

# LITTMAN THEATER

## Facility Use Packet and Facility Use Application

Revision v.8

10-1-2023

## **GENERAL INFORMATION**

Thank you for choosing the Littman Theater for your upcoming event. Please read the following information in its entirety as you will be responsible for the enclosed content..

### **Littman Theater Management**

The Littman Theater is operated by the City of North Miami Beach's Department of Parks and R.E.C. at 17051 NE 19<sup>th</sup> Ave, NMB, FL 33162. Inquiries about the use of the facility should be directed to (305) 787-6005

### **Accommodations for the Disabled**

If you require special accommodations, notify the administrative staff office five working days before show time.

### **Food and Beverages**

Other than bottled water, no food or beverages of any kind may be brought into the theater.

### **Smoking/Restrooms/Telephones**

The Florida Clean Air Indoor Act, Chapter #386, strictly prohibits smoking inside the theater. Restrooms/phones are located in the lobby entrance.

### **Fire/Emergency Exits**

The red exit sign nearest the seat occupied by a patron is the shortest route to the street in the event of fire or other emergency. Please follow the instructions of theater personnel.

### **Personal Property**

The management is not responsible for the personal apparel or property of patrons.

### **Latecomers**

Latecomers will be seated at management's or promoters discretion during appropriate pauses in the program. **Management's policy is to begin performances at the advertised time.**

### **Children And The Theater**

Children must be supervised at all times while in the Theater. Children who are disruptive (running, loud noise, etc.) may be asked to leave the theater along with their guardian.

### **Photographs and Recording**

Cameras and recording devices may be used within the Littman Theater with the express consent of the management or promoters discretion unless otherwise stated. No extension cords may be run in-house.

### **Cell Phones**

Cell phones and paging devices should be silenced during performances.

## USAGE INFORMATION / RATES

### Payment

All estimated rental costs are due one (1) week before the performance date. Payment must be in the form of a bank check, money order, credit card or cash. A no-payment will result in cancellation of the performance without notification and forfeiture of deposit.

### Rental Length

A day's rental is limited to five (5) hours, including performance. A performance is limited to three (3) hours, including intermission. Access to theater is up to two (2) hours prior to the scheduled performance start time. It is the responsibility of the lessee to start performances on time, as the clock begins at requested time.

### Hold Date/Deposit

Bookings can be made up to one (1) calendar year in advance. A deposit of estimated service is required to reserve a date. Any date(s) placed on hold must pay the required deposit within 10 business days (2 weeks) of the date being placed on hold. Failure to remit deposit during this denoted time frame will result in the release of held dates without further notice. A deposit is the full amount of service charges requested.

### Restoration Fee

A restoration fee of \$1.50 per person attending the event will be charged in addition to the basic rental fees. The fee will be determined based on the actual attendance to the event. This fee cannot be waived for complimentary tickets.

### Cancellation / Date Change Fee

There is no cancellation fee deducted from the deposit if the event is cancelled no less than 90 days before the event and a full refund will be given.

A 50% cancellation fee will be deducted from the deposit if the event is cancelled between 31 and 89 days before the event. **There are no refunds on shows cancelled 30 days or less before the event.**

If the APPLICANT chooses, for whatever reason, to change a deposited show date to another date, the above time frames and fees will also be applied, with the remaining deposit monies being applied towards the deposit of the newly scheduled date. The Littman Theater does not guarantee that any specific date will be available in the event of rescheduling.

### Insurance

Lessee is responsible for providing insurance for their event, and is to be received by theater management no less than two (2) weeks before the show date, and must also cover rehearsal dates. Liability is to be at least one million dollars (\$1,000,000.00), and the City must be listed as Additional Insured, as follows:

Additional Insured: City of North Miami Beach  
17051 NE 19th Ave, North Miami Beach, FL 33162

*Usage Information / Rates (Cont.)*

**PERFORMING ARTS THEATER USAGE RATES:**

**Usage Fees\*:** All rates are based on a three-hour performance. After three hours, additional fees are assessed. All events regardless of start time must conclude at 11pm.

Front of house staff included in the usage fee will be available one (1) hour before advertised show time.

*All performances require a minimum of one (1) sound, one (1) light and one (1) stage operator provided by the theater.*

**FOR-PROFIT ORGANIZATIONS:**

Three (3) Hour Performance  
\$2,478.00 plus tax  
Plus \$1.50 per patron attending the event

Consecutive Day Performance  
\$1,813.00 plus tax  
Plus \$1.50 per patron attending the event

Additional Same-Day Performance  
\$990.00 plus tax  
Plus \$1.50 per patron attending the event

Same-Day Technical Rehearsal  
\$528.00 plus tax

Rehearsal / Load-In  
\$1056.00 plus tax

After a three (4) hour performance (from advertised show time to end, including intermission) a \$300.00 per hour  
This fee does not include the fees for technical personnel, services and/or taxes. Ten (10) minutes past the hour will be considered a full half-hour.

