



Nate Holden Performing Arts Center Booking Packet & Application For Use
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I. Overview & General Guidelines

THEATRE OVERVIEW & HISTORY:

The Nate Holden Performing Arts Center (NHPAC) is a multi-use complex comprised of a theatre, a rehearsal hall/studio, an open air lobby complete with a box office, concession area, and two undeveloped retail spaces. Perfect for performances, festivals, screenings, meetings, rehearsals and receptions, the NHPAC can accommodate your event planning needs.

The theatre seats 400 people with 105 seats on the mezzanine level and 295 seats on the orchestra level, with 24 of these seats being removable seats that can accommodate a platform that may be lowered to become an orchestra pit for 6-8 pieces or raised to create a modified thrust stage. The Rehearsal Hall/Studio is 1100 square feet. The two undeveloped retail spaces (1945 sq. ft. and 1200 sq. ft. respectively) are also available for rental. The complex also includes a lobby area on the first floor with a box office and concession area, elevator to the 2nd floor office space and balcony level, and an outdoor patio overlooking Washington Boulevard and the Hollywood Hills. The backstage area consists of a laundry room, prop room and a quick-change room. The back stage elevator leads to the basement, the location of the Green room, two principal dressing rooms and two ensemble dressing rooms that can accommodate up to 12 performers each. Each dressing room contains shower and restroom facilities.

NHPAC is located in the Mid City Adams-Leimert Park-Baldwin Hills planning area of Los Angeles near the historic Lafayette Square and the West Adams Sugar Hill District, which is south of Wilshire Boulevard.

The Nate Holden Performing Arts Center sits on the grounds of the former Ebony Showcase Theatre, built and operated by Nick and Edna Stewart. A world class, state-of-the-art performing arts regional center, NHPAC is primed for local, national, and international events.

Who runs the Nate Holden Performing Arts Center?

The NHPAC is owned by the City of Los Angeles, built by the City of LA Community Redevelopment Agency, and operated by the Ebony Repertory Theatre (ERT) a non-profit Equity company.

Non-profit producers and presenters are invited to rent the NHPAC for their own presentations. ERT reserves the right to be selective about determining which producers and presenters rent the facilities.

Thank you for your interest in the Nate Holden Performing Arts Center (NHPAC), a facility of the City of Los Angeles Department of Cultural Affairs operated by the Ebony Repertory Theatre (ERT). Enclosed please find the booking packet and application.

II. NHPAC Booking Process & Requirements

1. Contact the ERT/NHPAC Managing Director at 323-964-9768 to check the availability of your date(s).
2. Please review the packet, complete a booking application, and either email, mail or fax it to the ERT/NHPAC Managing Director.
3. A non-refundable Production Prep Fee (call for amount) must accompany your application.
4. A refundable security deposit Non Profit or Commercial entities (call for amount) must be received within 5 business of submitting your application. Your date(s) will not be secured until this payment is received .
5. Please request a **first, second, and third** choice of dates for your event(s) with a minimum of sixty **(60) days** from application date.
6. Meet with the ERT/NHPAC Managing Director/Technical Director. Come prepared with as much information regarding your production as possible, including technical needs, so an accurate cost estimate can be prepared for you. The size and scope of your show may require an additional meeting with the ERT/NHPAC Technical Director before your estimate can be prepared.
7. A cost estimate will be provided for your review and acceptance.
8. Upon acceptance of the cost estimate, please submit the follow items: an executed Letter of Agreement, a 50% non-refundable deposit on estimated charges, evidence of general liability insurance coverage, and a 501(c)3 determination letter (for non-profit companies only). All deposits must be in the form of a credit card (processing fee applies), cashier's check, company check or money order.
9. Upon receipt of the items listed above by ERT, the event is considered "booked" and you may begin publicity and marketing of the event. The remaining 50% balance of estimate must be paid one month before the first performance day or the event will be cancelled.
10. If after reading the material, you have any questions, or require any additional information, please call ERT/NHPAC. We appreciate your cooperation in adhering to the procedures as outlined.
11. Business hours for the administration office are Monday through Friday from 11am to 3pm.

