Veterans Memorial Theatre

Registration Guide

Phone: 530-747-5862

Address: 277 E 14th Street, Davis, CA 95616

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1. Facility Overview

The **Veterans Memorial Theatre** (VMT) is a proscenium theater located near Davis Community Park and is run by the City of Davis Arts & Cultural Affairs Program. The VMT serves as a venue for performing and visual arts, cultural events and other community offerings.

Facility Information

Audience: Raked auditorium, with 325 seats including eight ADA wheelchair seats.

Lobby Area: *(Capacity 100)*

- Box office
- Bathroom occupancy of 17
- Concessions area with refrigerator
- 75‘ of gallery wall space
- *1629 sq ft in total size*

Backstage Area: *(Capacity 76)*

- **Dressing Rooms**: Two dressing rooms with sink, mirrors, and costume racks.
    - *Capacity: 8, 72 sq ft and 84 sq ft*
- **Green Room/Rehearsal Room**: 25’ x 38’ space with rehearsal piano, sinks, and video monitor.
    - *Capacity: 49, 1020 sq ft*
    - *Room can be divided*
- **Hallway**: Access to dressing rooms, stage, green room
    - *Capacity: 19 (seated), 570 sq ft*
- **Bathrooms**: Three restrooms with a total occupancy of 4.

Amenities:

- Street side marquee and outdoor display case.
- Additional chairs, folding tables, sandwich boards, and easels available on request.
- Audience assisted listening devices.

Technical Information

Stage:

- **Onstage**: Proscenium Stage (36'W x 23'L x 20'H). Additional rounded stage apron extension (36'w x 14'L) or automated orchestra pit (36'W x 6' L)
- **Offstage**: 6' upstage cross over space and 8'-10' of wing space. 8'x16' ground level loading dock door
- **Curtains:** Main Drape Traveler, Mid-stage and up-stage traveler curtain. Two Legs, Four Borders, and up-stage cyc.
- **Fly System**: 13 line sets, with half height out trim.

Lighting:

- **Lighting Board:** ETC ION
- **Rep-plot:** Warm/Cool Front wash, 6 color Side Light, LED Color Zoom Top Lighting, LED Color Cyc Wash, and 10-12 channels of specials and break ups
- **Spots**: 2 catwalk spot light positions
- Booth control of work and house lighting

Sound:

- **Sound Board:** Midas M32 Live
- **Wireless Mics:** 2 Shure BLX Handhelds, 2 Shure BLX Headset/Lapel Packs
- **Wired Mics**: 6 Shure SM58 Handhelds, 6 Shure SM57 Instrument
- **Playback:** 1/8' audio connector to laptop or I-phone. 2 Disk CD Player
- **Snake:** 24 Channel offstage snake

Video/Monitors:

- Epson (EB-PU1008B) 3LCD Laser 4k projector with VGA and HDMI computer adapters.
- Proscenium retractable projection screen 16w'x10'h
- Upstage Cyc, can serve as a larger projection surface.
- Lobby and Green room video monitors.
- Lobby and Backstage audio monitors.

The following additional technical information is available on the City of Davis website or upon request:

- Ground Plan and Section View drafting
- Seating Chart
- Instrument Schedule
- Magic Sheet
- Detailed Inventory

2. Reservation Information

Point of Contact:

All rental inquiries should be referred to the theatre staff email or phone before reservations can be submitted to the Registration Desk.

Theatre Staff Email	*VMT@cityofdavis.org*
Office Phone	*(530) 747-5862*

General Information:

Facility Rental Applications must be submitted to VMT Staff who will approve and forward them on to Parks and Community Services registration. A completed application, along with a refundable cleaning/damage deposit, is required to reserve a facility. Facility rental applications are accepted a minimum of 14 days in advance, and a maximum of 18 months in advance. Applicants should know the date and times of their event, including time for setup and clean-up. If times are uncertain due to advanced reservation, overestimate to be safe - applicants can adjust reservations up to 30 days in advance.

Hours of Operation:

Normal Theatre hours of operation are from 8:00 a.m. through 12:00 a.m. Monday through Sunday. Any use of the space outside of these hours must have prior approval from the Theatre Manager and may be subject to additional charges.

The Theatre will be **closed** and unavailable for rental or use on the following holidays:

- New Year's Day
- Independence Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

Office hours vary depending on our event schedule, but can be made by appointment.

Fees and Financial Assistance:

Fees:
Follow this link for current rental fees for the Veterans Memorial Theatre.
Veterans Memorial Theatre Rental Fees

Fees must be paid in full prior to the date of the rental, with the exception of ongoing or long term rentals which can be paid on a monthly basis. All prior balances from past events must be paid in full before new event reservations can be made.