After a three (4) hour technical rehearsal a \$300.00 per hour fee is charged. This fee does not include the fees for technical personnel, services and/or taxes.

\* Usage fees include a house manager, two ushers, house sound equipment, house lighting equipment, maintenance and usage of facility. Fees do not include technical personnel, services, insurance and taxes.

\*\* All non-profit organizations must submit proof of a Florida or Federal tax-exempt status, and it must match the business or entity paying for or promoting the event.

**NON-PROFIT\*\* ORGANIZATIONS:**

Three (3) Hour Performance  
\$2,178.00  
Plus \$1.00 per patron attending the event

Consecutive Day Performance  
\$1,260.00  
Plus \$1.00 per patron attending the event

Additional Same-Day Performance  
\$780.00  
Plus \$1.00 per patron attending the event

Same-Day Technical Rehearsal  
\$435.00

Rehearsal / Load-In  
\$660.00

After a three (4) hour performance (from advertised show time to end, including intermission) a \$300.00 per hour fee is charged. This fee does not include the fees for technical personnel, services and/or taxes. Ten (10) minutes past the hour will be considered a full half-hour.

After a three (4) hour technical rehearsal a \$300.00 per hour fee is charged. This fee does not include the fees for technical personnel, services and/or taxes

## ***Usage Information / Rates (Cont.)***

### **Technical Personnel Performance Fees:**

The house fee is based on four (4) hours. One (1) hour before show time, and up to three (3) hours performance time.

Sound Operator (1)	\$200.00
Light Operator (1)	\$200.00
Computer Operator/Projectionist (1)	\$200.00
Stage Technician (1)	\$150.00
Spotlight Operator (includes one spotlight)	\$150.00

*See next page: "Technical Personnel and Service Fees" for additional rates.*

### **Event Requirements and Staffing**

All event requirements must be coordinated with, and approved by, management. The Julius Littman Performing Arts Center will provide, and the Lessee will be charged for, all event-related staffing. Police are required for all performances for a crowd of 100 people or more.

### **Equipment Rental**

Any gear required for a show that is not included within the usage of the Littman Theater may be obtained from an equipment rental company of the Lessee's choosing. Lessee is responsible for notifying management of the Littman Theater of necessary arrangements for the load-in and load-out of such rented gear. Load-in and load-out of such rented gear during times not covered under listed rental time parameters will be subject to additional charges.

### **Concessions and Novelties**

All arrangements for sale of concessions/novelties must be approved by the theater manager.

No open flame is permitted in the preparation of food.

Selling of food and snacks are prohibited

*Other than bottled water, NO food or drinks are allowed within the Littman Theater or in the Lobby.*

### **Glitter/Confetti**

The use of glitter/confetti, etc. is not permitted within the Littman Theater. Unauthorized use of these will result in a \$1000 fine.

### **Additional Rental of the McDonald Center**

If use of the McDonald Center is required for an event in conjunction with usage of the Littman Theater, Lessee must contact the McDonald Center for availability at (305) 948-2972. **Availability of the Littman Theater on a specific date does not guarantee availability of the McDonald Center for the same date.**

## TECHNICAL PERSONNEL AND SERVICE FEES

All the needs for technical personnel must be coordinated with the Julius Littman management prior to any fees or charges.

Events involving more than two (2) microphones or the need for monitors will require at least one (1) sound assistant for a period of no less than four (4) hours.

Events involving changes in the lighting plot, refocusing of lights, etc., will require at least one (1) lighting assistant for a period of no less than four (4) hours. Any cleared lighting bars will incur a \$350 restoration fee.

Lessee must comply with all rules and regulations governing municipal employees. Theater management will advise.

***Time Rule: Ten (10) minutes past the hour will be considered a full hour.***

## TECHNICAL PERSONNEL PERFORMANCE FEES

The **performance fee** is based on four (4) hours. One (1) hour before show time, and up to three (3) hours performance time.

Sound Operator (1)	\$200.00
Light Operator (1)	\$200.00
Computer Operator/Projectionist	\$200.00
Stage Technician	\$150.00
Spotlight Operator (Includes 1 Spot Light)	\$150.00

## PERSONNEL FEES

All personnel are charged by the hour. All calls are based on a four (4) hour minimum. After eight (8) hours all personnel fees will increase to time and a half. Theater technical personnel are required at all times. In the event the Lessee provides their own technical personnel, theater technicians will be scheduled to oversee operations.