RENTAL REQUIREMENTS

Any facility use of the NHPAC by an individual, organization, or group is granted, based on the following five requirements:

1. **Approval of an Application For Use**
2. **Completion of a Letter of Agreement.**
The Letter of Agreement is a temporary agreement between the ERT and qualified Producers for periodic use of the facility. This infers neither legal claim to the facility nor any relationship other than one of temporary nature as detailed in the Letter of Agreement.
3. **Provision of a non-refundable Production Processing Fee (Call for amount.)**
4. **Provision of a refundable security deposit (Call for amount.)**
5. **Presentation of evidence of insurance by the renting party**
6. **Presentation of 501(c)3 determination letter (for non-profits only)**

USE OF THE FACILITY WITHOUT SAID REQUIREMENTS IS PROHIBITED.

III. RENTAL CHARGES- Live performance only. Call for filming rates

NON-PROFIT RATES* (DOES NOT INCLUDE REQUIRED STAFF) *All Rates subject to change.*

	Performance	Technical Rehearsal	Worklight Rehearsal
Theatre			
Lobby			
Cabaret Space			
Patio			
Café Gallery			
Rehearsal Studio			
Parking Lot (only)			

Non-Profit Administrative fee (Call for amount.)

COMMERCIAL RATES* (DOES NOT INCLUDE REQUIRED STAFF) *All Rates subject to change.*

	Performance	Technical Rehearsal	Worklight Rehearsal
Theatre			
Lobby			
Cabaret Space			
Patio			
Café Gallery			
Rehearsal Studio			
Parking Lot (only)			

Commercial Administrative Fee (Call for amount.)

The rental fee for performances in the theater includes eight (8) hours per day in theatre, lobby, green room, dressing rooms, use of house lighting and sound systems as well as the theatre's parking lots.

*Different rates may apply for any events not associated with a theatre rental.

IV. LABOR CHARGES & STAFFING (Call for filming rates)

TECHNICAL LABOR

Facility: Technical Director
 Audio: Audio Technician
 Master Audio Technician
 Electric: Follow Spot Operator
 Electrician
 Master Electrician
 Deck: Master Carpenter
 Carpenter
 Rigger/Flyman
 Stage Hand

HOUSE LABOR

Usher
 Security
 Custodian
 Box Office
 House Manager
 Facility Monitor

CALL FOR RATES.

IV. LABOR CHARGES & STAFFING (Continued)

All labor is a required four (4) hour minimum crew call accrued in 30-minute intervals. For extended hours, the producer will be charged by the hour for each additional hour at the standard rate listed for up to eight hours; hours over eight (8) hours per day will be charged at one and one half times the standard rate; hours over twelve (12) hours per day will be charged at twice the standard rate.

Technical Staff

The NHPAC technical personnel MUST staff ALL production activities on site. The NHPAC Technical Director (TD) will determine and estimate theatre related labor needs for the Producer's production from information provided to the TD by Producer. Please note that this will be an estimate only; Producer will be responsible for actual charges incurred by production.

Producer is responsible to provide all design staff (lighting, sound, sets, etc.), a Technical Production coordinator and a Stage Manager for the production. The NHPAC Technical Director will estimate the timeline for deliverables (e.g. set, sound & lighting plots), to ensure adequate technical staffing, and the Producer will be responsible to obtain plots from designers and to provide a technical schedule. **The minimum Technical staff consists of Technical Director, Master Electrician, Master Audio, two (2) Stage Hands.**

House Staff

Each event occurring in the theater is required to have a minimum house staff of NHPAC House personnel. The producer will be responsible for all House staff labor costs with the exception of certain Box Office staffing noted below. **The minimum house staff consists of a House Manager, four (4) Ushers, and three (3) Security/Parking Lot Attendants and one (1) Custodian.**

V. FACILITY EQUIPMENT RENTAL CHARGES

NHPAC has a dimmer-per-circuit lighting system and a basic inventory of lighting instruments that are rented as a package for **a fee for each performance**. Producer is not responsible for burnouts; NHPAC will replace lamps as needed. Producers may arrange with the NHPAC Technical Director to bring in their own lighting and sound equipment to be used with the NHPAC lighting and sound systems. The NHPAC Technical Director will determine such equipment's compatibility with the house systems and advise the Producer accordingly.

