



**City of Anaheim
Community Services Department
Pearson Park Amphitheatre**

**Theatre
Rental
Request
Application**

CONTACT INFORMATION:

Organization Name _____

Organization Address: _____

- Resident Non-Resident
 Non-Profit (# _____) Commercial
 Individual

✓ If applicable, your Non-Profit status paperwork must be submitted with Rental Request

Applicant's Name _____

Address _____

City _____ State _____ Zip _____

Organization Phone # () _____ Email _____

Applicant's Phone # () _____ Email _____

Sound Manager _____ Phone# () _____

Email _____ Fax () _____

Stage Manager _____ Phone () _____

Email _____ Fax () _____

AREAS DESIRED:

- Amphitheatre (*Includes Patio*) Amphitheatre and Rose Garden
 Patio and Rose Garden Patio only

TIMELINE:

Multiple Dates YES / NO Rental Date(s): _____

Org. will arrive at the theatre _____ am/pm Leave the theatre _____ am/pm

Technical Sound Check Time _____

Gates open for guests at _____ am/pm Seating begins at _____ am/pm

Time the event begins _____ am/pm Time event ends _____ am/pm

SHOW INFORMATION:

Type of event: Concert Theatre Production Specialty Act Ceremonial Presentation
 Other (describe) _____

Expected attendance: 200-499 500 – 999 1000 – 1750 1,750 +

This event is Open to the public Private Other _____

Entrance fee _____ Contact # for tickets _____

Website for tickets _____ Email _____



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OPTIONAL SERVICES: Please review the **Alcohol Regulations Form** for rules and regulations. Four (4) hour maximum serving time. Security team of six (6) is required for events with alcohol service.

Alcohol Service begins _____ am/pm Alcohol Svc. ends _____ am/pm

Security team of six (6)

Parking Security (1) Additional Lot

Security team of three (3)

Arrival time _____ am/pm Departure time _____ am/pm

VENDING: Please review the **Theatre Rental Information Packet** for vending rules and regulations.

If concessions desired, onsite concessions are available through City of Anaheim at no charge to the applicant. All revenue generated by Pearson Park Amphitheatre concessions is kept by the City of Anaheim.

If your event includes outside food and/or merchandise vending:

- ✓ You must contact the Business Licensing Division of the Planning Dept. to acquire the appropriate vending permits.

City Hall, 1st Floor
 200 S. Anaheim Blvd, Suite 136
 Anaheim, CA 92805
 Office: 714.765.5194

Email: bus_license@anaheim.net

- ✓ If you are planning to have a food vendor you must contact the Health Department for special applications and permits. No refunds will be given if the Health Department shuts down your vendors due to incomplete paperwork or health code violations.

OC Health Care Agency
 1241 E. Dyer Rd, Suite 120
 Santa Ana, CA 92705
 Office: (714) 415-8227

Email: lrodriguez@ochca.com

The event will require:

No vending

Concessions provided by the City

Outside merchandise vendor(s)

Outside food vendor(s)

of merchandise vendor(s) _____

of food vendor(s) _____

ADDITIONAL INFORMATION:

The City of Anaheim requires a minimum of one million dollars in liability coverage for facility usages. Events with higher risk levels may require additional insurance coverage as determined by the City Manager; these may include, but are not limited to, events that include alcohol. Two weeks before the event date, you will need to submit a certificate of insurance and endorsement to your commercial general liability insurance policy that names as additional insured, the “the City of Anaheim, California, its officers, agents, employees, representatives and volunteers”. The name of the insured on the certificate/endorsement you submit must match the name of the host organization. Insurance coverage must be maintained



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for the duration of the event including set-up and load out dates/times. Insurance may be purchased through the City of Anaheim.

Please Indicate Method of Providing Insurance Coverage:

- Provide your own with the City of Anaheim named as additionally insured; additionally insured endorsement required.
- Purchase through the City of Anaheim.

Upon approval of the Theatre Rental Request, the renter will be notified and a projected estimate of costs will be emailed or faxed to the renter. The estimate must be signed and returned to complete the approval process.

By signing below, I attest that I understand this application does not guarantee or hold the facility for my event and that I will be notified if my application has been approved. Furthermore, that I have received a copy of the Pearson Park Amphitheatre Rental Informational Packet and ACS General Guidelines, and understand that failure to comply with all Community Service Department conditions may result in disapproval of the rental agreement.

