

**City of Santa Monica – Miles Memorial Playhouse  
Facility Use Guidelines**

The Santa Monica City Council adopted the following use guidelines:

**Staffing:** The City of Santa Monica will provide facility coverage whenever the Playhouse is open to the general public. Staff will monitor the facility and ensure policies and procedures are followed. Staff will set up tables, chairs and other city equipment as directed by the Playhouse Supervisor, do spot cleaning, open/close the facility and handle on-site customer service and public relations. The Staff are not responsible for supervision of children, loading, unloading or setting up non-City equipment and supplies. The Staff are not responsible for operation of technical equipment, ushering, or front of house duties (which are required by permittee). The City will provide general custodial services for the Miles Memorial Playhouse. Questions, concerns by Permittee regarding the use of the Playhouse and/or facility staff are to be directed to:

Justin Yoffe, Cultural Affairs Supervisor  
1133 7<sup>th</sup> St., Santa Monica, CA 90403  
Phone: (310)458-8634, Fax: (310) 260-8708  
E-MAIL: [justin.yoffe@smgov.net](mailto:justin.yoffe@smgov.net)

**Fee Schedule:** As of May 2013, the following fees will apply: DEPOSIT: 1-3 week rentals = \$720.00 deposit against cancellation due 12 weeks prior to “load-in”. 4-6 week rentals = \$1,640.00. 7-8 weekends = \$2,460.00. Deposits are nonrefundable.

**Other Facility use:** The Miles Playhouse reserves the right to book other temporary events during rental periods on “off nights”. In addition, Permittees may not schedule 2<sup>nd</sup> and 4<sup>th</sup> Tuesday evenings onstage between 5-10pm (greenroom is available during those periods).

**Weekend Evenings** (Max 4 shows: Thurs - Sun) **\$720.00** per weekend (3 weeks or less) **\$820.00** per weekend (4 weeks or more). Single Evening **\$256.00**. Weekend Matinees (up to 2 shows / max 1hr. length): **\$256.00** per weekend. These fees include 25 hours of usage during “load-in” week, and all facility amenities as outlined, including light board, sound equipment and dressing rooms (NO free rehearsal for single night rentals). Technical support is sole responsibility of Permittee and technical staff / operators must be approved by Playhouse Supervisor prior to load-in. Additional rehearsal time will be \$20.00 per hour and can be arranged with Playhouse Supervisor.

**Activity Registration, Reservations, Ticket Sales:** User groups will be responsible for handling activity registration, ticket sales and/or reservations for people to attend performances.

**Event Staffing:** Permittee will be responsible for providing at least 1 (one) box office staff person and 1 (one) usher for every 40 (expected) guests. Front of House personnel are to remain in lobby at least 20 (twenty) minutes after opening to accommodate late arrivals. 1 (One) box office manager, house manager, or head usher is to remain throughout performance to aid in case of emergency, with audience traffic during intermissions and at the end of the performance.

Additionally, Permittee must provide at least 1 (one) separate concession attendant at all times whenever and wherever food, merchandise or novelty items are being sold.

**Publicity:** The Playhouse Supervisor will include dates of scheduled activities on the Miles Playhouse website. All other publicity is the responsibility of the Permittee. Hanging of banners, signs, etc. on the exterior of the building or in Reed Park is prohibited.

**Parking: WE OFFER FREE EVENT PARKING AT 808 WILSHIRE BLVD.** All attendees must say “Miles Playhouse” to the attendant upon driving into the subterranean garage to access free parking. Please note this on all flyers and posters for the public. There are 100 spaces. The parking lot is located ON LINCOLN, 50 yards south of Wilshire, on the East side of street. The ramp leads down under 808 Wilshire. The City of Santa Monica is not responsible for damaged or stolen vehicles/items. Metered parking is available around Reed Park (\$2/hr, 2 hr max, free after 6pm & Sundays). Parking in local neighborhoods is strongly discouraged and may be prohibited by signage.

**Equipment, Materials, and Storage:** Permittee may use soft goods onstage only with fireproofing. Permittee may store supplies/equipment only in areas designated by the City. Items are to be stored safely (earthquake proof). The City is not responsible for damaged, lost or stolen items. Permittee may have shared use of the large storage room on the Basement level. The Playhouse Supervisor will monitor use of this space. Basement storage cabinets will be available to Permittee as determined by the Playhouse Supervisor. Upon approval of the Playhouse Supervisor, Permittee may bring in temporary storage units.

**Music/Video License Agreement:** Permittee will assume all costs arising from the use of patented, trademarked, franchised or copyrighted music, motion pictures, materials, devices, processes or dramatic rights used on or incorporated in an event. Permittee will indemnify, defend and hold harmless the City from any claims, or costs, including legal fees, which might arise regarding the use of any such material.

**Concessions/Vending:** Any Permittee wishing to vend must indicate so on their application. Permittee will be allowed to vend novelties related to the event. Novelties include, but are not limited to audio recordings, videos, wearing apparel, posters, books or programs. Vending of light refreshments is permitted during events. Any Permittee serving food to the general public must comply with all applicable state and local health codes and obtain all licenses and permits as required by law. Vending locations must be approved by the Playhouse Supervisor.