Additional lighting and sound equipment not included in the NHPAC Equipment Inventory must be arranged for by the producer. NHPAC staff may assist in locating outside vendors for Producer; however all equipment rental arrangements between Producer and outside vendors are independent of the letter of agreement between NHPAC and Producer, and Producer is solely responsible for all such arrangements.

VI. BOX OFFICE

NHPAC can handle all on-site Box Office transactions. NHPAC hires one Box Office staff member for four (4) hours on performance days at a cost charged to the Producer. The Box Office staff member will handle all on-site cash, check and credit purchases for ticket sales.

Additional box office and ticketing services available through internal NHPAC vendors are:

Printing Cost for Open Seating: (Call for rate.)

- All tickets for all seating (mezzanine, orchestra, and orchestra pit) have the same pricing.

Printing Cost for Assigned Seating: (Call for rate.)

- A unique ticket will be printed for each seat number with customized pricing indicated by the Producer.

Full Service Box Office: (Call for rate.)

- Includes online ticketing, printing and Box Office personnel.

For further information on these services, contact NHPAC Managing Director. Payment and arrangement for these services will be made independent of the Rental agreement between Producer and NHPAC, and are the sole responsibility of the Producer.

HOUSE SEATS

NHPAC maintains **eight (8) house seats for each performance**. These seats are released for sale 24 hours prior to curtain, if not used. There are 392 seats for producer to sell.

VII. CONCESSIONS/RECEPTIONS

CONCESSIONS

Sodas, water, coffee, tea, and light packaged snacks are served at every performance by NHPAC staff – no food or beverages are allowed in the theatre at any time. Food and beverages may be given away at receptions approved by NHPAC General Manager a minimum of two weeks in advance.

RECEPTIONS

The Lobby, Cabaret, Rehearsal Studio (additional set-up fee required), Café gallery and patio are all available for rental at an additional cost to the producer.

Alcoholic beverages may be served at receptions upon presentation to NHPAC of a 1-day license from the state Alcohol Beverage Control Board (213) 736-2005; liquor consumers may not be asked for donations. Liquor liability is required as part of the general liability policy provided by producers for any events where liquor will be served.

****All equipment and consumables required for either receptions set-ups e.g. tables, chairs, linens utensils, trash cans/bags, serving/service etc., is to be purchased at the Producer's expense and cannot be supplied by ERT/NHAPC****

VIII. MARKETING

No production may be promoted in any fashion until a Letter of Agreement has been signed and accepted by the ERT/NHPAC General Manager, and both a certificate of insurance and a 50% non-refundable deposit received. Any promotion of your production before an Agreement has been signed will result in immediate cancellation of your event. All marketing, advertising, publicity and promotions are the sole responsibility of producers and presenters who are renting NHPAC facilities for their events. NHPAC must approve all marketing /promotional materials that mention NHPAC or an event at NHPAC. Producers are welcome to sell promotional items, such as t-shirts or posters, at a table in the lobby. Prior approval and an agreement to remit a flat fee or a low percentage (call for amount) for total sales of promotional items must be executed. All promotional materials must carry the following phrase: *The Nate Holden Performing Arts Center is a facility of the City of Los Angeles Department of Cultural Affairs operated by the Ebony Repertory Theatre.*

IX. INSURANCE

All facility users must indemnify Ebony Repertory Theatre, the City of Los Angeles, its departments, divisions, elected officials, executives, managers, employees, and agents from all liability for damages or personal injury resulting from Producer's activity at NHPAC. Producer must provide certificate of single-limit general liability insurance in the amount of one-million dollars (1,000,000) per occurrence, indicating: **"Ebony Repertory Theatre and The City of Los Angeles"** as additionally insured. The Producer may provide a certificate of insurance from an existing policy, or may purchase event insurance through the City's Insurance Broker on a per event basis. The City of Los Angeles has an event insurance program available to permit holders and tenants. **Call 1-800-420-0555, Monday-Friday 9am to 11:30am and 1:30pm to 4:30pm for a quote.**

In the case of rehearsals, conferences, or workshops, for which no admission is charged, the Producer may comply by signing a Risk Waiver permit on behalf of Producer's Organization and participants prior to the first scheduled use of the facility. Risk Waiver forms are available from the ERT/NHPAC Managing Director.

