

RENTAL PRODUCTION POLICY

SAMMY DAVIS JR. FESTIVAL PLAZA



in Lorenzi Park
720 Twin Lakes Drive
Las Vegas, NV 89107

All events must end by 10:00 p.m.
Closed on Sundays, Mondays, Tuesdays and City holidays.



Rental Information
Telephone: (702) 229.6385
www.artslasvegas.org

Office of Cultural Affairs
Telephone: (702) 229.6511

Capacity 1000

	Commercial*	Non-Profit**	Cleaning	Stage Technician	Facility Staff
AMPHITHEATRE	\$3000 / 10 hours	\$1500 / 10 hours	\$500	\$100/hr	\$75/hr
Equipment / Electric Use Fee	\$3000 / 10 hours	\$1500 / 10 hours			

***This is the basic rental fee. There are additional charges and fees associated and will be discussed during the rental meeting using the attached worksheet.**

**** Non-Profit rate is only available to registered 501C-3 Organizations and proof of status must be provided, prior to signing the rental agreement.**

Ticketed Events: If you are selling tickets for your event, the City Of Las Vegas, will receive 10% of total ticket revenue, in addition to other rental payments.

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- **Pre-Event Rental Meeting:** The Rental Client will be required to attend a meeting with facility coordinator or designated staff member prior to the event taking place. During this meeting, the details of the Rental policies and procedures will be explained and an agreement will be presented for review including an estimate of all associated costs to the client.
- **Prior to the Rental Event:** Once the rental client has agreed to the pricing and other conditions of the rental, they will be asked to sign the rental agreement, stating that all terms and conditions of the rental will be adhered to. Before the rental will proceed, the agreement will be sent for final approval. Upon approval, Rental Client will be notified by the facility coordinator. If for some reason the application is denied, the Rental Client will be notified.
- Designated responsible person (individual that signed rental agreement) must be on site prior to the event starting, and there is no admission to event attendees granted until event designee is present.
- **During the Event:** Rental Client is responsible for all crowd control and admissions to event. However, City Staff reserves the right to refuse entry to any person(s) that may be deemed dangerous or otherwise undesirable in nature. City staff is not available to facilitate your event.
- The City of Las Vegas will not be responsible for any loss or damage to equipment or personal property of the Rental Client or its employees, agents or guests. There are no facilities for storage. The City will not be responsible for any property left at the completion of the event.

All use of the venue must be kept within the approved schedule. Early arrival or late departure will result in overtime charges. The amphitheatre is required to be secured no later than midnight unless approved at least 2 weeks in advance, no exceptions.

During the Permit period, if the Renter has booked multiple days, the City retains the right to book other events at times which do not conflict with Renter's scheduled/approved use. Therefore, the space must be clear and accessible at all times other than during your scheduled use.

- **Permits:** Depending on the nature of the rental, it may be necessary to obtain a temporary event permit, and/or other associated permissions from the City of Las Vegas. If there is to be alcohol at the event a permit is absolutely necessary. Please note that obtaining this permit can take several weeks. All applicable permits and licenses are obtained at the Rental Client's expense.
- **Liability Insurance:** A certificate of liability insurance must be obtained in the amount of \$1,000,000 general liability and \$2,000,000 aggregate covering any injury or damage to person or property resulting from the use of the rented premises for the corresponding dates of the rental event. The City of Las Vegas shall be named as an additional insured party under such insurance coverage, and the Rental Client shall provide the facility representative with a certificate two (2) weeks prior to event. Rental event cannot proceed without proof of insurance.

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- **Alcoholic Beverages:** Alcoholic beverages are not allowed unless approval is obtained prior to the event, additional insurance and security staff is required at Renter's expense if Alcohol permit is granted.
- **Concessions/Catering/Vendors:** Properly licensed caterers, vendors and exhibitors may be used at the Sammy Davis Jr. Festival Plaza.
- **Payments and Deposits:**
 - Ten percent deposit of total booking fee is required to hold the date.
 - Refundable security/cleaning deposit equal to 50 percent of the booking fee is required.
 - All payments are due no later than 14 days prior to rental date.
 - Staffing fees will apply for rentals outside regular facility operational hour.
- **Security:** Based on the proposed activity, the Rental Client may be required to provide security services at their own expense. Security is required if event has alcohol.
- **Post event inspection:** Upon completion of the event, Rental Client is responsible for restoring facility to its original condition. This includes packing up all tables and chairs and any other equipment that was used. Once facility is restored, the renter and a facility staff member will perform a post event inspection to ensure that the facility is in the same condition at the completion of the event that it was in before the event.