**Filming, Photography, Broadcasting and Recording:** Authorization by the Playhouse Supervisor is required for all videotaping, filming, photography, broadcasting or recording activities. Flash photography is not permitted during performances for the safety of performers and audience. Permittee is required to advise audience members of this policy. Videotaping, filming, photography, broadcasting or recording activities for commercial purposes is prohibited.

**Prevention of Facility Damage:** The Miles Playhouse is an historic building which has recently undergone a complete rehabilitation at significant cost to the City and Federal Government. As with any sensitive environment the policy for

users of it must be LEAVE NO TRACKS. Although normal wear and tear is inevitable, care must be taken to ensure damage to the facility does not occur. Damage will be repaired by the City at the expense of the user group.

Examples of normal wear and tear include: scuff marks on floors and wall surfaces, doors and door hardware, dulling of plumbing fixtures and restroom accessories, burned out light bulbs

Examples of damage are: torn curtains, broken windows, holes or gouges in walls or doors (including restroom partitions/doors, elevator doors/walls), damage to wall surfaces due to mounting items on walls, abuse to doors and door hardware and frames, scratches or gouges in floors, paint or other damaging substances on wooden or vinyl floors, broken lighting or plumbing fixtures, damage to interior and exterior railings.

***The Following Actions are Not Permitted at/in Miles Playhouse:***

1. Alterations or removal of in-place fixtures or fittings, including, but not limited to lighting and plumbing fixtures, built-in cabinets.
2. Electrical or structural modifications.
3. Removing City chairs, tables or other equipment from the building without authorization by the Playhouse Supervisor.
4. Changing or adding locks to City doors, cabinets, etc.
5. Attaching scenery or other materials to the proscenium walls and arch, or floors including stage.
6. Drilling, coring or punching holes in the building or floors including stage.
7. Painting of scenery, signs, props or any other objects in the auditorium, stage, green room or loft.
8. Painting of any building surface.
9. Use of confetti or glitter.
10. Use of non water-based fog machines.

***Emergency and Safety Requirements:***

1. Floor Plan: (If using a previously unapproved floor plan) - Two copies of a full and complete floor and stage plan must be submitted to the Playhouse Supervisor for approval five business days in advance of the first occupancy date. Adequate aisle and access space as defined by the Santa Monica Fire Department, must be maintained and provide access to fire exits and fire hoses. Exit signs and fire hose cabinets must remain visible at all times.
2. Fire Department and Event Team approval and permits are required for outside tents and for special effects or pyrotechnic work.
3. All scenery, drapes, table coverings, signs, banners, paper, foam core, etc., must be flame retardant and meet current fire code standards.
4. The maximum occupant load of the theater must never be exceeded. Standing or sitting in the aisles of the theater is prohibited.
5. Welding is prohibited inside the building. The storage or use of flammable liquid fuel is not allowed.
6. All sprinklers, fire pull boxes, electrical panels, heating and air-conditioning vents, mechanical and security equipment, and lighting instruments shall be kept clear and unobstructed at all times.
7. Exit doors shall be kept unlocked and visible whenever the Playhouse is open.

8. The fireplace may be used during events with prior written approval from the Playhouse Supervisor. Fireplace safety guidelines must be followed.
9. Adequate lighting in walk-ways must be maintained at all times.
10. Use of lit candles or lanterns is prohibited.
11. All identified hazards must be alleviated prior to opening the facility to the public.

**General Policies:**

1. Food and drink are only permitted in the basement and lobby. All leftover food must be taken or disposed of in trash cans. Refrigerators, coffeemaker, sinks etc. are to be left empty and clean.
2. Permittee will only have access to the facility during the days, hours and in the rooms specified on a Facility Permit.
3. The City's sound and lighting systems may only be used by authorized persons. Written approval by the Playhouse Supervisor is required in order to modify the City's sound and lighting systems. The house light systems must be returned to the standard lighting or hanging plot at the end of the performance run. This work is to be performed by qualified personnel or contractors of the Permittee.
4. Advanced written approval by the Supervisor is required for use of the piano or other City equipment.
5. One adult must be in a supervisory capacity for every ten youth. Exceptions must be approved by the Playhouse Supervisor.
6. Pets are not permitted in Miles Playhouse or in entry ways except as specified in the Americans with Disabilities Act.
7. Bicycles, scooters, etc., are to be stored outdoors and not secured to the facility.
8. Temporary attachment of artwork, scenery, nails, tacks, screws or adhesives to any surface is not allowed. The Playhouse staff will assist in determining appropriate fastening devices for the facility. Surfaces include windows, ceilings, floors, doors, walls and restroom areas.
9. Conducting activities in the outdoor areas of Miles Playhouse require written approval by the Playhouse Supervisor.
10. The use of rice, glitter, confetti or similar materials used for decorating purposes is prohibited.
11. **Serving of alcoholic beverages, smoking or use of illegal substances is strictly prohibited.**
12. Utilizing Miles Playhouse as a mailing address for Permittee or individuals is prohibited.
13. Entrance to the loft (Booth) is by authorized personnel only.
14. No member of the audience is allowed in Booth, Onstage, or in Basement.
15. Delivery of large or heavy equipment requires coordination with the Playhouse Supervisor.
16. Costs associated with delivery of equipment are the responsibility of the Permittee.
17. Permittee is responsible for proper disposal of all sets, equipment and supplies associated with use of Miles Playhouse. Disposal costs, if any are the responsibility of the Permittee.