### TECHNICAL PERSONNEL HOURLY RATE (After three [3] hour performance):

Sound Technician	\$50.00/hr	Overtime Rate:	\$75.00/hr
Light Technician	\$50.00/hr	Overtime Rate:	\$75.50/hr
Computer Operator/Projectionist	\$50.00/hr	Overtime Rate:	\$75.50/hr
Stage Technician	\$40.00/hr	Overtime Rate:	\$60.00/hr
Spotlight Technician	\$40.00/hr	Overtime Rate:	\$60.00/hr

### FRONT-OF-HOUSE PERSONNEL HOURLY RATE

Ushers/Ticket Takers	\$25.00/hr	Overtime Rate:	\$35.00/hr
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## **TECHNICAL PERSONNEL AND SERVICES FEES**

### **Technical Personnel Hourly Rates (Non-Performance):**

Technical Coordinator	\$75.00/hr
Sound Technician	\$50.00/hr
Lighting Technician	\$50.00/hr
Computer Operator/Projectionist	\$50.00/hr
Stage Technician	\$40.00/hr
Spotlight Technician	\$40.00/hr

### **Other Rental Fees**

Lighting Package (consist of 8 moving spots, 8 moving wash, 6 par RGBAWU)	\$300.00/day
Kawai 509 Grand Piano	\$100.00/day
Petrov 604 Grand Piano	\$100.00/day
Piano Tuning	\$150
Dance Floor (3/8" thickness)	\$300.00
Concession Area	\$150.00
Smoke Machine (Water-based Hazer)	\$100.00/day
Lavalier Wireless Body Mics	\$75.00 each/day
Sony VPLFX 500V 7000 Lumens Projector	\$500.00/day
Desktop Projector	\$200.00/day

## **TECHNICAL SPECIFICATIONS**

### **Sound**

The Theater has an in-house stereo system which includes the following:

Four (4) EAW KF750

Four (4) EAW KF755

Two (2) EAW Sb1000z Subwoofers

### **House EQ**

Klark Teknik programmable equalizer

### **House Mixer**

Soundcraft MH3 Analog board, 48 channels, four stereo inputs, twelve (12) auxiliary sends

### **Control Area**

Located center-house, 52' from the front curtain line

Full control of sound and light is provided at this location

### **Available Monitors**

(6) EAW SM 400

(4) EAW SM 200

We can provide up to eight (8) monitor mixes

### **Miscellaneous Sound Equipment**

(2) TEAC MD-CD1 CD/Minidisc Players

(1) Lexicon PCM91

(3) DBX 160A Compressor/Limiter

(4) Drawmer DS201 Gates

(2) DBX 1046 Quad Compressor/Limiter

(3) DBX 1066 Compressor/Limiter/Gate

(1) TC Electronics D-Two Delay

(2) PCM 91 Digital Reverb

(1) Yamaha SPX 2000 Effects Processor

(1) Lexicon LXP-15 Effects Processor



## TECHNICAL SPECIFICATIONS (cont.)

### Lighting

(2) Colortran ENR 96 Dimmer Racks. Each contains forty-eight (48) 2.4 kW double dimmer modules, for a total of 192 circuits.

Thirty (30) circuits are dedicated to housing lighting; 162 are available for theatrical lighting.

### Our lighting inventory consists of:

#### Colortran

- (31) 15 degree ellipsoidals, 1 kW
- (18) 20 degree ellipsoidals, 1 kW
- (4) 15/35 degree zoom, 1 kW
- (10) 30 degree ellipsoidals, 1 kW
- (14) 40 degree ellipsoidals, 1 kW
- (14) 6ö Fresnels with 8-leaf barn door, 1 kW
- (10) 8ö Fresnels with 8-leaf barn door, 2 kW
- (7) 3-Light Far Cyc (four are used for the cyclorama), 1.5 kW

#### ETC Source Four

- (23) 36 degree ellipsoidals, 575W
- (4) 50 degree ellipsoidals, 575W

#### Altman

- (4) ZipStrip, three circuits 75 watts EYC lamps

#### Spot Lights

- (2) Lycian SuperArc 400

#### Control Console

Jands Vista T4

#### Intelligent Lights

- (8) Rogue R2 Wash by Chauvet
- (8) Rogue R2 Spots by Chauvet
- (6) Par Hex7 RGBAWU by Chauvet

The lighting board is located in the middle of the house, next to the sound control board. Two lighting battens on stage are motorized. The third electric (back lighting) and the fourth electric (cyclorama lights) are dead hung. All instruments and circuits have 20 amp stage pin connectors.

## **TECHNICAL SPECIFICATIONS (cont.)**

### **Intercom**

The North Miami Beach Performing Arts Theater has a wired two-channel Clear-Com MS222 system. The outlets are located as follows:

- Stage Left, back and front
- Stage Right, back and front
- Spotlight locations
- Control Booth and Secondary Control Location
- Catwalk and Side Light Bars

### **Stage**

The stage is trapezoidal, elevated 3' from the ground level, has a proscenium opening of 49' and a depth of 35' from the edge of the stage to the Cyclorama line. The proscenium height is 18'. There is no fly system available. There is a motorized batten 42' in length available in front of the Cyclorama.

### **Loading**

The loading dock leads to the back of the stage, is elevated 3'6" from ground level and has a 7'10" x 7'7" door.

### **Backstage Rooms**

- One 11' x 10' room with mirrors and sink
- One 8' x 13' room with mirrors and sink
- One 13' x 20' (Green Room) This room can be used as a chorus/dressing room, and is equipped with mirrors and make-up ledges.
- One 10' x 12' room with mirrors and can be made available as a dressing room

There are two restrooms backstage.