



RULES AND REGULATIONS FOR USE OF THE EMPRESS THEATRE AND LOUNGE

All users of The Empress Theatre and Lounge must agree to abide by the following rules as set forth by the Board of Directors of the Vallejo Center for the Arts and the Empress Theatre. The Executive Director of the Vallejo Center for the Arts or its Operations Manager shall be responsible for coordinating the schedules of individuals and groups for the use of the facilities and shall approve or deny permission for any person or group wishing to use the venue.

Security Personnel

Renters must provide security for their events. One security officer is required for 150 or fewer attendees, 2 security officers for 151-250 people, 3 security officers for 251-450. The venue will include the cost of security in the rental contract, or the renter may arrange security from our preferred security list.

Hours of Operation

All events must begin no earlier than 9:00am and must end by 10:30pm and the theater must be vacated by midnight.

Opening times for Lounge and Theatre Lobby

The Theatre Lobby and the Lounge open one hour prior to each performance.

Overtime

Renters are allowed a maximum of eight hours per day in the theater at a flat rental rate and up to six hours in the lounge. Overtime will be charged at one and one-half (1 ½) times the hourly rate in half hour increments.

Alcoholic and Non-Alcoholic Beverages

No outside alcoholic or non-alcoholic beverages may be brought into the theater or lounge. Alcoholic beverages can only be served by employees of the lounge and theater. Permission to bring drinks into the theater is at the discretion of theater management.

Smoking

Cigarettes, e-cigarettes, pipes, cigars, and marijuana are not allowed inside the facilities or within 25 feet of any doorway leading into the facilities.

Decoration and Safety

No decorations are allowed on walls, windows, woodwork, or ceiling.

Food

No outside food is allowed in the theater. If food is found in the theater, an additional cleanup fee will be assessed.

Special Effects

The use of the theater's fog or smoke machine is allowed only with advance notice to avoid triggering the fire alarm.

Pet Policy

No animals, with the exception of service dogs, are allowed on the premises.

Damage to Theatre or Lounge

Renters are responsible for any damage caused by their patrons, performers, and support staff.

Concessions and Box Office Buyout

If renters choose to sell their own tickets, there will be an assessed buyout fee for the use of box office of \$150. If renter does not want the concessions stand open, there is a buyout fee of \$150.

Required Deposit

A deposit of \$1,000 is required for all rentals. The deposit will be applied toward the rental fee and any incidental expenses that may be incurred by the renter.

Renters are required to operate under the rules and regulations of the management of the Empress Theatre and Lounge, as stated in this document and as may be amended in the contractual agreement.

The undersigned renter has read and understands this agreement and hereby acknowledges receipt of a copy of the rules and regulations.

Signed: _____ Date: _____

Representing: _____