



POLICIES & PROCEDURES

yorbalingca.gov/CulturalArtsCenter

YLCAC@yorbalingca.gov

Use of Facility

- A. The Virginia De Land Black Box Theater (Theater) at the Cultural Arts Center is intended primarily for cultural arts events and programs that benefit the community. Private groups/individuals, non-profit organizations, and commercial businesses will be able to rent the theater and the Cultural Arts Center for events and programs such as plays, recitals, concerts, and other performance art.
- B. A copy of the Use Policy will be available upon request.

Page One
Initial _____
Date _____

Rental Availability

- A. This policy covers rentals of the Theater only. Other rooms in the Cultural Arts Center are not available for rent individually, but may be used in conjunction with rental of the Theater for multi-day theatrical productions.
- B. For the purposes of this policy one (1) month before the event date refers to the same day of the month in the previous month. For example, one (1) month before July 17 would be June 17.
- C. In general, the Theater will only be available for rental for multi-day theatrical productions the **second weekend of each month**, including the following time periods:
 - 1. Monday-Thursday from 8:00 a.m. to 10:00 p.m.;
 - 2. Fridays and Saturdays from 8:00 a.m. to 12:00 a.m.;
 - 3. Sundays from 9:00 a.m. to 10:00 p.m. and
 - 4. Mondays from 8:00 a.m. to noon (strike day only).
- D. In general, the hours for single day Theater rental events shall be:
 - 1. Monday-Thursday from 8:00 a.m. to 10:00 p.m.
 - 2. Fridays and Saturdays from 8:00 a.m. to 12:00 a.m.
 - 3. Sundays from 9:00 a.m. to 10:00 p.m.
- E. Additional rental days and times may be available at the approval of the Parks & Recreation Director or his/her designee.
- F. There will be a four (4) hour minimum for all single day Theater rentals.
- G. A facility user group may have a maximum of four (4) active rentals in one calendar year.
- H. Rentals shall be accepted within the following timeline:

User Group Category	Multi-Day Theatrical Productions	Single Day Events
Yorba Linda resident non-profit, PYLUSD, church, and government agencies	Up to 18 months in advance	Up to 9 months in advance
Yorba Linda resident private and commercial events	Up to 17 months in advance	Up to 6 months in advance
Non-resident non-profit, private, and commercial events	Up to 17 months in advance	Up to 5 months in advance

Application Procedure

- A. Requests for Theater reservations must be made in writing by completing a Cultural Arts Center Facility Rental Application, Facility Use Contract, and meeting of all the contract requirements. The reservation is not confirmed until the patron has received an approved copy of the contract by an authorized representative.
- B. Rentals of the Theater must be made at least one (1) month in advance. Rentals requested less than one (1) month in advance of the event may be available with approval from the Parks & Recreation Director or his/her designee.
- C. Patrons shall be financially responsible for personal injuries or property damages arising from productions, performances, or activities.
- D. A copy of this policy will be provided.
- E. A copy of the theater seating plan and technical specifications is available upon request.

Deposits & Payment Procedures

- A. Initial payment for the rental will be 50% of total fees with the balance due two (2) months prior to the event. If the rental is less than two (2) months from date of booking, the total amount will be due at the time of booking.
- B. Visa, MasterCard, Discover, American Express, check, cash, or money order will be accepted.
- C. A credit card must be provided at time of final payment to cover any additional time used, facility damages, cleaning fees, and other incidentals.
- D. A portion of fees paid will be retained upon written cancellation by patron. See cancellation policy.
- E. Theater is rented hourly starting with preparation/set-up time and ending with time for clean-up. The hours must be consecutive. Rooms must be rented in full hour increments.

- F. The hourly rental fee covers the use of the Theater. In addition, on productions days and days when the user requires the use of the entire facility, an additional \$50 an hour fee will be assessed for use of the lobby, paseo, and auxiliary rooms.