ERT/NHPAC staff has no authority to grant access to NHPAC by any group until a Risk Waiver or certificate of general liability insurance has been received by the Producer.

X. STAGING, STORAGE & PYROTECHNICS

Staging & Storage

The Technical Director before installation must approve all staging elements brought into NHPAC. Nothing, including sets or signs or notices, may be attached in any way to any wall or floor without the expressed approval of the ERT/NHPAC Technical Director or Managing Director. All scenic elements must be built and painted off site prior to being brought into the theatre. There is no backstage storage. The ERT/NHPAC Technical Director can help evaluate potential problems at the initial production meeting so the Producer can make alternative artistic choices. City of Los Angeles and Los Angeles Fire Department safety regulations must be strictly adhered to by ERT/NHPAC staff and Producers.

Pyrotechnics

Los Angeles Fire Department (LAFD) regulations require the issuance of a permit for any stage effect(s) involving smoke machines, open flames, cigarettes/cigars/pipes, flash boxes or any other incendiary device. Producers are responsible to obtain approval for any such effect(s) through the NHPAC Technical Director – no later than 30 days prior to opening performance. Unapproved effects will result in immediate cancellation of the Letter of Agreement, the performance and the balance of the run.

Please note that use of all aforementioned affects will require an onsite LAFD officer and the disabling of the fire safety systems in the building. Any cost incurred as a result of these actions will be charged to the producer.

XI. PARKING

A total of 106 parking spaces are available for patron and staff parking located on Vineyard & Washington Blvd. Southwest and Northwest corners. Street parking is also available after 7PM, Mon.-Fri, and all day Saturday and Sunday. Additionally, seventeen (17) parking spaces in the rear of the theater are available for artists and producer's and ERT/NHPAC staff ONLY. Please note: parking in the alley adjacent to the theater is strictly prohibited. Cars will be towed if parked in the fire lane. The lots must be staffed with parking lot attendants hired by us at billable hours. These attendants will not park cars. If desired, you may hire a valet service to staff the lots and park the cars at a cost to the Producer. Adequate insurance must be provided to supply this service.

XII. TECHNICAL SPECS AND INVENTORY

ACCESS

Public Access

- The theater entrance is from Washington Boulevard via the public plaza.
- The Box Office is located inside the main lobby.

Backstage Access (Loading/Unloading)

- Loading dock located on Harcourt St; provides access to back stage via 16 ft. tall access door.

MULTIPURPOSE SPACES

Rehearsal/ Studio: 30' x 40' space for multiple uses.

Cabaret Space: 1,945 sq. ft; located on the first floor. Accessible via lobby and public plaza.

Patio: Second floor outdoor deck. Access via lobby stairs or elevator. Capacity-35

Café Gallery: 1200 sq. ft. on first and second floor. Accessible via public plaza and sidewalk. Also includes storage space (loft style) on the second floor.

THEATER SPECIFICATIONS

Seating Capacity (400 seats total)

- **Orchestra (295)**
 - **Fixed seats:** 293 (Includes 4 ADA required wheelchair attendant seats)
 - **Pit:** 24 removable fixed seats
 - **Wheelchair:** 4-spaces (Can be sold as loose seats night of event)
- **Mezzanine (105)**
 - **Fixed seats:**88 (Includes 2 ADA required wheelchair attendant seats)
 - **Loose seats:** 12 (along walls/ box seat)
 - **Wheelchair:**2-spaces (Can be sold as loose seats night of event)

Stage Area

- Stage dimensions: 73' x 31', Proscenium opening: 42'x 24'
- Hydraulic stage lift for orchestra pit.
- Stage includes eight (8) removable trap doors; each trap door is 4ft. x 4ft.
- 75' fly tower to pull props to full height (57'-0" to gridiron deck)
- Full drapes.
- Sprung floor for dancers.