APPLICANT SIGNATURE _____

DATE _____



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RENTAL FEES

Amphitheatre (Four hour minimum- includes House Mgr. & Basic Technical Crew of 4 – Director, sound, lights, spot, facility attendants)

- \$460 per hour Non-Resident, Commercial
- \$410 per hour Resident, Commercial
- \$385 per hour Non-Resident, Individual
- \$360 per hour Non-Resident, Non-Profit
- \$345 per hour Resident
- \$320 per hour Resident, Non-Profit

Patio Area Rental Only

- \$50 per hour Non-Resident, Commercial
- \$45 per hour Resident, Commercial
- \$40 per hour Non-Resident, Individual
- \$35 per hour Non-Resident, Non-Profit
- \$35 per hour Resident
- \$30 per hour Resident, Non-Profit

DEPOSIT

- \$500 Damage Deposit for Amphitheatre and Patio
- \$125 Damage Deposit for Patio Only

REQUIRED CHARGES

- \$20 fixed fee Application processing fee (non-refundable)
- \$75 fixed fee Administration fee (non-refundable)

OTHER CHARGES

- \$83.24 per weekend Dumpster Rental (*required for food vending*)
- \$502.69 per weekend Roll Off Dumpster Rental (*required for large events*)
- \$50.00 flat fee Banner Installation Fee (*per banner on stage*)
- \$140.00 per hour Technical crew of 4
- \$210.00 per hour Overtime for Technical over 8 hours
- \$250.00 per hour Alcohol Fee
- \$150 per hour Basic Team of 6 Security Officer for Alcohol Service
- \$75 per hour Basic Team of 3 Security Officers
(*upon renter's request/ or required by CS*)
- \$125 fixed fee Marley Dance Floor
- \$25 per hour Additional facility attendant staff

✓ Full payment must be received 90 days in advance of the event date, or as determined by ACS representative.

Equipment: *List of equipment included in facility charges.*

- Stanchions.....13
- Podium.....1
- Folding Chairs.....60
- 6ft Tables.....8
- 3 ft. Round Tables.....12
- 8 ft. Tables.....1



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RENTER PROCEDURES

A To Request the Rental of Pearson Park Amphitheatre:

- Thoroughly review the *Rental Information Sheet*
- Complete and return a *Theatre Rental Request* and *ACS General Use Regulations* by mail, email, or fax
- If applicable, your Non-Profit status paperwork must be submitted at this time

B Once your application has been reviewed and approved, you will receive:

- Price quote for rental of Pearson Park Amphitheatre
- Stage plot, courtyard plot, and other Theatre layouts and maps

C Submit Security Deposit

- Due at Booking
 - a. \$500 Damage Deposit – Refundable (*with exceptions-refer to Facility Use General Regulations Form, item 8*)
 - b. \$20 Application Processing Fee (*non-refundable*)
 - c. \$75 Administrative Fee (*non-refundable*) includes 2 hr. on site consultation. Additional on-site consultation time of \$20 per hr. is available.

*your rental is not firm until the signed contract, ACS General Use Regulations Document, and deposit are received and approved by the Anaheim Community Services Department, Cultural Arts Office.

D Insurance Requirements

- The “Certificate of Liability Insurance” including the (Form B) “Additional Insured” page. The following are required:**
 - a. **A current certificate of insurance indicating one million dollars (\$1,000,000) of general liability coverage, which names the City of Anaheim as additionally insured.**
 - b. **A separate additional insured endorsement by the insuring company (not the insurance agent) on insuring company letterhead, naming the City of Anaheim, California, its officers, agents, employees, representatives and volunteers as additional insured.**
- Insurance Certificate and endorsement are due two weeks prior to the event date. If they are submitted later than 14 days prior to the event, you will be subject to a \$25.00 late fee if the insurance certificate and endorsement are submitted after 14 days prior to the event date.

E If your event requires outside food and/or merchandise vending:

- You must contact the Business Licensing Division of the Planning Dept. to acquire the appropriate vending permits.

City Hall, 1st Floor
200 S. Anaheim Blvd, Suite 136
Anaheim, CA 92805
Office: 714.765.5194

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- If you are planning to have a food vendor you must contact the Health Department for special applications and permits. No refunds will be given if the Health Department shuts down your vendors due to incomplete paperwork or health code violations.

OC Health Care Agency
1241 E. Dyer Rd, Suite 120
Santa Ana, CA 92705
Office: (714) 433-6150

Email: jwarren@ochca.com

F If your event includes Alcohol: you must fill out the “Agreement for Alcohol Use” form and get your ABC license permit and Health Department permit. No refunds will be given if



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the Police Department, Health Department or House Manager shuts down your vendors due to incomplete paperwork, disturbances or permit violations.