General Regulations

- A. The City of Yorba Linda is not liable for accidental injury to persons or loss or damage of group or individual property or loss of property. The City shall require proof of insurance coverage; requirements are available upon request. Insurance is also available for purchase.
- B. The City of Yorba Linda shall not rent, lease, or allow use of its public facilities by any person or organization that illegally discriminates on the basis of race, color, creed, marital status, sex, religion, national origin, ancestry, or mental or physical disability. The City reserves the right to deny any applicant based on security concerns and/or safety concerns.
- C. Facilities and equipment are to be left in the same condition they were prior to the activity.
- D. Users of the Cultural Arts Center shall observe, obey, and comply with all applicable City, County, State, and Federal laws, rules, and regulations.
- E. Activities shall be conducted in an orderly manner.
- F. The contract holder and his/her designated representatives must be present during the contracted event at all times. Failure to be present may result in termination of the activity immediately and forfeiture of rental fees.
- G. Changes, alterations, repairs, or defacement to the facility, its furnishings, or equipment will not be permitted. The user shall be held liable for expenses required to repair or replace the facility, its furnishings, or its equipment to its original condition.
- H. Storage space is not available to users of the facility. Exceptions will be made with City staff approval for consecutive rental days.
- I. All patron's property must be removed from the Cultural Arts Center immediately following end of rental period. The City reserves the right to remove any remaining property from the premises and have them stored or discarded at the owner's expense.
- J. For multi-day productions, all trash, food, and beverages must be removed at the end of each rental day. All facility user's property must be moved from lobby and paseo; no items may be stored overnight in these common areas. All electrical equipment and devices must be unplugged and secured properly. Items remaining in the facility are at the sole risk of the client/user.
- K. Minors under the age of 18 must be supervised by an adult when using the facility. An adult chaperone (21 years or older) will be required for every ten youths (17 years or younger) participating in a rental event. A list of chaperones may be required by City staff prior to event.
- L. Animals are not permitted in the facility unless they are used in aiding a disabled individual.
- M. Smoking, vaping, or tobacco use of any kind will not be permitted anywhere on the property.

Staff Supervision

- A. A City employee or employees shall be present during all rental events. The City employee(s) shall be responsible for and have authority to request changes in activities or cessation of activities; Theater patrons shall comply with these requests or instructions. Patrons should consult with the City employee on duty regarding their needs.

Stage & Performance Information

- A. Normal heating and air conditioning, stage draperies, basic in-house stage lighting equipment, basic in-house equipment, basic in-house sound equipment, dressing area, and backstage facilities are included in rental. Lighting and sound equipment may only be operated by the City's contracted technicians.
- B. Set building or painting is not permitted onsite.
- C. All set decorations and visual aids must be freestanding and may not be nailed, stapled, taped or tacked to the walls, ceiling, or other fixtures. Removal of any facility decorations is not allowed.
- D. The entrances and exits to the Cultural Arts Center are not designed for the passage of set pieces, stage props, concert instruments, or other equipment. These items will only be allowed through the backstage loading area. All doors and emergency exits must remain unobstructed.
- E. Rigging is not available for scenery, flats, banners, pulleys, etc.
- F. During performances, standing or sitting in aisles is not allowed in any circumstances. Every person, including performers and personnel, must be in a seat for purposes of watching any performance or event. Patron must account for this in maximum seating occupancy.
- G. Maximum capacity will be enforced in any auxiliary rooms used for dressing room/backstage purposes.
- H. Productions utilizing the theater's light and sound equipment in a complex manner (changing in lighting scenes or music and sound levels, or any use of the AV control room) throughout their production will be required to utilize the City's contracted AV technicians to operate the equipment. Technicians will be billed to the facility user at their contracted hourly rate. Simple use of sound and light equipment will be provided at no charge.
- I. User shall provide a list of all persons authorized to enter backstage and dressing room areas no later than one (1) week prior to first rental date. Performers, crew, and organization participants shall only enter and exit backstage areas through the main theater doors, stage doors, and side doors.
- J. All ticketed productions are required to designate a House Manager. The House Manager will be responsible for overseeing box office operations, lighting and sound technician instructions, attendee seating, and any backstage activities.

- K. Renters must discuss all set and light designs at least two (2) weeks prior to the first day of rental. Any special effects that could involve a potential risk to participants or facilities must be approved by City staff. Artificial smoke, fog, haze, or snow may be allowed with prior City approval.

