

MOONLIGHT AMPHITHEATRE

[201 pp at](#)

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

City of Vista

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Mailing Address:

200 Civic Center Drive

Vista, CA 92084



**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): _____

Dates and Times Requested:

Rental start time must be at least one hour before curtain 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 45 minutes after show end time, allowing for a minimum of 15 minutes for the audience and performers to exit the venue and 30 minutes for clean up of amphitheatre and stage/backstage areas. Rental times may be extended in either direction by the Rental Office (at Renter's cost) to cover necessary preparation for and restore from your event.

Date	Load In**	Rehearsal or Call Time	Performance/Program Times					Load Out**
			House Open	Curtain Time	1 st Half Length*	Intermission Length*	2 nd Half Length*	
<i>Sample</i>	<i>12:30 pm</i>	<i>3:30 pm</i>	<i>6:30 pm</i>	<i>7:30 pm</i>	<i>60 MINS</i>	<i>15 MINS</i>	<i>45 MINS</i>	<i>10:30 pm</i>

* - Please give length of time in minutes

** - May be adjusted to allow for technical needs (see above)

TECHNICAL & FOH DETAILS

All technical and front of house details must be disclosed on this application. The Rental Office, in collaboration with our Technical Office and the Renter, will then determine the appropriate scheduling and staffing to properly accomplish the needs and requests of the renter. Staffing costs are the responsibility of the Renter in addition to the basic Moonlight rental rates. Please see rental fees sheet for the corresponding hourly rates. Rentals may be staffed with in-house personnel or professional outsourced personnel. The type of staffing is at the sole discretion of management. For outsourced staffing, a minimum call of 4 hours is required and all staffing changes must be requested at least one full business day before call begins. Meal breaks are required after 5 hours of work. Renters should assume the costs of outsourced staffing when estimating labor costs for their events. In addition, the Rental Office also reserves the right to adjust staffing and or scheduling (at the Renter's expense) at a later date, should the technical parameters of the event change.

1. Lighting

Renter requests the following lighting elements (*please be as specific as you can - complete custom light plot, partial custom plot, gel/gobo adjustments, follow spots, light board operator/ programmer needs, # of hours planned for lighting rehearsals, etc. The Moonlight Amphitheatre comes with a standard repertory light plot; any changes to the repertory plot must be discussed with and approved by Rental Office and may occur charges. Moonlight lighting equipment must be prepared and operated by in-house technicians.*):

2. Sound

Renter requests the following sound elements *(please be as specific as you can - sound engineer needs, # of microphones [wired/wireless], # of monitors, type of music playback [if required], etc. If your event includes live musicians, please let us know # of musicians, type of instrument or vocal. Please attach a stage plot, if such exists. If you require an onstage monitor sound console an extra fee of \$300 will be assessed. Moonlight sound equipment must be prepared and operated by in-house technicians.):*

3. Rigging/Scenery/Props/Costumes

Renter requests the following flown elements *(please check appropriate fields):*

- Main Curtain - Fly In/Out _____ Open/Close _____
- Use of Cyc Use of Mid Stage Traveler
- Hang Hard Set Pieces - Qty. _____ Hang Backdrops - Qty. _____

Please describe stage/scenic elements (sets, furniture, props, costumes) you will be bringing with you to your event *(please be as specific as you can, including # of costumes and inventory of scenic elements in your show. Moonlight rigging must be operated by in-house technicians and stage staffing will be determined by the Rental and Technical Offices, in consultation with the Renter, based upon the number of staff required to run your event safely and smoothly.):*

4. Audio/Visual and Miscellaneous Equipment

Renter requests the following A/V equipment *(please be as specific as you can - video projector [additional \$100/day rental fee], projection screen, lectern/podium, # and size of risers, # of tables # of chairs, etc.):* _____

5. Piano/Other Needs

Please describe any other needs not covered above; a Concert Yamaha C5 piano is available to rent (additional fee of \$150/day + tuning):

6. Front of House Staff

In order to safely and smoothly run your event, a variety of front of house staff is required. These include: House Manager, Amphitheatre Attendants and Ushers, Box Office staff, Gate and Ticket Scanning Personnel, Patron Lot and Backstage Parking Attendants. Depending on your event and/or performing artist requirements, a parking shuttle, shuttle driver, and security personnel may be required as well. All front of house staffing costs are the responsibility of the Renter. The Rental Office, in consultation with the Renter, will determine the staffing required to execute your event safely and smoothly. Certain FOH positions may be able to be filled by volunteers supplied by the renter; others must be professional staff. Please indicate any special FOH requests below:

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 security deposits remain in a holding account up until the final rental event date. The City of Vista has the right to apply this deposit to any and all cost incurred to offset any damages or loss. Loss is defined as loss of property or loss of revenue due to incomplete payment or cancellations. If the Renter chooses, the deposit may be applied to final invoiced amounts due; such approval must come in the form of a written request. If the Renter breaches the terms of the rental agreement, or causes damage to the venue, the City of Vista may retain any portion of this deposit necessary to compensate for financial burdens caused by the Renter, its staff, or patrons.

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

If there is an amount owed, can the security deposit be applied to invoice? Yes No

