

MOONLIGHT AMPHITHEATRE RENTAL APPLICATION



To submit a rental application, receive additional information on the venue, or to check availability, please contact:

City of Vista
Keith Gemmell - Theatre Rental Manager
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**CITY OF VISTA
RECREATION AND COMMUNITY SERVICES
CULTURAL ARTS DIVISION**

**MOONLIGHT AMPHITHEATRE
FACILITY USE APPLICATION**

Please type or print neatly. Your application will be reviewed and an estimate of fees determined. Reservation is not guaranteed until you receive written notification.

APPLICATION DATE: _____

Areas Desired:

- Moonlight Amphitheatre (use of all amphitheatre facilities)
- Rehearsal Room Only
- Moonlight Patio Only
- Moonlight Stage Only (no outdoor stage or seating area included)

Applicant's Name: _____

(* The adult representative of the organization must be the person responsible for the event, the first person to arrive the day of the event, and the person who will be on site for the entire event)

ADDRESS: _____

PHONE: (day) _____ (eve) _____

Email Address: _____

NAME OF ORGANIZATION or COMPANY (if applicable):

Tax or Non-Profit I.D. # _____

EVENT/TYPE OF ACTIVITY: _____

EVENT INFORMATION

Event Title: _____

Brief description of event: _____

Estimated Attendance (per event): _____

DATES AND TIMES REQUESTED FOR EVENT:

Please Note: Rental start time must be at least one hour before show start time, allowing for a minimum of 30 minutes for set up and 30 minutes for the house to be open. Rental end time must be at least 30 minutes after show end time, allowing for a minimum of 15 minutes for the audience and performers to exit the venue and 15 minutes for clean up of lobby, rest rooms and stage area.

Date:	Load In:	Rehearsal:	Performance Start Time:	Performance End Time:	Load Out:	Usage:

TECHNICAL DETAILS:

All technical details must be disclosed on this application and/or approved by Theatre Rental & Events Manager prior to the event.

Please look at the following areas. Check and fill in the details needed to create and estimate for your event:

- Box Office (City Staff required for Ticketed Events, please see ticketing application included)
- Small Attendance (Less than 500): one entry into venue only
- Large Attendance (Over 500): two entries into venue and will need parking lot support
- Sound: (City Staff Required to run all house equipment)

Please describe in full details your needs: _____

- Lighting: (City staff required to run all house equipment and to hang instruments)

Please describe in full details your needs: _____

- Rigging: (City staff required to hang scenic items and to run automated rigging systems)
Please describe in full details your needs: _____

- Stage Hands:(City required for set up of City equipment; optional for renters scenic elements)
Please describe in full details your needs: _____

ADDITIONAL COSTS:

Security Deposit - \$1000.00

The **Security/Cleaning Deposit of \$1000.00** will be remitted to the renter upon receipt of the rental balance, provided that there is no damage to the facility and that it was returned to the condition in which it was found at the start of the usage. This clean-up will be supervised by the Facility Supervisor.

Staffing

Technical Staffing - \$20.00 an hour/per technician

Front of House Staffing - \$15.00 an hour/per staff

Please Note: Front of house staff is required for all *performance* events. Number of staff based on anticipated attendance

Concessions - If concessions desired, onsite concessionaire must be used.

ADDITIONAL INFORMATION:

The City of Vista requires a minimum of one million dollars in liability coverage for facility park usages with attendance exceeding 100 persons. Events with higher risk levels will require additional insurance coverage as determined by the City Manager. These may include, but are not limited to, athletic events, those that include alcohol, and those with pyrotechnics. *Before final approval, you will need to submit a certificate of insurance and endorsement to your commercial general liability insurance policy that names as additional insured, the "City of Vista, its officers, employees and agents".* The name of the insured on the certificate/endorsement you submit must match the name of the host organization. Insurance coverage must be maintained for the duration of the event including set-up and dismantle dates. Insurance may be purchased through the City.

Please Indicate Method of Providing Insurance Coverage:

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

Upon approval of rental application, 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 faxed or returned to complete the approval process.

If renter elects not to sell tickets to this event through the VisTix Ticket Office or the event does not require tickets, the estimate of fees will be given to the renter, which must be paid in full 30 days

prior to the event. At the conclusion of the event a settlement of actual fees incurred will be processed and adjustments to the prepaid amount will be either invoiced or refunded to the renter.

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 rules and procedures governing this rental and understand that failure to comply with all Recreation and Community Services Department Rules or special conditions attached to my rental document may result in disapproval of the rental agreement.

Applicant Signature: _____ Date: _____



VisTix Ticketing Form
For Moonlight Rentals

Event Title: _____ Today's Date: _____

Organization: _____ Tickets Needed By: _____

Contact Person: _____ Primary Phone: _____

Work Phone: _____ Fax: _____

E-mail: _____

Ticket Type (Please circle the appropriate):

General Admission (Open seating) or Reserved Seating

Date	Time	Adults	Seniors	Students	Military	Juniors	Other
	AM/PM	\$	\$	\$	\$	\$	\$
	AM/PM	\$	\$	\$	\$	\$	\$
	AM/PM	\$	\$	\$	\$	\$	\$
	AM/PM	\$	\$	\$	\$	\$	\$
	AM/PM	\$	\$	\$	\$	\$	\$
	AM/PM	\$	\$	\$	\$	\$	\$
	AM/PM	\$	\$	\$	\$	\$	\$
	AM/PM	\$	\$	\$	\$	\$	\$
	AM/PM	\$	\$	\$	\$	\$	\$
	AM/PM	\$	\$	\$	\$	\$	\$
	AM/PM	\$	\$	\$	\$	\$	\$

Please note that each ticket price needs to include a \$1.00 service fee.

Please mention any special discount prices (coupons, etc.): _____

We normally consider Seniors to be 60 and over, students to be anyone of any age with a student ID, and Juniors to be 12 or under. If you use another policy, please specify:

Special ticket instructions: _____

I understand that VisTix will assess a \$1.00 fee to each ticket sold by VisTix in addition to any ticket printing fees. I further agree that my organization will pay VisTix this amount in the event that our ticket sale proceeds do not cover the fees.

(Signature of contact person)

NOTE: Once application is approved and Insurance requirements have been met, please allow VisTix two weeks to process your request.