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Renters are responsible for providing their own technical personnel, who must be approved by the CLV Technical Director.

The Renter must provide/hire all needed stage technicians. These persons must be qualified for their positions. Positions to be filled may include: Lighting, Sound, Follow-spot and Stage Monitor, Stage Crew, Stage Manager, Costumers, Make-up and Load in/out crew. These positions are only examples. Please inquire if you may require more people based on your specific production. No one under the age of 18 may operate any City of Las Vegas equipment.

To help ensure public safety the City of Las Vegas reserves the right to require you to provide a certain minimum number of persons for your event or replace any member of your staff/crew who is not qualified for their position or exhibits unsafe work habits.

You will need to provide at least three (3) crew persons for your event: One person to operate lighting console, one person to operate audio and one person backstage.

Amenities

- 56'x28' stage with a suspended wood floor
- Dressing rooms
- Greenroom
- Kitchen
- Lawn and patio seating
- No fly system. Dead hung; nothing can be hung from electric pipes.
- 1 green room used for artists to relax prior to performance. This is also used as additional dressing room space for productions with large casts.
- 2 dressing rooms to prepare for show. Each room contains restroom, shower, counter tops, mirror, make-up lighting and sinks.
- Concession area has three walk-up windows for patrons.
- In-house lighting and sound system provides for the basic needs of each performance.
- Public Restrooms are located on the back of the plaza.

The amphitheatre is available for rental. Call (702) 229-6385 for information.

Contact Information

in Lorenzi Park

770 Twin Lakes Drive

Las Vegas, NV 89107

Phone: (702) 229-6385

CREW LABOR

- The CLV/Sammy Davis Jr. Festival Plaza schedules a Senior Stage Technician to oversee your use of the plaza as well as help ensure general safety and familiarize your staff and crew with our equipment and the facility. Please allow for this training time in your set-up and load-in schedule. For safety/emergency and conflict of interest reasons, the City of Las Vegas Technical Supervisor/ Senior Stage Technician CANNOT be used for any of your event labor responsibilities at any time.
- There is no CLV/Sammy Davis Jr. Festival Plaza in-house labor crew. All production staff for all events is provided directly by you (the Renter) or arranged through an independent production labor agency. We cannot provide any labor on your behalf.
- To help ensure that the basic needs of your event are met, please contact us at least 30 to 60 days in advance of your event to confirm your labor situation.
- We can advise or assist you with scheduling persons for the lighting, sound or general labor needs of your event, but we cannot provide them for you. No preliminary testing, preparations or setup for your event can take place without your scheduled labor staff/crew persons. You are directly responsible for all labor and production/technical staff fees.
- The City of Las Vegas reserves the right to require you to provide a certain minimum number of persons for your event or replace any member of your staff/crew who is not qualified for their position or exhibits unsafe work habits.
- It is the Renter's responsibility to initiate communication well ahead of performance dates to help avoid last minute staffing complications
- The CLV/Sammy Davis Jr. Festival Plaza does NOT provide anyone for set-up or operation of any lighting, sound or other equipment for your event. Load-out/restore/clean-up labor is also required but not provided.
- The CLV/Sammy Davis Jr. Festival Plaza reserves the right to approve all personnel/crew for events and will not allow event to continue if adequate personnel and safety measures are not maintained.
- The CLV Technical Supervisor has final authority over Renter's technical crew, personnel and any equipment within the amphitheatre.

LIFTS / LADDERS ACCESS EQUIPMENT

- The Renter must provide all access equipment: Scissor lift or ladders. All safety procedures must be followed. The crew must be trained on the proper use of the lift and or ladder. No A-frame extension may be used at any time.
- When working on lifts or ladders, the stage must be blocked off with safety cones or tape with no access to anyone except the technicians working on stage. Hard hat, reflective vest, steel toe shoe/boot and safety glasses must be worn when utilizing scissor lift or ladders.

CREW SAFETY REQUIREMENT

- Hard hat less than five years old, type 1 class E must meet ANSI code.
- Steel toe shoe/boot are required for everyone working on stage at any time.
- Safety glasses/goggles.
- Reflective safety vest rated Class 2 or 3.
- Safety tape /Yellow Barrier Tape Caution

TECHNICAL REQUIREMENTS

- The technical needs of your event should be reviewed by the CLV Technical Supervisor in advance. It is your responsibility to obtain (tentative) approval far enough in advance to allow for corrective measures or administrative process.
- The Renter will pay for all expenses resulting from changes or damages to any aspect of Sammy Davis Jr. Festival Plaza. If alterations to the existing stage lighting are made, it is the responsibility of Renter to restore lighting to the original location and operation to the satisfaction of the CLV Technical Supervisor. Failure to restore will result in a **MINIMUM \$1000** charge.
- The CLV Technical Supervisor will have final authority over the audio levels during the actual performance/event.

