

GRANADA

Santa Barbara Center for the Performing Arts

1214 State Street, Santa Barbara, California 93101 (venue)

1330 State St., Suite 101, Santa Barbara, California 93101 (offices)

General Info: 805.899.3000

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BOOKING CONTACT: Peter Frisch, Executive Director

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BOX OFFICE MANAGER: Elizabeth Carlock

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Venue Licensing Information

Thank you for your interest in leasing The Granada for your upcoming event. The staff at the Granada is dedicated to making every effort to ensure the success of each event held here. This packet is designed to give you the information you need to successfully book and plan an event at our venue.

The historic *Granada Theatre*, located in the heart of downtown Santa Barbara, is a **1,551** seat multi-use facility. The Granada offers a beautifully restored auditorium and Founders room, technically superior performance space, and up to date support areas. The Granada's stage will easily accommodate large or small performing ensembles, film screenings, concerts, conferences and other special events.

Directions: Easily accessible from US 101, exit at CARRILLO St. and go toward downtown Santa Barbara on W. CARRILLO (5 blocks), then left on STATE St., continue to 1214 STATE St. To access Granada Parking Garage, continue to VICTORIA St and turn right (one block) and then right onto ANACAPA St. (1/2 block) and into the parking garage entrance.

FACILITY LICENSE RESERVATION STEPS

1. **Availability.** Check with Executive Director on date availability and appropriateness of event.
2. **Contract.** Confirm date(s), time(s), and other pertinent information to Operations Coordinator to create Facility License Agreement.
3. **Execution.** When approved, two copies of the Facility License Agreement (A binding legal document required for each event) will be sent to the User for the User's signature. Return BOTH COPIES along with the Facility License Fee payment not more than ten (10) calendar days after its receipt, or no later than thirty (30) days prior to event, whichever comes first. All fees must be paid by the User or the User Group specifically identified in the Facility License Agreement. *If the Contract and Facility License Fee are not received within the required time period, the event may be cancelled.*
4. **Box Office.** After the Facility License Fee has been paid, the User may submit the Ticket Order Form to have their tickets printed and/or placed on sale and the event information will be included on the Granada website and other collateral material.
5. **Production Conference.** A Production conference will be scheduled with the User and User's company/production team to evaluate production needs and discuss all aspects of the event; lobby/front of house activities, sound/lighting/stage/equipment needs, production schedule, etc. The number of personnel required is determined by Granada management based on the specific needs of each individual event.
6. **Technical Costs.** A Cost Estimate based on the information provided in the Production Conference covering estimated labor, equipment use, expendables, standard and other costs will be submitted to the User. This estimate is for budgeting assistance and not an invoice. Actual technical costs are paid at box office settlement. If there are insufficient funds from box office receipts to cover estimated technical costs and rental fees one week before the performance date(s), then payment of estimated costs is due at that time.
7. **Insurance.** Provide a Certificate of Insurance indicating Comprehensive General Liability and Worker's Compensation Insurance with a combined single limit of not less than \$2,000,000.00 no later than 30 days before the event.
8. **Day of.** Load-in/Event day(s): Arrive at the Granada at the pre-scheduled time for a successful event.
9. **Final Cost.** Within five working days after the event, a final accounting is prepared reflecting the *actual costs*. The User will be presented with available documented facility expenses to include, but not be limited to: rental balance, ticketing expenses, labor expenses, equipment rental, taxes, and parking expenses. The User is responsible for settling all outstanding expenses.

FACILITY LICENSE FEE

The Facility License Fee is a base rate that pays for the use of the facility, along with basic lighting and sound equipment, including:

- General PA speaker system
- 2 microphones and stands
- 48 channel digital sound mixing console
- CD/MP3/WAV audio playback/region-free DVD
- The repertory lighting plot.

The Granada Founders Room is available for reception after an event. Rates are: Non-Profit -- \$175/hr. Commercial -- \$275/hr. The Founders Room must remain completely accessible to the public one hour before performance time and during intermission for concessions. Please see Founders Room Rental Guidelines for more details.

Performance Hall Rates

ORGANIZATION/EVENT TYPE	FACILITY LICENSE FEE Friday - Sunday	FACILITY LICENSE FEE Monday-Thursday
Local Non Profit Organizations w/ 501c(3) form)	\$2300	\$1650
Commercial Organizations	\$3750	\$2750
Second Performance, Same Day	50%	50%
Load In/Rehearsal/Tech Day	50%	50%
Film/Video (commercial/private)	By negotiation	By negotiation

The rental rates are based on the following definition of a rental day: A rental day is from 8:00 a.m. until 12 midnight. Any additional hours used between 12 midnight and 8:00 a.m. will be charged at an additional rate of \$50.00 per hour for the rental of the theatre only. Overtime rates for personnel etc. are listed on the Production Crew Rate Schedule.