ABOUT THE THEATRE

- Outdoor amphitheatre is available for rent during the months of April through October.
- Stadium seating capacity is 2,133.
- Stage size is approximately 80' wide by 35' deep.
- The facility and all restrooms are wheelchair accessible.
- Natural surroundings provide shade and color during the summer months.

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- Full payment must be received 90 days in advance of the event date, or as determined by ACS representative.

INSURANCE

- Renter must provide a current certificate of insurance indicating one million dollars (\$1,000,000) of general liability coverage.
- **A separate additional insured endorsement** by the insuring company (not the insurance agent) on insuring company's letterhead on standard form, naming the City of Anaheim, California, its officers, agents, employees, representatives and volunteers as additional insured.

All paperwork is due two weeks prior to use of the theatre. Rentals are subject to late fees or cancellation if paperwork is not in on time. If charges are overestimated, balance will be refunded within four to six weeks after event.

STANDARD RENTAL Requires or Includes:

- Technical Support – Sound technician, Light technician, Spot light technician (optional)
- Technical Support Director (mandatory at all rentals)
- Pearson Park Theatre House Manager (mandatory at all rentals)
- Use of Backstage Trailer – includes two (2) dressing rooms and two (2) restrooms
- Theatre Custodial Services – routine trash and restroom inspections

RULES FOR THEATRE USE

- Rental and Staff Support will be charged from the time the organization and/or their vendors enter the theatre through departure of the theatre.
- Entrances to the facility are through the front courtyard and backstage gates *only*.
- All above stage banners must be hung by Pearson Park Amphitheatre Staff. An on stage banner installation fee of \$50.00 per banner will be added to the contract. Banners must abide by the following criteria to be considered for installation above the stage at Pearson Park Amphitheatre. If banners do not meet the installation criteria, your banner will be given back to you, and the banner installation fee will be refunded. ACS representative reserves the right to refuse banner installation based on safety concerns.
 - Banner(s) must be given to Senior Program Specialist a minimum of two (2) days before the event date.
 - Banner(s) must be scrim vinyl with grommets along the top border.
 - Grommets can be separated a maximum of 24 inches from one another
 - Approved banner dimensions:
 - Maximum of 20 feet in length
 - Minimum of 4 feet in width
- Approval of off-season theatre use from November through mid-March is subject to staff availability.



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- No amplified sound will be allowed prior to 10 a.m. or after 10 p.m. Amphitheatre staff will closely monitor decibel levels. If sound levels are not under the control of our theatre staff, and the Anaheim Police or Code Enforcement Officers shuts down your event, no refund for unused time will be issued to you.
- **Two vehicle permits will be issued for loading and unloading in the backstage area only. Vehicles entering the park must have a pedestrian escort and may not exceed the park speed limit of three (3) miles per hour. Vehicles may not stay on park premises. Vehicles left in the Park are subject to citation and/or towing at owner's expense.**
- Due to liability concerns, only Pearson Park Amphitheatre staff may operate Pearson Park Amphitheatre equipment.
- Smoking is permitted in the courtyard area only.
- It is strictly prohibited to nail, tape, staple, glue, tie, or by any other means affix items to the stage, theatre structure (including arbors) without specific approval from the House Manager. With House Manager approval, blue painters tape may be used in some areas. All tape and hangings must be removed at the end of the rental.
- Use of any item in the theatre not owned by the rental party requires approval from the House Manager.
- No EZ-ups or canopies may be used in the arbor ways.
- Removal or relocation of any potted plants, benches, tables or carts will result in a charge against the renter's deposit.
- Fire regulations require the theatre aisles and breezeways be kept clear – strollers, wheelchairs and walkers must be parked in designated areas only and at no time will equipment block the entrances, exits and walkways of the facility.
- Arbors and walkways must maintain a six foot (6') clearance at all times.
- Renter is responsible for providing ushers/aisle monitors, ticket sellers & collectors, and stage, entrance & backstage security. Amphitheatre employees are responsible for restroom and theatre maintenance only.
- If you are planning an event that includes use of *any area of the park outside the theatre gates* you must request and file a separate permit application.
- Two (2) weeks prior to event, the tenant shall provide to the City a certificate of insurance verifying the existence of said policy and, by endorsement, said policy shall name the **“City of Anaheim, its officers, employees, representatives and volunteers from and against any and all claims, demands, defense costs, liability or consequential damages of any kind or nature arising out of or in connection with the tenant's use of the premises, excepting liability actions arising out of the sole negligence of the City.”** In addition, the tenant shall provide proof of worker's compensation, when applicable, in the amount required by the statute. Late fees will apply if insurance certificate and/or endorsement are submitted after two weeks prior to event date.
- Bikes, scooters, skateboards, rollerblades and motorized transports (with the exception of wheelchairs) are not permitted in the theatre at any time.
- No animals (with the exception of Service Animals) are permitted within the theatre gates.