TECHNICAL RESTRICTIONS

- The Sammy Davis Jr. Festival Plaza has no shop space. There are no facilities for storage of scenery other than the main stage area. Scenery construction (sawing, painting, welding, etc.) is NOT permitted on the stage. Tools and materials for assembling scenery are the sole responsibility of the Renter, including theft and security. The CLV/Sammy Davis Jr. Festival Plaza is NOT responsible for any loss or damage. None of your scenery/props/costumes, etc. may be left at Sammy Davis Jr. Festival Plaza after your final performance.
- Nailing, stapling, and screwing into the stage floor is not permitted. Scenery must be self supporting.
- **All Special Effects are Prohibited.** Including but not limited to: incense, candles, open flame, smoke, fog, strobe lights, confetti, functional & non-functional guns or weapons of any type.

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- The City may refuse to allow a proposed special effect or condition if it violates the law or presents a risk which is unacceptable to the City. The CLV/Sammy Davis Jr. Festival Plaza may require the Renter to provide insurance coverage in addition to the usual insurance required with this contract.
- Safety requirements during the actual performance will supersede prior tentative approval, which can be cancelled at any time.
ANY FAILURE TO COMPLY WITH CLV/ SAMMY DAVIS JR FESTIVAL PLAZA RULES WHEN REQUIRED MAY RESULT IN CANCELLATION OF YOUR EVENT.
- Consult the CLV Technical Supervisor before decorating, taping or hanging anything on stage , walls or electric battens.
- No taping on stage or walls unless pre-approved. You must supply your own tape for spiking, dressing cable, etc. No masking or duct tape allowed. Blue painters tape is allowed. Renter is responsible for removal of all tape.
- Leave the stage clean and in the same condition it was in prior to load in. This includes cleaning, sweeping and mopping during your scheduled load-out time.
- Video cameras, sound recorders and TV/radio broadcasting equipment may be used in the amphitheatre only if the Renter and Facility Managers have agreed in advance and in writing. The CLV/Sammy Davis Jr. Festival Plaza does NOT provide any of these services. Advance approval is required for: TV news crews, or any recording/photo/publicity sessions; before, during or after a rehearsal or performance. Written approval is required to maintain schedules, insure public safety and prevent any disruption of the performance. Overtime fees will apply.
- NO LIQUIDS OTHER THAN WATER/FOODS ALLOWED ON STAGE. No chewing gum on stage. Any infractions will result in extra cleaning fees not to exceed \$500.

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- Renter must provide experienced personnel to operate.

STAGE POWER –

Sound –

- CLV will require one (1) XLR feed from audio console for assisted listening device.

Lighting: - As Is use of in-house lighting plot. No Charge

Use of existing stage lighting

- **\$500.00 –To Install Independent Lighting Plot –**
Renter may alter current lighting plot.
Failure to restore In-house light plot will result in a **minimum \$1000** charge.
Light plot to be submitted to Tech Dir. for approval.
- **Special Effects** are prohibited.

LIFTS/LADDERS ACCESS EQUIPMENT:

- The Renter must provide all access equipment: Scissor lift or ladders. All safety procedures must be followed. The crew must be trained on the proper use of the lift and or ladder. No A-frame extension may be used at any time.
- When working on lifts or ladders, the stage must be blocked off with safety cones or tape with no access to anyone except the technicians working on stage. Hard hat, reflective vest, steel toe shoe/boot and safety glasses must be worn when utilizing scissor lift or ladders.

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- The CLV/Sammy Davis Jr. Festival Plaza will not be responsible for any loss or damage to equipment or personal property of the Renter or its employees, agents or guests. There are no facilities for storage. The City of Las Vegas will not be responsible for any property left during or upon completion of an event.
- As required by Nevada Revised Statute, smoking is **NOT ALLOWED** in any part of the facility at any time, or within 25 ft. of the amphitheatre. Possession or consumption of controlled or illegal substances is also prohibited.
- **ABSOLUTELY** no running or jumping on stage unless it's part of the performance. Shoes with covered/closed toes are required for all your on-stage and backstage staff and performers, except for performance costume during the performance.
- It is the responsibility of the Renter to supervise their staff and performers' activities, conduct and location in the plaza.
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- Persons who are not your: Performers, Staff or Crew may **NOT** attend set-up, rehearsals or load-out.

