house, in each dressing room and on stage left and stage right. Fire exits are located at the front of the house, house right through the main building, house left up the stairs and off stage right. Fire exits are also located house left and right to the lobby and out the front doors.

In the Event of a Fire

If the fire is small, please use one of the fire extinguishers to extinguish. If the fire alarm is tripped raise house lights and switch off dimmers. Make the following announcement: **Ladies and Gentleman, the show is unable to continue at this time. Please leave the building immediately as directed by staff.**

Make sure that all patrons and actors have evacuated the theater. Wait for the fire department to advise. No one will be allowed to re-enter unless told to do so by the Fire Department. Call the Facility Monitor.

STRIKE

Dressing Rooms

- Dressing rooms must be left empty except for the chairs and garbage receptacles provided

Stage

- The stage is to be swept of all debris
- All props, scenery or anything else brought in must be removed by the theater company
- Tape must be removed from stage, doors and walls
- Remove all printed materials from backstage

Drapes

- If permission was given to alter the stage drapes or cyc, they must be returned to their original placement

The House

- All equipment brought in, i.e., cords, tape, signs, etc. are to be removed
- Remove all garbage and printed materials from seats and aisles

The Lobby

- Displays on the bulletin boards must be removed.
- All staples, tape, push pins and anything else used to secure displays must be removed from the bulletin boards
- Anything brought into the lobby by the theater company is to be removed

The Light & Audio Booth

- Anything brought into the booth by the theater company must be removed.
- **Renter's technician must return the light plot to a general wash following rental if gels or fixtures have been moved or removed during the rental.**
- All charges incurred for Sierra 2 to hire a technician to do so will be paid for by Renter.

Upon completion of the above steps, Renter needs to call the Sierra 2 Facility Monitor to inform him that they are ready to be checked out of the theater. Renter is required to ensure that the theater is left clean and empty of garbage and props, to return the theater keys if they've been checked out, and sign off on the condition of the theater following the rental.



24th Street Theatre
 Sierra Curtis Neighborhood Association
 2791 24th St.
 Sacramento, CA 95818

I, the undersigned Renter, have read the 24th St Theatre Rental Policies and Rules of Usage for rental of the theatre and agree to abide and ensure that all participants in the production abide.

I also understand that, upon signing my agreement, I and/or my organization, are responsible for any and all persons from my organization violating any of the rules and regulations as outlined.

The undersigned recognizes that the 24th Street Theater, Sierra 2 Center and Sierra Curtis Neighborhood Association/SCNA has not undertaken any duty or responsibility for his or her safety and the undersigned agrees to assume full responsibility for all risk of bodily injury, death, disability, and property damage as a result of participating in the named theater event from through and including . The undersigned recognizes that these risks include any and all duties assumed as director, producer, coordinator, stage manager, production assistant, stagehand, costume or set designer and/or builder, lighting or audio technical staff, usher, lobby decorator, musician or actor.

By my signature, I hereby state that I understand the risks involved in participating in this theater event and willingly and voluntarily accept these risks. By my signature, I hereby surrender any rights to seek reimbursement from SCNA, Sierra 2 Center or the 24th Street Theater and its directors, officers, employees, volunteers and other agents for injury sustained and liability incurred during my participation in the event listed below. By my signature, I further understand and agree that this release and assumption of risk is to be binding on my staff, volunteers, heirs, executors, administrators and assigns. I warrant that I am not relying on any oral representations, statements or inducement apart from statements made on this form.

The undersigned warrants by his/her signature that he/she has the authority to bind the organization he/she purports to represent.

Name of Rental Organization: _____

Agent/Contact Name: _____

Agent/Contact Signature: _____

Rental date(s): _____

Users shall not incur indebtedness on behalf of the City of Sacramento or SCNA, their officers or agents. This contract shall not give rise to any partnership or joint venture relationship between the contract holder and SCNA. This contract is not transferable to any individual or organization. This contract is valid only for the purpose stated in this agreement and may be revoked at any time by SCNA. Should any of the terms of this contract be violated, SCNA, a California nonprofit public benefit corporation, does not waive any rights they may have in law or in equity against any individuals or entities. Should any legal action arise from this contract, reasonable attorney fees and costs shall be awarded to the prevailing party. Renter shall indemnify and hold SCNA harmless from and against any and all liability arising out of renter's occupation and use of a rental room or theater.

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