THEATER SPECIFICATIONS (continued)

Dressing Rooms/ Laundry Room

- First Floor
 - ✓ Room at 10 ½ ft. x 6 ½ ft. includes toilet and sink.
 - ✓ Laundry Room (washing and dryer not included).
- Basement
 - ✓ Principal Dressing rooms (can accommodate 2 people per dressing room) at 130 sq. ft. each, includes toilet, sink and shower.
 - ✓ 2 Ensemble Dressing Rooms (10 male/ 10 female) at 310 sq. ft. each, includes one toilet, sinks and a shower.
 - ✓ 1 Green Room at 24 ft. x 17 ft.

Theatrical Lighting Fixtures (372 total)

- 10° Ellipsoidal Reflector Spotlights (10)
- 19° Ellipsoidal Reflector Spotlights (76)
- 26° Ellipsoidal Reflector Spotlights (120)
- 36° Ellipsoidal Reflector Spotlights (76)
- Par Fixtures (20)
- Parnel Fixtures (30)
- Fresnel Fixtures (26)
- Cyc Luminaries (12)
- Follow spots (2)

Audio Visual Equipment

- Live and pre-recorded audio program
- Assistive Listening System
- Left-center-right loudspeaker clusters
- System Controller BSS sound web
- Sound Control Booth w/56 channel mixing console, a/v, racks
- Chime and Loudspeaker system
- Audio cassette recorder/player, CD player and minidisk system
- Headphone distribution
- Secondary Mix position
- Production Communications Equipment
- CCTV Camera
- Microphone inputs

XIII. APPLICATION FOR EVENT BOOKING

APPLICATION FOR USE

Today's Date _____
Title of Show _____
Organization _____
Type of Organization: Commercial Non-Profit Other/Specify _____
Authorized Representative _____ Position _____
Address _____
City _____ State _____ Zip _____
Phone: Day _____ Eve _____ Cell _____ Fax _____
E-mail _____
Alternate Contact _____ Position _____ Phone _____

Which Best Describes Your Proposed Activity?

- | | |
|--|--|
| <input type="checkbox"/> Stage Presentation (Comedy, Drama, Musical) | <input type="checkbox"/> Film Screening |
| <input type="checkbox"/> Dance Production | <input type="checkbox"/> Location Film Shoot |
| <input type="checkbox"/> Concert | <input type="checkbox"/> Meeting/Seminar |
| <input type="checkbox"/> Rehearsal | <input type="checkbox"/> Other |

Describe Your Proposed Activity. Please be detailed and concise. _____

What space will you want to use? Theatre Patio Café Gallery
Cabaret Space Studio/Rehearsal Hall

Will you be selling tickets? No Yes Ticket price(s) _____

Please list the Dates that you are requesting for your event (you may attach a calendar)

Preference	Date(s)	Details
1 st Choice		
2 nd Choice		
3 rd Choice		

Production Information

Venue:

Performance Dates: _____	Time: _____	<u>Start</u>	<u>End</u>
Matinee Dates: _____	Time: _____		
Student Performance Dates: _____	Time: _____		
Facility Walk-through: _____	Time: _____		
Event Load-in: _____	Time: _____		
Event Load-out: _____	Time: _____		
Work Light Rehearsals: _____	Time: _____		
Technical / Dress Rehearsals: _____	Time: _____		
Performance Running Time: _____	House Opens at: _____		
# of Cast and Crew: _____	Animals / Other: _____		
# of Dressing Rooms: _____	(Please note: Dressing rooms are limited.)		
Minimum Audience Age Limit: _____	(No children under 5 unless otherwise indicated)		
Appropriate for: <input type="checkbox"/> Children <input type="checkbox"/> Teens <input type="checkbox"/> Adults			
Will merchandise be sold: _____	By whom: _____	What: _____	

Lighting

The lighting system is used to light the performers and/or to add special effects and color. It consists of fixed lighting instruments that can be focused on specific parts of the stage. These lights, while often referred to as “spots,” are different from follow spots. The “spots” that are part of the lighting system are focused in one place for the whole show and the entire lighting system requires only one operator. A follow spot is a type of lighting instrument used to spotlight a performer moving around on stage. The Nate Holden Performing Arts Center has one follow spot, which requires an operator. The standard lighting (referred to as the “house plot”) for the NHPAC provides various color washes and white light specials across the stage. Changes to this house plot will require additional time and additional crew.

