

## **Draft - The Box Facility Rental Rules and Procedures**

The Box at the Fox Entertainment Plaza is Smoke Free, Drug Free, Harassment, and Discrimination Free Facility

### **Reservation Process for the The Box at the Fox Entertainment Plaza**

#### **Step 1 – Initial Contact**

Visit [www.TheBoxRiverside.com](http://www.TheBoxRiverside.com) or call (951) 826-2427 to obtain a Facility Request Application for The Box.

#### **Step 2 – Rental Application**

Complete The Box Facility Request Application, specifying the exact dates, times and areas your organization would like to rent, and return the Application and proof of nonprofit status (if applicable) no less than sixty (60) days prior to performance and/or event. Please be as specific as possible when filling out the Application. Submit one Application for the entire length of your event. Date requests will be held once a Facility Request Application has been received by the City of Riverside. Please do not advertise your event until you receive a signed and executed agreement that has been approved.

**Important Note:** The Box may be reserved for a maximum of three weekends per event/production with a maximum total of 15 weekends per calendar year per organization.

#### **Step 3 – Facility Use Agreement**

Once your Facility Request Application has been approved, the City will send you The Box Facility Use Agreement. The signed Facility Use Agreement, deposits, insurance certificate, and all additional necessary documentation is due back to the City sixteen (16) days prior to the event. By signing the Use Agreement your organization agrees to pay the total rental cost and security deposit, as well as, abide by any and all rules and conditions outlined in the Facility Request Application, the Facility Use Agreement, and the Facility Rules and Procedures.

A Performance or Event is NOT considered “BOOKED” until the City has received:

- The signed Facility Use Agreement with any necessary Addenda
- The Agreement Deposit of \$300 or 25% of the Total Rental Fee, whichever is greater, or the full amount if the Total Rental Fee is \$300 or less.
- The \$500 Security Deposit, which is refundable if requirements are met. (Separate check required).
- Certificate of Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit AND an additional insured endorsement naming the City of Riverside, its officers, employees and agents as an Additional Insured.
- If applicable, statement of nonprofit status, Caterer Riverside Business Certificate, Health Certificate, Liability Insurance Certificate and ABC permit.

#### **Step 4 – Post Performance or Event**

Your rental balance is due on the last day of your scheduled rental. After your event a staff member of The Box may schedule a “walkthrough” of the facility with you to determine the condition of the facility. If the Facility Use Agreement is paid in full and the facility is in proper condition, your Security Deposit will be returned.

#### **Cancellations**

- The Agreement Deposit is not refundable. If the event is cancelled fewer than (30) days in advance, the renter shall, in addition to forfeiting the deposit, pay the total Facility Rental Fee plus any expense incurred by The Box in connection with the rental performance or event.
- If an event is cancelled due to inclement weather or in the interest of public safety, The Box will allow the renting organization to reschedule their event at no additional charge if time and space permits: The City of Riverside reserves the right to refuse a reschedule date.

**Facility Agreement Deposit:** A standard deposit payment of \$300 or 25% of the total rental fee, whichever is greater, is due at the time of booking. If the rental fee is less than \$300 then payment will be due in full with the Facility Use Agreement. The balance is to be paid in full on the last day of the rental performance or event. Returned checks will necessitate a \$35 charge. The Box can also accept Visa and MasterCard payments.

#### **Fees and Payment**

Facility rental rates are based upon use described on the Facility Request Application.

**Maintenance Replacement Fee:** Based on tickets collected by The Box staff at the theatre entrance, a fee of \$1 per attendee will be paid at the time of settlement following the event. This fee is to cover the maintenance and replacement of theatre equipment.

**Non Payment/Late Fees:** Failure to make all payments and deposits on or before the due date is an event of default. Upon such an event of default the City of Riverside may cancel the Facility Use Agreement, retain all funds paid to date, cancel all future dates on-hold, cancel all contracted bookings, and take any additional actions deemed necessary. A 10% late fee will be charged on any outstanding balance owed that is not paid in full on the last day of the rental performance or event.

**Restocking Fee:** A restocking fee is required for each event rental. This fee is not discounted. It covers the cost of cleaning supplies and paper products in the restrooms. This fee does not cover the cost of cleaning the building or rental spaces; it is the responsibility of the renter to clean the spaces they rent.

**Security Deposit:** A \$500 Security Deposit will be refunded if The Box is left in proper condition. A separate check made payable to the City of Riverside is required. An inspection may be made prior to and immediately after a performance or event to check that the area is left in proper condition and to determine if any damage to The Box or its equipment has resulted from the renter’s use. If anything of greater value than \$500 is found to be damaged or lost, it is renter’s responsibility to restore or replace the item(s) in question with a facility approved item of similar or better condition AND the security

deposit will not be refunded. The return of the security deposit will be determined by The Box staff based on the inspection.