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- Alcohol is not permitted in the park area and the manufacture, distribution, dispensation, possession, or use of a controlled substance on City property is expressly prohibited.
- **Show Content – Show content will *not* include adult content –i.e. no cursing or derogatory content. Violation of this rule will result in a breach of the signed contract. The Theatre Manager has the right to shut down the event and no refund will be issued for violations of this policy.**

CONCESSIONS & BOX OFFICE

- Anaheim Community Services has exclusive rights to food & concession sales.
- If your rental is to include Alcohol sales, please see the “Alcohol Rules and Regulations Information” Sheet.
- The Theatre Concession Stand & Box Office is not for renter use. At no time shall any member of the rental party enter this area of the facility.
- Under no circumstances will any member of the rental party be permitted to utilize, borrow, or remove any item from the Theatre Concession Stand & Box Office.

Equipment: *List of equipment included in facility charges.*

- | | |
|-------------------------|-----------------------------|
| • Stanchions.....13 | • 3 ft. Round Tables.....12 |
| • Podium.....1 | • Card Tables.....2 |
| • Folding Chairs.....60 | • 8 ft. Tables.....10 |
| • 6ft Tables.....8 | • 8’x18” Table.....2 |

CANCELLATION POLICIES

General

- Cancellation of Agreement for Use must be received in writing. Cancellation fees are assessed as follows:
 - If written cancellation notice is received 90 to 120 days prior to reserved date, the application processing fee, administrative fee, as well as fifty-percent (50%) of all rental fees are forfeited (remain as revenue to the City). The security/damage deposit (DTF) must be returned to the tenant. Payment for Liability Insurance (Alcohol) must be returned to the tenant.
 - If written cancellation notice is received 31 to 89 days prior to reserved date, the application processing fee, administrative fee, as well as seventy-five percent (75%) of all rental fees are forfeited. The security/damage deposit (DTF) must be returned to the tenant. Payment for Liability Insurance (Alcohol) must be returned to the tenant.
 - If written cancellation notice is received 30 days prior to reserved date, the application processing fee, administrative fee, as well as all rental fees collected are forfeited. The security/damage deposit (DTF) must be returned to the tenant. Payment for Liability Insurance (Alcohol) must be returned to the tenant.
 - Upon approval, a credit balance, either from refunded rental fees, liability insurance, or security/damage deposit, maybe held for up to 120 days (4 months) from the original reservation date.



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Weather

- Renter is advised that Pearson Park Amphitheatre is an outdoor venue and hereby agrees to rent the facility, understanding that their rental may be adversely affected by inclement weather conditions. During inclement weather conditions, the event may be halted, delayed or cancelled due to safety concerns by City Staff. Refunds will not be issued due to weather related cancellations.

VENDOR GUIDELINES

- Food vendors must submit and possess a current Health Department permit covering the rental date.
- Vendors must maintain a 6 ft clearance in front of their booth for a fire lane.
- Vendors may only display merchandise along one designated side of breezeway.
- Vendors may set up a canopy in the open area of the theatre but not under the arbor areas.
- Vendors may have access to water from the sink in the common area of the concession stand.
- Vendors may dispose liquid substances into the sink in the common area of the concession stand, provided it is non-hazardous liquid. This sink does not have garbage disposal so food materials may not be poured in or disposed of in the sink.
- Vendors are to properly dispose of leftover food matter in trash cans or remove all leftover food matter from the premises when leaving the venue.
- Vendors are not to dispose of leftover food material in plant beds of venue. Infractions of this guideline will result in additional cleaning charges subtracted from the venue deposit.
- Vendors are to provide their own lighting source for their location.
- Vendors will not be allowed to bring an animal within the theatre gates (with the exception of Service Animals).
- Vendors will not possess, consume, distribute or dispense alcohol or any other controlled substances on City property.
- Vendors will limit smoking to the designated smoking area of the patio.
- **Vendors leaving equipment over night at the venue do-so at the vendors "own risk"**. No overnight security is provided.
- Vendors may not nail, tape, staple, glue, tie or by any other means affix items to the stage or theatre structure without specific approval from the House Manager.
- Vendors will provide a pedestrian escort to walk their vehicles in and out of the park.
- For single-day events (where the vendor's merchandise will not remain in the theatre overnight), vendors must load-out and exit the park (with a pedestrian escort) **prior** to the end of show.
- Vendor's vehicles are not to drive more than 3 miles per hour in park and are to be walked into the park by a vendor assistant.