

# MOONLIGHT AMPHITHEATRE

## 2023 APPLICATION

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

City of Vista

Direct Line: 760-643-5297

Fax: 760-643-2883

[moonlight@cityofvista.com](mailto:moonlight@cityofvista.com)

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 <sup>st</sup> Half Length*	Intermission Length*	2 <sup>nd</sup> 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 4 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.*):

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**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.):*

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**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.):*

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**4. Audio/Visual and Miscellaneous Equipment**

Renter requests the following A/V equipment *(please be as specific as you can - video projector [additional \$500 one day + \$250/each additional day rental fee], projection screen, lectern/podium, # and size of risers, # of tables # of chairs, etc.):*

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**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):

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**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:

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**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

**Cleaning Fee - \$50.00/\$150.00**

For partial Amphitheatre rentals (Rehearsal Room, Patio or Stage only) a \$50.00 cleaning fee will be assessed for Patio and Rehearsal Room rentals and \$150.00 for Stage rentals.

**Concessions**

Our onsite concessionaire must be used. As such, no outside food or drink, with the exception of bottled water, 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 "non-profit" and 20% fee of gross sales for "for-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 usages. Events with higher risk levels may require additional insurance coverage as determined by the City Manager; these include, but are not limited to, events that serve alcohol and/or those with pyrotechnics. The Facility Renter may utilize the Renter's own general liability insurance or insurance may be purchased through the City of Vista. If the Renter utilizes their own general liability insurance, a certificate of insurance and an "Additional Insured Endorsement" that names the City of Vista must be provided. The name of the insured on the certificate and endorsement must be the same name as the contracted Renter. The certificate should not list a specific date and/or venue location. Proper insurance documents must be provided to the City no later than 30 days prior to the date of the event. If proper insurance documents are not provided to the City 30 days or more prior to the event, the City will insure the event under the City's special event insurance. The Renter will bear 100% of the cost of the City's insurance and this charge will be reflected on the final rental invoice. Events contracted less than 30 days prior to the event date will automatically be insured under the City's special event insurance. The responsibility of adhering to this insurance timeline rests solely with the Renter.

*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. This estimate must be signed and faxed or returned with the security deposit to complete the approval process. The rental is not formally concretized until the City of Vista has received all required paperwork and the security deposit has been paid.

If the event does not require tickets, this estimate of fees 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.

**Cancellation Policy:** Any written cancellation received by the Department 60 days or more prior to reservation date shall not be liable for a rental fee. A written cancellation received 31-59 days prior to the event date shall be entitled to a 50% refund of the estimated rental fee (excluding cost of labor) and written cancellations received less than 31 days prior to the event shall not be entitled to a refund and Rental Applicant shall be liable for 100% of the estimated rental fee (excluding cost of labor).

The Recreation & Community Services Facility Rental Regulations governing use of park & 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 *R&CS Facility Rental Regulations* governing this rental and understand that failure to comply with all Recreation & Community Services Department rules or special conditions attached to my rental document may result in disapproval of the rental agreement.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Office Use Only:</b>		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



## Information & Guidelines

### Show Set-Up

You will be working with Shelby Caughron, Ticket Office Manager, and our VisTix Assistant Ticket Manager on the ticketing set-up of your show.

If you have any ticket-related questions, please address emails to both [scaughron@cityofvista.com](mailto:scaughron@cityofvista.com) and [vassistant@cityofvista.com](mailto:vassistant@cityofvista.com). You may also contact either by phone:

Ticket Office Manager 760-643-5269

VisTix Assistant Ticket Manager 760-643-5270

Here are some guidelines for you to assist us in the set-up of your production:

1. On the VisTix Ticketing Form, please indicate exactly how you would like the name of your production and the presenter's name to appear on the ticket.
2. Ticket sales begin at 12:00 pm on the day you wish tickets to go on sale. Please indicate if you would like a different starting time.
3. Ticket prices should be set keeping in mind the \$1.00/ticket service fee and the 4% credit card/PayPal charges. Third party ticketing allowed is Goldstar & Artstix; no vouchers (ie Living social, Groupon, etc) are allowed.
4. For **General Admission**, all seats and areas are to be sold as one area.
5. For **Reserved Seating**, areas are defined as follows:
  - Orchestra Section – first 9 rows of assigned seating (Rows A-J, no Row "I")
  - Reserved Section – last 5 rows of assigned seating (Rows K-P)
  - Lawn Area – any area with grass; if you wish, you may divide lawn seating into Upper and Lower Lawn with different prices. Lower Lawn may be used in a reserved or an open seating system.A seating chart is available upon request.
6. VisTix considers "Senior" price types applying to persons ages 60 & over and "Child" price types applying to persons ages 12 & under. If any other policy is preferred, please specify this on the ticketing form.
7. We will email you a ticket proof to approve before we finalize your ticket design.
8. In order to properly market your event on the VisTix website, we will need electronic copies of your organizational or event logo, show images and relevant event information. Please submit these to the Ticket Office Manager & Assistant Ticket Manager as soon as possible.
9. You may keep track of your ticket sales by requesting sales reports from the VisTix office.
10. Please remember that marketing and PR services are not part of a Moonlight rental, except for the information that appears when prospective patrons are directed by your own marketing efforts to your event's VisTix landing page. In order to maximize event revenue, we recommend that you consider the marketing aspects of your production planning very carefully.

### Consignment Tickets

1. You may, at your choosing, have a maximum of 50% of the total tickets available for sale per performance as consignment tickets, meaning that you may sell them outside of the VisTix ticketing system. Any refunds/exchanges/discounting of consignment tickets are handled directly by the Renter and not by VisTix.
2. Please specify on the ticketing form what price you would like printed on the consignment tickets.
3. Any Renter who chooses to receive consignment tickets will need to pre-pay 50% of their rental costs and associated fees as indicated on their rental estimate agreement at least 30 days before the rental begins. No consignment tickets can be delivered to the Renter until this pre-payment has been processed.
4. If you would like complimentary tickets for business partners, VIPs, press, etc., those will be handled separately at a maximum of 20 per performance and will not count towards your consignment amount.



**Ticketing Request Form**  
For Moonlight Amphitheatre Rentals

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

**Presented by:** \_\_\_\_\_  
*(Please write the presenter's name as you would like it to appear on the ticket design)*

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Tickets on Sale (day, date): \_\_\_\_\_

<b>Seating (choose one):</b>	<input type="checkbox"/> General Admission (Open Seating)	<input type="checkbox"/> Reserved Seating
<b>Base Price:</b>	General Admission Adult - fixed seats \$ _____	Orchestra Section - Adult \$ _____
	General Admission Adult - lawn seating \$ _____	Reserved Section - Adult \$ _____
<b>Discounts (if applicable):</b>	General Admission – Senior \$ _____	<b>LIST \$ off for each (e.g. Senior \$2 off, etc.)</b> Senior: _____ Student: _____ Military: _____ Child: _____
	General Admission – Student \$ _____	
	General Admission – Military \$ _____	
	General Admission – Child \$ _____	

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 statistics; 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](http://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.		5.	
2.		6.	
3.		7.	
4.		8.	

Please mention any special discount promotions, design requests, or any other 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 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: \_\_\_\_\_

*NOTE: Once application is approved and insurance requirements have been met, please allow VisTix one week to process your request.*