Sound & Lighting Technician Information

- A. Productions utilizing the theater's light and sound equipment in a complex manner (changing in lighting scenes or music and sound levels, or any use of the AV control room) throughout their production will be required to utilize the City's contracted AV technicians to operate the equipment. Technicians will be billed to the facility user at their contracted hourly rate. Simple use of sound and light equipment (microphones, projector, etc.) will be provided at no charge.
- B. For more complex productions, including most theatrical productions, a second AV technician will be required. The second technician will be billed to the facility user at the hourly rate.
- C. Only technicians are allowed to control City owned lighting and sound equipment. In addition, only technicians and the designated House Manager may access the Cultural Arts Center lighting and sound control booth.
- D. Any sound, lighting, or projection equipment that a user needs to hook up to the system must be approved by the City and tested by City staff two (2) weeks prior to the event.
- E. A walkthrough with a sound technician is recommended and can be arranged by City staff in advance of an event. Facility user will be charged the technician's hourly rate.

Box Office, Ticketing, and Marketing Information

- A. A ticketing system must be in place to ensure occupancy capacities are maintained. A ticket booth is available to users of the facility.
- B. City review of all marketing materials is required. All productions must include the full facility name (Virginia De Land Theater at the Yorba Linda Cultural Arts Center) on marketing materials. All marketing materials must note production is not a City-sponsored event
- C. Marketing materials may not be displayed at the Cultural Arts Center without City staff approval.
- D. The hanging of event signage or placement of signage outside the Cultural Arts Center or anywhere on the property is prohibited. Internal signage related to the event may be placed on the day of the event with prior City staff approval.
- E. The following must be printed on all event programs or schedules: **No food, drink, gum, or tobacco products are allowed in the theater.**

Concessions & Catering

- A. Food shall not be prepared on site. No food trucks and/or outdoor cooking is permitted.
- B. Concession sales are only allowed in the lobby and paseo (with previous approval by City staff).
- C. Concessions sales are limited to pre-packaged goods and must be approved by City staff. All facility users must have appropriate temporary health permit from the County of Orange Health Department.
- D. In the event non-packaged foods are served, patron must provide a copy of the caterer's insurance. In addition, caterers will be required to obtain a Yorba Linda business license.
- E. Eating and drinking are not permitted at any time in the theater. All food and drink must be consumed in the lobby and paseo.
- F. Supplies/items may not be dropped off and the caterer may not utilize the facility until the beginning of the contracted rental time.

Indemnity and Insurance

- A. In consideration of the minimal fees paid for use of the facility, the user agrees to indemnify, defend and hold harmless the City of Yorba Linda, its officers, officials, employees, agents, and volunteers ("City and City Personnel") from all actions, liabilities, claims, damage to persons or property, losses, costs, penalties, obligations, errors, or omissions that may be asserted or claimed by any person, firm, or entity arising out of or in connection with the activities conducted by the applicant, whether or not there is concurrent passive or active negligence on the part of City or City Personnel.
- B. All patrons of the facility shall procure and maintain, at their own expense and for the duration of the event covered, comprehensive general liability and property damage liability insurance, against all claims for injuries against persons or damages to property which may arise from or in connection with the use of the facility by the patron, its agents, representatives or employees in the amount of one million dollars (\$1,000,000.00), combined single limit. If the patron cannot provide their own insurance, patron must purchase insurance from the City's insurance provider, and this fee is non-refundable. See Insurance Requirements Policy.
- C. All of patron's insurance shall comply with insurance regulations as outlined in the Insurance Requirements form, including but not limited to naming the City and its officers, officials, employees, agents, representatives, and volunteers as additional insured's.
- D. Patrons providing their own proof of liability insurance will be required to submit a copy of their insurance certificate one (1) month prior to the first rental date for review by the City's Risk Manager. Should the certificate of insurance not meet the City's requirements, the insurance fee will be added to the rental contract.

Cancellation Policy

- A. All cancellations, date or room changes, **must be in writing** in order for a refund to be considered. No verbal or phone messages will be accepted.
- B. Changes in date are considered a cancellation.
- C. Cancellation fees will be assessed based on the timeline listed below.