## **The Box Facility Rental Rates and Service Pricing**

### **Contracted Hours:**

- The Box is available for use from 8:00 AM – Midnight
- Rental begins when the first person arrives and ends when the last person leaves
- Rental time block must include load in and set up as well as clean up and load out
- There is a 3 hour maximum rental on hourly rates
- Day Rates are for up to 8 hours – After 8 hours, overtime rates applies
- No hours are carried over from prior days
- If pre-arranged, hours may be split into two blocks

### **Facility Fee includes:**

- Approximately 200 chairs
- Black Velour Drapes in standard house formation
- Dressing Rooms/Back Stage Area
- Control Booth
- Lobby and Promenade area
- Basic Stage Lighting system and standard house plot
- Basic Audio System

### **Facility Fee does not include:**

- Additional supplies such as office supplies, tools, extension cords, etc.
- Box office service/personnel
- Relocation of seating, lighting, drapery
- Additional Personnel
- Rental of additional equipment

## **The Box Rules and Procedures**

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### **Prohibited/Restricted Items/Activities**

Please be advised that the following items are either strictly prohibited or require approval prior to the event. Renters that wish to use restricted items/activities should describe in detail their plans for these items/activities on their Facility Request Application.

### **Restricted Items/activities that require fees and approval from Technical Director or Designee**

- Alcohol (requires a liquor license)
- Set Construction
- Painting
- Moving stage lights, consoles, projectors/screens, theater platforms and seats, or drapes

### **Strictly Prohibited Items/Activities**

- Tape, Screws, Staples or Nails on any of The Box equipment, floors, windows, or walls
- Pyrotechnics of any kind
- Open flame of any kind (including candles)
- Smoking inside the building
- Rice, confetti, birdseed, sand, "flutter-fetti," or other similar items
- Blocking exit signs

**Chaperone Policy:** For events/rentals that include minors (children under the age of 18) responsible adult (adults over the age of 21) chaperones are required. For every 20 minors, there will be one responsible chaperone. Minors are subject to all federal, state, and local laws while within The Box.

No one under the age of eighteen (18) may handle the sound, lighting or video equipment, use a ladder or the genie lift, or be in the control booth without an adult over 21 years.

**Certificate of Liability Insurance Policy:** The Certificate of Insurance in the minimum amount of \$1,000,000 shall include the following endorsement: "The City of Riverside, its officers, employees and agents are named as Additional Insured with respect to liability arising out of the (name of the organization, event name or title and date(s) of event)."

**Food Service/Bake Sales:** A County Health Permit is required for food service and bake sales. For more information, please contact the Riverside County Health Department, food control division. A note about concessions: you do not need a permit to sell single-serving prepackaged goods, such as chips, crackers, candy bars, can of soda, bottled water, etc.

**Security:** For certain events and rentals, The Box may require the renter to provide adequate and professional security.

## **The Box Operations Procedures**

### **Box Office for Nonprofits and/ or Performing Arts Based Businesses/Organizations**

Producing organization will provide ticketing services, bank, personnel and all supplies necessary for the selling of their event tickets before the performance or event and day of performance or event. Any table in the lobby or on the promenade must be properly skirted. The Box will not supply labor or office supplies for this function.

Based on tickets collected by The Box staff at the theatre entrance, a fee of \$1 per attendee will be paid at the time of settlement following the event. This fee is to cover the maintenance and replacement of theatre equipment.

### **Heating/Cooling**

Only The Box staff is permitted to adjust the thermostats; please speak to the BB staff if you need the temperature adjusted.

### **Load-In and Load-Out Procedure**

The loading dock is located on the first floor of the building at 3649 Fairmont Blvd. The dock is 3' high and has ladder access. There is a NO Rider Service Elevator into which items may be sent up to the backstage area of The Box. The elevator is 7'8" wide, 7' high and 9'6" deep. There are no internal controls. All door opening is controlled from the outside of the elevator. Once one has sent the items up in the service elevator, one must walk up the side stairs to the Back Stage Entrance, and walk to the elevator to open the elevator door. The other alternative is to have a person on each floor at the elevator door. The service elevator may not be used without the presence and permission of the Technical Director or Designee.

### **Lost and Found**

Please give all lost and found items to The Box staff. Public lost and found will be collected by the House Manager. Lost items will be held for 30 days and then discarded.

### **Parking Information**

One may park on 6<sup>th</sup> Street and Fairmont Street for free. Please do not block any driveways. One may park in the parking garage for free for the first 90 minutes unless there is a performance in the Fox Performing Arts Center. Please do not park on Market Street in front of theatre. This zone is for patron unloading and/or purchase of tickets.