

AGREEMENT
PROSPECT PARK AMPHITHEATER

I. GENERAL

- A. Purpose of this agreement between the City of Redlands Parks and Recreation Department and the Friends of Prospect Park (Redlands Theater Festival) is to provide for the management and supervision of the Prospect Park Amphitheater, Redlands, California. This agreement does not supersede Ordinance #1590, City of Redlands, Park Rules and Regulations. (Attachment #1)
- B. This agreement is for one year only, expiring 365 days after its effective date.
- C. Prior to expiration of the agreement, participants will recommend to the City Council that said agreement be renewed, modified, or allowed to expire.

II. RESPONSIBILITIES

- A. City of Redlands is responsible for:
 - 1. Overall performance monitorship.
 - 2. Major maintenance and repairs to both theater and grounds.
 - 3. Removal of production trash and residue that is deposited in regular trash receptacles.
 - 4. If any disputes or disagreements occur over interpretations of policy regarding the use of Prospect Park Amphitheater, the Parks and Recreation Director shall review the facts and shall make the final decision as to the resolution of the matter.
- B. Friends of Prospect Park (Redlands Theater Festival) is responsible for:
 - 1. Direct supervision of the amphitheater use. (Attachment #2)
 - 2. Scheduling the use of the Theater.
 - 3. Provision of a qualified stage manager for all producing organizations at a rate of \$4.00 per hour (not to exceed \$16.00 per day) for the full time the theater is in use. This includes rehearsal time. Fee is to be paid by each using agency.

4. Supervision of parking at performances.
5. Insuring the security of the facility (doors and chains locked, etc.).
6. Insuring that no modification is made to the existing structures and installed fixtures without prior coordination with the City of Redlands Parks and Recreation Department.

III. USER FEES

- A. Due to the extensive use of the facility by the Redlands Theater Festival, the entire opening night proceeds will be allocated to the City. The opening night performance will serve as a benefit for the theater. Ticket prices will be \$8.00 and \$10.00 a seat at 400 seats. Said funds are to defray costs of periodic maintenance.
- B. Fees for the one-time use of the theater will be \$45.00 for two hours, payable in advance.
- C. Use of the theater beyond the two hours will be \$20.00 per hour.
- D. Cleanup fee of \$20.00 per man hour will be charged if any cleanup is necessary by Park Department employees.
- E. All utilities expenditures, except service head fee, are to be paid by producing agency.
- F. All fees will be collected by the Friends of Prospect Park (Redlands Theater Festival) and a periodic accounting of such collections made to the City Parks and Recreation Department.
- G. City of Redlands will maintain separate accounting of funds received from Prospect Park Theater to insure fund dedication to Prospect Park Theater maintenance.

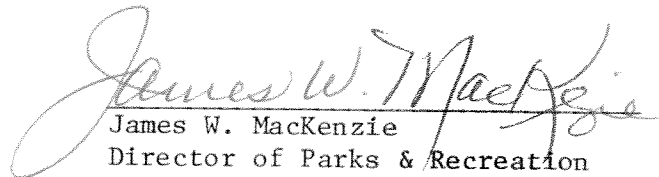
IV. PARKING

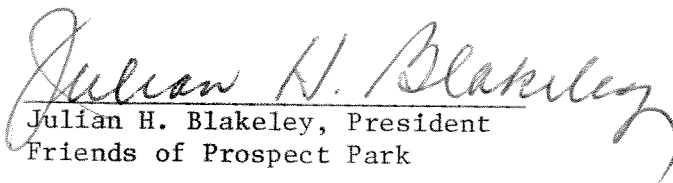
- A. Parking in the turnaround area adjacent to the public restrooms will be limited to a total of 30 vehicles, 15 for handicapped and 15 for performers and technicians.
 1. The fire lanes must be clear at all times. Vehicles must be parked on the edge of the road.
 2. The speed limit will be posted at 5 mph in and out of the park.

V. APPLICATION

All organizations shall make regular application for theater usage and pay the existing rates or fees and none of these fees or charges will be waived for any group or organization.