- D. If cancellation is made by the City, and if other accommodations cannot be made, notice shall be given as far in advance as possible and a full refund shall be given.
- E. Notwithstanding the above, if the applicant/user is not in compliance with the policies and regulations, the City, acting by and through the Director of Parks and Recreation or his/her designee, may cancel the reservation upon notice to the applicant, and all deposits and/or fee(s) previously paid by the applicant shall not be returned.
- F. For the purposes of this policy one (1) month before the event date refers to the same day of the month in the previous month. For example, one (1) month before July 17 would be June 17.
- G. Cancellation Fee Timeline

Written Cancellation Received	Cancellation Fee for Single Day Rental Events	Cancellation Fee for Multi-Day Rental Dates
4 months or more prior to rental date	\$100 cancellation fee	20% of rental fees
Less than 4 months – 1 month or more prior to rental date	50% of rental fees	50% of rental fees
Less than 1 month prior to rental date	100% of rental fees	100% of rental fees

Alcohol Policy

- A. The use of alcohol at the Cultural Arts Center is by written permission in advance and must comply with applicable law. Failure to comply with any regulations will result in immediate revocation of the permission to use alcohol and termination of the event. Additional regulations and specifications may be required in the agreement for any event.
- B. Alcohol may not be served or sold to minors. The applicant’s failure to comply, monitor and enforce this provision is grounds for terminating the activity immediately and forfeiture of rental fees.
- C. The distribution or consumption of alcoholic beverages shall be in compliance with all applicable laws, including regulations of the Alcoholic Beverage Control (ABC) and consumption of alcoholic beverages on the premises.
- D. Injuries caused to any person as a result of alcoholic beverages being served and/or consumed on City premises, including but not limited to the Cultural Arts Center, shall be the sole responsibility of the organization, its sponsor, or the adult representative, who, as a condition of signing the contract for the facility agree to indemnify the City for any such injuries.
- E. Center Wedding & Events will be the primary caterer for events in which alcohol is served.
- F. A Security Guard is required at all events of 100 or more people that serve and/or sell alcohol. The user is required to hire the City contracted security company. The hourly rate per guard is a minimum of \$24/hour. Pricing is subject to change.
- G. Security must be present from beginning of alcohol service through the end of the contracted rental period (including clean-up).
- H. Security arrangements shall be made one (1) month prior to scheduled event.
- I. Alcohol service is limited to a maximum of five and one-half (5 ½) consecutive hours only and the Security Guard must be present throughout the entire reservation, from the time guests are scheduled to arrive through the end of the clean-up hour.
- J. Alcohol may neither be served nor sold prior to the scheduled start of the event nor until the arrival of approved security. The service of alcohol at all private and commercial events are limited to a maximum of five and one-half (5 ½) consecutive hours and must end thirty minutes prior to start of clean-up. This limit on hours does not apply to Non-Profit events obtaining their one-day liquor license from ABC.
- K. Alcohol service must be stopped one-half hour (1/2) before the event ends, which is one-half hour prior to the start of the clean-up time.
- L. Alcohol must be served from behind a bar, table, or through table service.
- M. Alcohol may only be served in the lobby or the paseo. Alcohol is not permitted in the Theater, dressing rooms, hallways, restrooms, or parking lot.
- N. If alcohol is to be sold, or any kind of money will be exchanged, i.e. sale of an admission ticket, and the renter purchases insurance through the City’s vendor, an alcohol insurance premium shall be charged.
- O. Patrons of the facility may not bring their own alcohol.
- P. Rentals serving alcohol booked within one (1) month of the event date must be approved by the Facility Supervisor.
- Q. Non-profit organizations serving or selling alcohol:
 - a. May utilize Center Weddings & Events, or, in some cases, an alternate approved Type 58 Caterer, to sell and serve alcohol. This option does not require an additional ABC License.
 - b. May obtain an ABC License at the State of California Department of Alcoholic Beverage Control located in Santa Ana, CA or visit their website at www.abc.ca.gov. In the situation, the organization:
 - i. May bring their own alcohol.
 - ii. May provide their own bartenders to serve or sell alcohol. All bartenders must adhere to all ABC rules and regulations.
 - iii. Cultural Arts Center representatives must sign ABC Form 221 prior to submitting to ABC offices.
 - iv. A copy of the ABC permit must be submitted to the Cultural Arts Center no less than fifteen (15) days prior to the event date.
 - v. A detailed diagram of the event location may be required for events utilizing the outdoor paseo.