The Facility License Fee does not include labor fees, additional equipment fees, ticketing fees or any other charges the event may incur. These additional fees are estimated after the Production Meeting is held.

DEPOSIT INFORMATION

A non-refundable deposit will be required to confirm a reservation. Standard arrangements are:

- Upon contract signature 25% of total estimated rental and first-time non-resident users pay a \$500 refundable security deposit.
- Balance is due at settlement.

If tickets are not to be sold for the scheduled event or if box office funds are insufficient to cover estimated costs one week before event, a deposit payment of all estimated costs in advance is required. If a scheduled date is cancelled less than 30 days before performance, refund of deposit will not be made.

FRONT OF HOUSE STAFF

During any use of the facility, the Granada shall be under the supervision of authorized Granada staff. The Granada employs professional technical and front-of-house personnel. All Front of House staff will be provided by the Granada for the nominal flat fee of \$100 per performance.

- **Number of House Staff:** Any public occupancy of the facility requires a House Manager. Each event is staffed by one House Manager and up to 40 Ushers. For large rehearsals or for “open” rehearsals where guests are invited to attend, a front of house crew must be assigned.

STAGE DOOR ATTENDANT

A minimum of one attendant at \$20.00/person/hour is required at the backstage area from three hours before curtain to one hour after the end of the event. When the event requires additional security or backstage attendants, the Granada reserves the right to determine staffing levels and select a qualified provider. Security expenses will be determined by the local market rate and will be the responsibility of the User.

REHEARSALS

Rehearsal License Fee includes use of stage and support areas. Rehearsal License Fee does not include lobbies and Founders Room space. The Granada reserves the right to rent its Founders Room space to other user’s concurrently with a rehearsal.

A Stage Door Attendant is required to supervise and close the Granada for any rehearsal after 5:30 on weekdays, or anytime on weekends or holidays.

PRODUCTION CREW REQUIREMENTS/INFORMATION

- **Work Rules:** As a renter of The Granada, you are party to the contract between The Granada and Local 442 of the stage hands union (IATSE). It is The Granada Technical Director’s responsibility to implement that contract as it applies to your production. Some of its conditions and explanations of how they apply to you are explained below.
- **Coverage:** The contract applies to all employees working anywhere on the theatre property who are engaged in any form of stagecraft, e.g.: lighting, rigging, sound, carpentry, painting, projections, flies, wardrobe, and truck loading and unloading. The contract does not cover stage managers, designers or assistants so long as they are not engaged in any covered activities.
- **Number of Production Crew Required:** All uses of the Stage require a Technical Director. The number of additional personnel required is determined by Technical Director based on the specific needs of each individual event.
- **Hourly Pay:** Stagehands are paid hourly for all hours worked from the moment the building is made available to you until it is closed when you leave. Stagehands are paid slightly extra for rigging and construction work.
- **Minimum Call:** All Technical Service personnel have a minimum 4 hour call. If more than a 2 hour break is given during a call, another 4 hour minimum begins. There is a 2 hour minimum call after any 1 hour break.
- **Overtime:** Stagehands are paid time and a half for all hours worked under the following conditions: after 8 hours in one day, after 40 hours in one week, between midnight and 8am, after 5 hours without a 1 hour meal break, during the setup for recording or actual recording (audio, video or film) of any activity. Stagehands receive double time the base rate for hours worked over 12 in one day.

- **Holidays:** Stagehands are paid double time for working on any of the following 8 recognized holidays: New Years Eve after 5pm, New Years Day, Easter Sunday, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve after 5pm, and Christmas Day.
- **Meal Breaks:** All production crew members receive a 1 hour meal break after 5 continuous hours of work. *These breaks must be calculated into the events full schedule; from load-in/set up, rehearsal(s), and performance to load-out and house restore.*
- **Call Time Changes:** The Granada requires at least twenty-four hours notice to change call times. The Technical Director will attempt to accommodate any changes with less than 24 hours notice, but the User is required to absorb any additional costs. If a call time is cancelled with less than twenty-four hours notice, the User will be charged a four hour minimum for each employee affected.
- **Rigging:** Persons engaging to perform rigging shall receive twenty-five percent (25%) above the Department Head hourly prevailing rate for hours actually worked while rigging, paid in one (1) hour increments. Riggers must be called when suspending or hanging paraphernalia to be used in a presentation and/or operation of a production from any overhead location by means of chains, cables, ropes or any other method of suspension. Anyone performing rigging tasks will be paid rigging rate, including ground riggers.