Fees are determined by City Council and are subject to a yearly review and change on July 1st. Rate quotes are based on the date of reservation, but may change based on the actual event date.

Financial Assistance:
Qualifying organizations and individuals can apply for financial assistance to help cover rental costs through the Arts & Cultural Affairs Fund. For information, please visit the City of Davis Arts & Culture Page.

User Groups Classification:

Fees are based on which user group classification you or your organization qualify as based on the following categories:

Non-Residents: All individuals or organizations who reside outside of Davis or whose primary activities and business are conducted outside of Davis.

Residents: Any individual whose primary residence is in Davis. Any group whose membership is made up of at least 50% of Davis residents or primarily conducts business inside of Davis.

Community Group: Groups must have 501(c3) non-profit status in the State of California, be affiliated with or fiscally sponsored by a regional or national 501(c3) non-profit, or be a recognized student organization with the University of California Davis. Membership or participation in the organization must be open to the general public. Groups must also qualify as residents of the City of Davis.

If you are a first time renting community group you must complete the **Community Group Self-Determination Application** (Link to Form) in order to verify your qualifications.

Co-Sponsored: In order to qualify for this classification your organization or event would need to be part of a city sponsored program or initiative. This

includes the City's Community Arts Grant and Arts and Cultural Affairs Fund recipients or qualifying community groups with MOU agreements with the city.

For more information about any of these classifications, please ask during your consultation.

Rental Staffing:

The Veterans Memorial Theatre provides, as part of the base rental rate, one on-site Technical Liaison for the entirety of the rental and one Front of House Liaison during time of public performance. Additional staffing may be required at an additional cost depending on the needs and technical requirements of the event.

Exceptions to our staffing policies may apply for long-term or multi week rentals.

Renters are responsible for ensuring their events are properly staffed both backstage and in the front of the house. Proper staffing should be agreed upon by the renter and the Theatre Staff prior to the first day of the rental.

Additional information about staffing can be found in the Theatre Use Guidelines.

3. Registration Process

Reservations:

1. **Consultation:** Before a reservation can be made, potential renters should schedule a consultation with VMT staff via site visit or virtual conference*.* Event plans, staffing and technical needs will be discussed in order to determine the amount of time, space, and staffing needed for your event. We will also confirm the availability of your desired rental dates, and provide an initial quote. Consultations are usually 30 - 45 minutes long.

2. **Facility Use Application**:
   After consultations, renters should fill out an Application Form and submit it to VMT Staff. Staff will then send this form, along with approval, to the Parks & Community Services Department registration desk.

   Registration@cityofdavis.org
   Phone: (530) 757-5626 option 2
   Hours: M-F, 8:00-4:00 pm

   Please note that requested dates and times must be specified on the application. Blanket reservations dates and times will not be accepted. Please specify which areas of the Theater you intend to rent (Lobby, Theatre, Green Room, etc.) and if you require additional staffing. Information on the application must match that given in the fee quote.

3. **Reservation Confirmation:** Once Registration has processed your form they will contact you with an invoice and request the deposit in order to secure your reservation. You can pay over the phone, online, in person, or by mailing a check.
   City of Davis
   Atten: Registration Desk
   23 Russell Blvd.
   Davis, CA 95616

4. **VMT Technical Follow Up:** One to two weeks prior to your event, VMT staff will contact you to review any final technical details going into the day of your event.

Payment and Insurance Requirements

1. **Deposit Payment:** A refundable deposit payment will be included in your rental quote.

2. **Full Payment:** The full outstanding balance must be paid to the registration desk a full **30 days prior** to your first day of rental.

3. **Insurance**: All rentals will require **Commercial General Liability Insurance.** The City is not responsible for damage or claims for personal injury or death, or claims for damage or loss of property incurred in any city facility.

   Insurance must be submitted to VMT Staff **14 days prior** to the first day of your rental.

   Requirements:
   - **The Certificate Holder** must include: **City of Davis, its agents, directors, employees and volunteers/ 23 Russell Blvd. / Davis, CA 95616.**
   - **The Endorsement Page** should list the **City of Davis, its agents, directors, employees, and volunteers**.
   - The name of the individual or organization from the rental application must match the name on the certificate of insurance.
   - The Certificate must specify date and location of event: *Veterans Memorial Theatre, 277 E 14th St, Davis, CA 95616*
   - The minimum limits for each liability coverage **per occurrence: $2,000,000**.
   - All events/rentals that include the consumption of alcohol must include additional **Liquor Liability** coverage.

   Renters can purchase their own insurance or amend an existing policy. Rentals must meet all insurance criteria and be received and approved by the city prior to the first day of rental.