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- Performers under the age of 18 are not allowed to be in the amphitheatre by themselves. Assign at least one person (your head chaperone, Stage Manager, etc.) to be the first person here and the last to leave. This person should have a list of all parent and child performer cell phone numbers, and any notes about who is riding with whom. Please also consider that a child may not be allowed to ride with or be picked up by some persons. Example: non-custodial parent.
- Children under 16 years of age are ONLY allowed in the amphitheatre if they are a performer with adequate supervision, or an audience member during performances with a ticket. CLV/Sammy Davis Jr. Festival Plaza reserves the right to delay your use of the facility.
- Adequate adult supervision is required for all young performers. Two chaperones are a minimum. A ratio of one adult for ten young performers is suggested. CLV management reserves the right to require additional chaperones as deemed necessary.
- The Sammy Davis Jr. Festival Plaza will not be used until the Renter or their Authorized Representative is present.
- All use of the plaza must be kept within the approved schedule. Early arrival or late departure will result in overtime charges. The Sammy Davis Jr. Festival Plaza is required to be secured no later than midnight no exceptions.
- During the Permit period, if the Renter has booked multiple days, the City retains the right to book other events in the amphitheatre which do not conflict with Renter's scheduled/approved use. Therefore, the stage must be clear and accessible at all times other than during your scheduled use.

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- Maximum Sammy Davis Jr. Festival Plaza occupancy is 1000 persons. If Performers will be sitting in the audience area at any time during a performance, they must have a ticket for their seat. "Standing Room" admission is NOT allowed at any time.
- Aisles, stairs, ramps, and exits may not be blocked by wheelchairs, physical aids or any other equipment. This includes video, sound and lighting.
- Audience members are NOT allowed backstage at any time.

Front of House / Lobby Personnel:

- The Renter must supply their own ticket seller who must arrive 1 ½ hrs. before show time. The person must be a minimum of 18 years old. Tickets go on sale one (1) hour before the show. Ticket seller must remain in booth until 30 min. into the show, or the show is SOLD OUT.
- The Renter must supply at least one (1) Ticket Taker and four (4) Ushers. These personnel must be present one hour before show time in order to learn their duties and must be a minimum of 16 years old. Ushers must remain on duty until after intermission or 45min into show.
- The above personnel requirements are not negotiable. If the Renter does not provide sufficient personnel, the Facility Manager may require the Renter to pay for additional personnel obtained to perform the duties needed. CLV/Sammy Davis Jr. Festival Plaza reserves the right to postpone or cancel a performance if proper personnel are not available and ON TIME.
- Your FOH staff may sit in the auditorium during Performances ONLY if they have a ticket for their seat. No standing room admission allowed.
- The CLV/Sammy Davis Jr. Festival Plaza Facility Manager has final authority over all Front of House personnel.

Sammy Davis Jr. Festival Plaza Rules & Safety Guidelines

- **Permitted Items:** Plastic bottles of water or non-alcoholic beverages, blankets and animals assisting disabled are allowed.
- **Prohibited items:** For the comfort and safety of everyone, glass bottles, cans, weapons, laser pointers, chairs, bicycles, skateboards, rollerblades, scooters, illegal drugs, pets, umbrellas and any items deemed inappropriate by management are prohibited from entering the plaza.
- **Other Rules:** Smoking is only permitted in designated area.

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- Persons who are not your Performers, Staff or Crew may NOT attend set-up, rehearsals or load-out. All performers, backstage staff and crew must use the Stage Door to access the theatre. A stage door monitor person (provided by the Renter) will have a list containing names of all your performers, staff and crew. This person must stay by the stage door whenever it is unlocked or in use, and only allow access to the persons on the list.
- Performers should not arrive before your scheduled time as there will not be anyone to let them in. Performers must also leave or be picked up on time. A back-up plan should be in place if someone's ride is late. Carpooling is highly recommended.
- The men's and women's dressing rooms are off of the green room.
- Performers under the age of 18 are not allowed to be in the amphitheatre area by themselves. Assign at least one (1) person (your head chaperone, Stage Manager, etc.) to be the first person here and the last to leave. This person should have a list of all parent and child performer cell phone numbers, and any notes about who is riding with whom. Please also consider that a child may not be allowed to ride with or be picked up by some persons. Example: non-custodial parent.
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