PRODUCTION CREW RATES

PAY RATES	09/01/08	09/07/09
Technical Director		
• Hourly Rate (min 4 hours)	\$29.00	\$29.00
• Overtime, Meal Penalty, Commercial Use Rate	\$40.62	\$40.62
Department Head		
• Hourly Rate (min 4 hours)	\$24.08	\$25.04
• Overtime, Meal Penalty, Commercial Use Rate	\$36.12	\$37.56
Stagehand		
• Hourly Rate (min 4 hours)	\$21.27	\$22.12
• Overtime, Meal Penalty, Commercial Use Rate	\$31.90	33.18
Projectionist		
• Hourly Rate (min 4 hours)	\$26.44	\$27.50
• Overtime, Meal Penalty, Commercial Use Rate	\$39.66	\$41.25
Steward		
• Hourly Rate (min 4 hours)	\$26.00	\$27.04
• Overtime, Meal Penalty, Commercial Use Rate	\$39.00	\$40.56
Construction		
• Hourly Rate	\$29.24	\$30.41
• Overtime, Meal Penalty, Commercial Use Rate	\$43.86	\$45.62
Scenic Artist		
• Hourly Rate	\$33.98	\$35.34
• Overtime, Meal Penalty, Commercial Use Rate	\$50.95	\$52.99

Labor Surcharge:

- Health Fund, Annuity, Vacation. = gross wages x 32%
- Payroll processing fee = entire labor bill x 2.5%

ADDITIONAL EQUIPMENT AND CHARGES

The Granada provides the venue and support areas, basic wash lighting, audio playback and 2 wired mics to Users at no cost. Additional equipment is available for an extra charge. The User may rent all other necessary equipment that is not mentioned here through outside vendors or have the Granada arrange such rentals for an additional 10% fee. *A Preliminary Cost Breakdown is included on the last page of this document for easy reference.*

EQUIPMENT

Description	Notes	Day Rate	Week Rate
“Marley-type” Dance Floor		\$100.00	\$150.00
Video RP Projection System	When installed	\$250.00	\$750.00
Followspot		\$75.00(1)/ \$100(2)	\$200(1)/\$250(2)
Piano - 9' Steinway Concert Grand *		\$500.00	\$600.00
* Piano Tuning	Each time moved	market	
Platforms	4'x8' units.	\$10.00	\$30.00

OTHER CHARGES

Description	Notes	Day Rate	Week Rate
Auditorium Cleaning	Per performance.	\$275	NA
Merchandise Sales	Staffed by Presenter	20% of gross	NA
Merchandise Sales	Staffed by Venue	25% of gross	NA

***Standard Charges** will be charged to the User as described above. They will be listed in the Cost Estimate which will be submitted to the User following the Production Conference.*

INSURANCE COVERAGE

The User must provide in full force and effect during Users use of the Granada, insurance indicating Comprehensive General Liability and Workers Compensation Insurance with a combined single limit of not less than \$2,000,000.00 (two million dollars) as well as Fire and Extended Coverage Insurance. A certificate of insurance or copy of insurance certificate shall be submitted to the Granada Operations Coordinator no less than two weeks prior to the load-in date. Insurance must state that the “Santa Barbara Center for the Performing Arts, its employees, officers, and agents” are **included as additional insured**.

Failure to produce the proof of insurance will result in cancellation of the event and forfeiture of any monies already paid.

TICKETING

The **Granada Ticket Office** is the central ticketing center for all events at the Granada. The Granada’s main ticket office is located on the State Street side of the building, and can be reached by calling (805) 899-2222. Its hours of operation for telephone and walk-up sales are Tuesday through Saturday 10:00 AM to 5:30 PM, and Sunday noon to 5:00 PM.

- For purposes of crowd control, tickets are required for all events held at the Granada. The User **must use the Granada Ticket Office to print their tickets**. Only Granada Ticket Office tickets will be accepted for admission to the event.
- A \$1 - \$3 Facility Fee is charged to individual ticket purchasers.
- A \$2 service fee is charged for all phone and internet orders.
- A \$.25 chargeback for each ticket printed is charged to the user.
- User may distribute 50 complimentary tickets without incurring Facility Fee. Comp tickets over this amount are subject to \$1 Facility Fee per ticket.
- Credit Card fees for ticket purchases in person at the box office are charged back to the presenter.

For detailed ticketing policies and fees, please refer to the Box Office Fees document available on our website or by request.

TECHNICAL SPACES AND INFORMATION

All productions must be totally self-contained. The existing lighting *house hang* and a set of masking borders and legs have “home” positions that, in most cases, can be moved to the production’s specifications. Before load-out can be considered complete, the lighting and masking must be restored to their home positions. This work is part of the Facility Use hours & the User is financially responsible for this time.