Cliff Cabanilla
Friends of Prospect Park
(Redlands Theater Festival)


James W. MacKenzie
Director of Parks & Recreation


Julian H. Blakeley, President
Friends of Prospect Park

Dated this 23 day of June, 1981.

PROSPECT PARK AMPHITHEATRE GUIDELINES FOR USE

I. Lighting and Electrical

- A. The theatre is equipped with a portable dimming capacity - and the recommended dimmer pack is TTI's MDS1 - 2.4k or 3.6k with a Hubble 60 amp 4 prong receptical. The use of any other portable dimmers must be approved by the stage manager.
- B. All lighting and electrical effects equipment must be U.L. listed and approved.
- C. All lighting and electrical effects equipment must use the 20 amp twist lock grounded connector.
- D. All electrical equipment must be grounded in accordance with the local electrical code.
- E. No "Rewiring" of permanent fixtures and/or connectors will be permitted.
- F. Microphone connectors must be the Cannon 3 conductor type.
- G. All lighting equipment hung on lighting poles must use the proper safety chains.
- H. Only authorized personnel permitted on lighting catwalks. Safety belts must be used in all lighting catwalks.

II. Scenery, Platforms, Risers, etc.

A. Loading dock use

- 1. Upon completion of unloading or loading scenery, vehicles must be removed immediately to provide clear access to theatre.
- 2. During production runs, scenery must be stored neatly and in safe locations behind theatre structure. Do not block access to doors, stairways or handicap ramps.

B. User Responsibilities

- 1. Producing organization is responsible for preservation of theatres original condition.
- 2. Users of building must follow O.S.H.A. safety codes and requirements.
- 3. Any rigging of scenery on stage, or scenery to be flown must be approved by the stage manager for safety, and the preservation of the theatres original condition.
- 4. Smoking prohibited in dressing rooms and backstage areas.

C. Doors (multifold, rolling and divided) and Rigging of Scenery

1. Removal of doors must be under supervision of knowledgeable personnel, and by the approval of the technical director or stage manager.
2. Use and removal or mounting of doors must always be done with extreme care and caution.
3. Doors must be stored offstage in a safe position and in a secure manner.
4. Rigging and securing to stage floor and poles must be done with Oleson improved stage screws #70350 (Oleson Catalog) and Oleson improved stage screw plugs #70360 (Oleson Catalog). Oleson plugs require a 1/2 inch drill bit.
 - a. Any holes drilled must be done on upstage side of pole, unless approved by Stage Manager to drill on downstage side. All existing stage screw plugs must be taken into consideration for use before new holes are drilled into structure.
 - b. Upon completion of use of theatre, all stage screw plugs must be removed and replaced with a 9/16" dowel to plug hole. Wood plugs should be sanded down or placed in hole so as to return drilled hole to its original finish.
5. All scenery to be flown (i.e.: flats, banners, emblems) must be equipped with Oleson top hanger irons, #72300 (Oleson Catalog) for scenery under 40 lbs. Scenery 40 lbs. and over must be equipped with Oleson bottom hanger iron #72320 and the Oleson top hanger iron..
 - a. Appropriately tested cable and/or rope must be used on all flown scenery..

III. Authorized Areas

- A. The control booth is off-limits to all but the following personnel: technical director, one lighting technician, one sound technician and two follow-spot operators.
- B. The ticket booth is off-limits to all but the following: persons involved with the sale and/or distribution of tickets.
- C. The backstage area is off-limits to the general public.

IV. Clean-Up and Trash

- A. The removal of production refuse from the theatre area is the responsibility of the user. If this condition is not met, a fee will be levied against the producing organization by the City for said clean-up and removal.
- B. All refuse must be deposited in the nearest city dumpster.
- C. The backstage area must be swept and put into its original "ready for use condition".

V. Energy Conservation

- A. Use of theatrical lighting (or those lights other than house lights) must be limited to dress rehearsals only.
- B. Interior lights must be turned off when building is not in use.
- C. The technical director must run lighting rehearsals in an energy efficient manner.