Will you need to use stage lighting? Yes No

Do you currently have a light plot? Yes No

Do you want to use different colors? Yes No

If so, what colors? _____

Do you need the whole stage lit or do you need to have smaller, isolated areas lit on the stage?

Do you need to use follow spots? Yes No

Will you be bringing in any additional lighting equipment Yes No

If so, what equipment? _____

Other lighting comments and concerns:

Sound

The sound system is used to play music, use microphones for a lecture, dramatic presentation or concert, or to play audio of a movie. At least one operator is required if the sound system is used. The standard audio configuration of the NHPAC is sufficient for music playback. Additional sound needs will require additional set-up time and additional crew.

Will you need to use the house sound system? Yes No

Will you be bringing your own? Yes No

Will you need to tie your system into the house sound system? Yes No

Will you need microphones? Yes No

If so, how many, what type and for what purpose? _____

On stage monitors are the speakers placed on stage so that the performers can hear the music being played or what the audience is hearing.

Will you need stage monitors? Yes No

If so, how many? _____

Will you want an audio recording of your event? _____

(Recording requires an additional crew person)

Other sound reinforcement comments or concerns:

Projection

NHPAC does not have a projector or a projection screen. We do have the ability to do playback. We do have a projection vendor that we work with and will be happy to share this information with you at your request.

Will you need to use the projection system? Yes No

What playback formats will you be using in your event? _____

Staging

Does your show use scenery? _____

If so, when do you need to set it up on stage? _____

Will you require the NHPAC crew to help you set it up? Yes No

Will you need to use the main red curtain? Yes No

Will you need to use the mid-stage or upstage speaker curtains Yes No

If so, what will you need to use? _____

Will you need to use the black or white scrim? Yes No If yes, Black White Both

Will you need to use the cyclorama? Yes No

Will you need to use music stands? Yes No If yes, how many? _____

In the space below, please draw your desired stage set-up also known as the stage plot. If you require more space, please attach your stage plot(s) on separate page(s).

Orchestra Pit

The NHPAC is equipped with a pit lift which can be used in three different configurations. The pit lift is typically used to hold up-close orchestra seating in the audience house. The pit lift can also be raised to be used as a forward extension of the stage known as an apron. For the use of a band or orchestra, the pit lift can be lowered as well. Use of the pit lift as an apron or orchestra pit will require additional set-up time and additional crew.

Will you require the use of the pit lift? Yes No If yes, Apron Orchestra Pit

Other

Is open flame a part of your production? Yes No

(Example: candles, cigarettes, cigars, prop guns, flash boxes or any other incendiary device)

If yes, please explain: _____

Will you be using chemical fog, dry ice fog, or chemical haze in your production. Yes No

If yes, please explain: _____

Will you be using any other special effects not already covered in this application? Yes No

If yes, please explain: _____

Please attach or send some brief information on the background, activities and purpose of the producing organization. If you are a 501(c) 3 organization, please attach a copy of the determination letter from the IRS confirming this status.

To the best of my knowledge, the above information is true and correct. I hereby attest that I am empowered to act and sign documents on behalf of the individual or organization requesting space and to bind that organization to perform pursuant to such documents.

Name (please print)

Position

Signature

Date

APPLICATION RETURN:

When completed, please fax or mail this document and supporting documentation to:

Nate Holden Performing Arts Center
c/o Managing Director
4718 Washington Boulevard
Los Angeles, CA 90016

Fax: (323) 964-9822
Phone: (323) 964-9768
Email: info@ebonyrep.org