

MOONLIGHT AMPHITHEATRE

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

City of Vista
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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: _____

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)

Name of Organization: _____

Address: _____

Phone: (day) _____ (eve) _____

Email Address: _____

Tax or Non-Profit I.D. #: _____

EVENT INFORMATION

Event Title: _____

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)

Type of Event: Musical Play Concert Dance Choir Graduation

Lecture/Presentation Other: _____

Total Number of Performances: _____

Brief Description of Event: _____

Number of Performers: _____

Estimated Audience Attendance (per performance): _____

4. Miscellaneous Equipment

- Lectern/Podium Video Projector (renter must provide screen)
- Tables - Qty. _____ Chairs - Qty. _____
- Music Stands - Qty. _____
- Wenger Riser System: _____ Qty. of 4 x 8 tops at _____ Height (in inches)
_____ Qty. of 4 x 4 tops at _____ Height (in inches)
- Other: _____

5. Description of any stage, sound, lighting, or other technical needs?

6. Technicians

Technical staff is not included in the rental rate. Hourly technician staffing rates are as follows:

- All Technical Positions - \$20.00 an hour/per technician

Please check each box per facility staff needed to support your event.

- Sound Engineer (FOH) Stage Technician - Qty. _____
- Second Sound Board Mixer Spot Light Operator - Qty. _____
- Light Board Operator Rigging Operator
- Provide Volunteers to Assist Technical Staff – Qty. _____

Note: City staff is required to run all house sound, lighting, and automated rigging equipment. In addition, only city staff is permitted to hang lights and scenic pieces. Stage hands are optional for handling renter's scenic elements.

7. Front of House Staff

Front of House staff is not included in the rental rate. Hourly FOH staffing rates are as follows:

- All Positions (Excluding Security) - \$15.00 an hour/per staff member
- Security - \$20 an hour/per guard & \$21 an hour/per guard supervisor

Please check each box per facility staff needed to support your event.

- House Manager Amp Attendants
- Ticket Scanners Usher - Qty. _____
- Patron Parking Lot Attendants Backstage Parking Attendants - Qty. _____
- Shuttle & Driver Security Backstage Gate Attendant
- Provide Volunteers to Assist FOH Staff – Qty. _____

- Note: 1. For all ticketed events, ticket sales staff will be provided under standard VisTix fees.*
- 2. Based on expected audience attendance, a minimum number of house and parking staff is required and will be added to your estimate accordingly.*
- 3. If expected audience is less than 500 only one entry into venue is required to be opened, however, if over 500 is expected, then both entries into venue and parking lot support are required.*

ADDITIONAL COSTS:

Security Deposit - \$1,000.00

The *Security/Cleaning Deposit of \$1,000.00* 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.

All check and money orders must be made payable to "The City of Vista".

Concessions

If concessions desired, onsite concessionaire must be used. As such, no outside food or drink is permitted within the amphitheatre. Special receptions, catering for performers, or additional food/drink concessions may be available upon request.

Do you have any special food or beverage needs for your event? Yes No

Merchandise

All merchandise (flowers, CDs, t-shirts, etc.) sales will be assessed a 10% fee of gross sales for a "non-profit" and 20% fee of gross sales for a "profit" organizations.

Will any merchandise be sold during your event? Yes No

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, events that include alcohol and/or 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 of Vista.

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 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.

The Procedures, Rules, and Fees Governing Use of Park & Recreation Facilities will be in effect where applicable. Additionally, all marketing collateral must adhere to procedures outlined with the Venue Style Guide document.

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 *Venue Style Guide and Procedures, Rules, and Fees* 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: _____

Office Use Only:		Date Received: _____	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied		
By: _____		Date: _____	
Comment: _____			
<input type="checkbox"/> Tech	<input type="checkbox"/> FOH	<input type="checkbox"/> Security	<input type="checkbox"/> Parking



Ticketing Request Form - Moonlight Rentals

Performance Title: _____
(Please write your event's title as you would like it to appear on the ticket design)

Organization: _____ **Contact Person:** _____

Phone: _____ **E-mail:** _____

Date Tickets on Sale: _____

Ticket Layout:	<input type="checkbox"/> General Admission (Open Seating) OR <input type="checkbox"/> Reserved Seating	
Base Price:	GA Adult: \$ _____	Orchestra Section Adult: \$ _____
	<i>Example : GA Adult: \$20.00</i>	Reserved Section Adult: \$ _____
		Lawn Area Adult: \$ _____
<p><i>a. Each ticket price must include a \$1.00 service fee.</i></p> <p><i>b. Seating areas defined as follows: first 9 rows of assigned seating "Orchestra Section"; last 5 rows of assigned seating "Reserved Section"; any area with grass "Lawn".</i></p> <p><i>c. General Admission allows for all seats and areas to be sold as one area.</i></p>		

Please check all appropriate boxes that apply for ticket sales regarding your event:

- VisTix to sell advance tickets and provide a ticket seller at venue day of event(s).
- VisTix to sell tickets at the venue day of event(s) ONLY.
- Print Consignment Tickets (for you to sell, give away, etc.); if checked, the "Consignment Form" must be submitted.
- VisTix to collect marketing statistics¹; if checked, renter must provide details of collectable data.

Note: Tickets sold by VisTix will be available through the VisTix box office and online at www.vistixonline.com

Please list each individual event date and start time regarding ticket sales for this production.			
Event Date	Curtain Time	Event Date	Curtain Time
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

Please mention any discount price types² (Senior, Military, etc.) and its discount needed (i.e. Student price \$2 off Adult), special discount promotions, design requests, or any other special ticket instructions:

By signing, I understand that VisTix will assess a \$1.00 fee to each ticket sold by VisTix in addition to any ticket printing and credit card fees. I further agree that my organization will pay all VisTix fees in the event that our ticket sale proceeds do not cover the fees.

Signature: _____

1. Collection of marketing strategies is limited to only phone and walk up sales
 2. VisTix considers "Senior" price types for persons ages 60 and over and "Children" or "Kid" price types for persons ages 12 and under.
 Note: Once application is approved and insurance requirements are met; allow VisTix two weeks to process request.