   Registration@cityofdavis.org
   Phone: (530) 757-5626 option 2
   Hours: M-F, 8:00-4:00 pm

Booking at the VMT and VMC:

In cases where a renter would like to reserve space in addition to the theater, the Veterans Memorial Center (VMC) has a multi-purpose room, club room, courtyard and game room available for rent. Often our renters use these spaces to supplement backstage space for events with large numbers of performers or if the theatre is used in addition to other event activities.

Please note the use of the courtyard is not included with the rental for the theater and cannot be rented on its own. It must be rented in conjunction with the VMC Club Room, MPR or the Theater.

If looking to make a reservation at both spaces, please let theatre staff know so we can coordinate with the VMC.

Rental rates for the Veterans Memorial Center can be found on the Parks and Community Services web page.

Special Consideration, Permits, and City Services:

It is the responsibility of the renters to obtain any permits and services related to their event required by the City of Davis, Yolo County, or the State of California. Renters and their vendors are responsible for providing proof of all applicable permits, licenses, and credentials on the day of their event.

Below are specific requirements and applicable links related to common event considerations.

Alcohol Permits:

In order to serve beer, wine, or liquor at your event you must apply for a license with the state Alcohol and Beverage Control. (916) 419-1319 / Sacramento@abc.ca.gov

- License applications may require the signature and approval from the Davis Police Department and the VMT Theater Manager.
- ABC permits must be submitted to VMT Staff **14 days** prior to the first day of your rental.
- Anytime alcohol is served during an event, the renter must be additionally insured for it.

License Types:

a. **Daily Licenses**: Qualifying organizations may apply for a Daily License which is good for one day or multiple consecutive days. You may need multiple applications for longer term rentals. Link to Form
b. **Caterer License:** If you are having your alcohol catered at your event (no sales) it is the responsibility of the renter to ensure their caterer is licensed and has documentation on hand for the event. Link to Form
c. **Large Events:** If you are renting the VMT or VMC as part of a larger outdoor event outside of the immediate property you may need to obtain an Event Authorization and permit instead of a daily license. Link to Form

4. Reservation Policies

Theatre Use Guidelines:

All renting groups agree to abide by the ***Theatre Use Guidelines***. Current guidelines can be found on our website.

Rescheduling:

If you need to reschedule the times or dates of your event please make a request in writing to the Theatre Manager 14 days prior to your originally scheduled booking. Changes to schedule are at the discretion of the Theatre Manager and subject to availability of the space and staff.

Cancellations:

1. **City Cancellations**

The City may cancel the event(s) described herein if, in the City's sole discretion, circumstances beyond its control, including but not limited to, acts of the government, earthquakes, epidemics, fires, floods, unusual weather conditions or other casualty, public safety, power shut-offs or riots that necessitate such a cancellation. The City shall provide notice of cancellation under this provision as soon as is practicable and will provide a refund of any costs, if applicable. Additionally, the City may cancel your rental if any of the following occurs:

- The application is found to contain false or misleading information.
- The proposed use would be detrimental to the health, safety, general welfare, or efficient operation of the City facility. Including failure to comply with maximum capacity limits.

- An individual, group, member, or guest willfully or through gross negligence, mistreats the staff, equipment, facility, or violates state or local ordinance.
- The applicant fails to make rental payment/s or obtain permits or insurance by required due dates.
- The applicant defaults on or has not completed all conditions and requirements for use of the facility.

2. Renter Cancellations

- If the renter wishes to cancel their reservation, a written notice must be received by the City 90 days or more in advance of the first scheduled date of use. In this case, no charges will be incurred.
- Notice of the Organization's desire to cancel a reservation must be received in writing from the Organization or Person , whose name appears on the contract.
- Cancellations received less than 90 days in advance of the first scheduled date of use shall be subject to forfeiture of security deposit. Cancellations received less than 30 days in advance of the first scheduled date of use shall be subject to payment of the entire rental amount.

Deposit Refunds:

At the conclusion of the event, the Cleaning/Damage Deposit will be refunded after the Theatre Manager or Production Coordinator has performed a full Theatre Use Evaluation and there are no outstanding fees for additional rental time, damaged/lost equipment, or repairs to the facility.

The City of Davis refunds deposits by the method in which the payment was received.

i. Allow 1 to 3 weeks for cash or check deposit refunds.
ii. Refund checks are payable to the name of person or group as noted on the application.
iii. Credit card deposits will be refunded to the same credit card used by the applicant.
iv. Credit card refunds will be processed within a week after the Theatre Coordinator performs a full Theatre Use Evaluation.