- **Proscenium:** Variable 40’-50’ wide x 29’-6” high. There is 46’ of stage depth from plaster line to back wall and a fully adjustable orchestra pit that allows for a maximum of 11’ of thrust stage into the house.
- **Stage Floor:** A resilient neoprene sprung flooring with black masonite cover.
- **Orchestra Pit:** Operated by screw jack, the pit platform raises and lowers from basement loading level, to orchestra pit level, to audience level, to extended stage level.. Its front is semi-circular and measures 11’ – 0” at centerline x 36’ – 9”wide. *Use of Orchestra Pit affects seating. Orchestra pit platform must be at audience level for maximum seating. Please make arrangements in advance of ticket sales with Technical Director.*
- **Sound Console:** Yamaha PM1D V2 digital audio console, located at the rear of the house.
- **Lighting Console:** Strand Light-Palette control system with a Vision-net controlled house lighting. The Granada is a dimmer per circuit theatre equipped with Strand C24 dimmers w/ load capacities of 2.4 and 6kw.
- **Dressing Rooms:** The Granada has 10 dressing rooms on 2 floors: 1 “diva” dressing room on the 1st floor located close to the stage. On the basement level; 1 star, 5 principals, 2 chorus dressing rooms, and one conductor dressing room, all easily accessible by stairs or elevator. Each room is equipped with showers and restrooms, and paging speaker. Room assignments are at Users discretion. There is a visiting company manager office and a wardrobe room available on the basement level.
- **Green Room:** The lounge on the basement level, it is equipped with a microwave oven, coffee maker refrigerator, and sink with hot and cold water. The Green Room is equipped with a paging speaker. There is also a large “Musician’s Staging Area” on the basement level.
- **Loading Door:** The loading door/zone is available for loading and unloading of event vehicles ONLY. Trucks will need ramps or lift gates. The stage is below grade and the stage is equipped w/ a 8’x8’ scissor lift,. The door is 10’ wide x 12’ high. Entrance to the loading zone is from Anacapa Street. **Extended parking for large vehicles is not available on site; arrangements can be made with the Operations**

Coordinator for off-site parking. Granada Loading Zone cannot accommodate more than two loading vehicles (including passenger busses) at a time. All vehicles must leave fire lane clear and leave 6 feet of clearance at the end of pedestrian walkway. Please consult with Technical Director and inform all drivers prior to Load-In.

- **Stage Entrance:** All performers and User's personnel may use the Performers' Entrance to enter and exit the facility. It is located off the paseo on the building's north (toward Victoria St.) side.

The following additional information is available upon request.

- Technical specifications
- Labor classifications and policies
- Marketing policies
- Ticketing policies

If you have any questions regarding the enclosed information, or would like to schedule an appointment to see our facilities, please contact our Operations Coordinator, Monday through Friday at (805) 879-3681 ext 110.

GRANADA

Preliminary Cost Breakdown for Presenters

This breakdown of services and charges is preliminary, subject to completion of construction, safety regulations and union negotiations. All facilities, rates and equipment availability are subject to adjustment at any time.

Rent	\$2750 Mon.-Thurs. \$3,750 Fri.-Sun.
Local Non-Profit Rent	\$1,650 Mon.-Thurs. \$2,300 Fri.-Sun.
Gross Receipts Percentage	Not Charged
Programs	Presenter Responsible
Stage Hands	Presenter Responsible
Production Coordination	No Charge
Basic Sound and Lights	No Charge
Wireless Mics	Presenter Responsible
Lamp Burnout During Occupancy	Presenter Responsible
Basic Wings, Velours	No Charge
Orchestra Shell	No Charge
Heat, Air Conditioning	No Charge
Front of House Staff	\$100 Per Performance
Stage Door Attendant	\$20/hr
Concessions	No Charge
Ushers	No Charge
Custodial	\$275 per performance
Facility Fee (customer charge per ticket)	Tickets priced \$20 and over = \$3 Tickets priced up to \$19.99 = \$1
Service Fee (to customer for phone/internet order)	\$2 per ticket
Group Sales Order	\$1 per ticket
Subscriber	\$5 per order
Box Office Chargeback	.25 cents per ticket
Credit Card Fee	4%
Insurance	\$2 million Comp.
ASCAP/BMI	TBD
House Upright Piano	No Charge
House Steinway Grand	\$500 Per Performance
Piano Tuning	Cost (House Tuner)
Artist Hospitality	Presenter Responsible
Uniformed Security	Presenter Responsible (not required)
Follow Spots	\$75/Perf. \$100/Perf. (one/two)
Follow Spots, 3-8 Performances	\$200/\$250 (one/two)
Backstage Phone Line	TBD
Hearing Reinforcement	No Charge
Washer/Dryer	\$10 per day
Merchandise Sales	20% (25% [venue staffed])
Truck Parking	Presenter Cost/ Granada Arrangement
Outside Rentals (through Granada)	Cost plus 10%