



DEPARTMENT OF CULTURAL AFFAIRS  
*City of Los Angeles*

## Barnsdall Gallery Theatre

### Permit for Use Application and Booking Packet

4800 Hollywood Boulevard

Los Angeles, CA 90027

Phone: 323.644.6272

Updated: July 2025



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## About the Theatre

The **Barnsdall Gallery Theatre (BGT)** is a 299-seat venue owned and operated by the **City of Los Angeles Department of Cultural Affairs (DCA)**, located in **Barnsdall Art Park**. The theatre supports a wide range of programming including live theatre, dance, music, spoken word, film screenings, lectures, and special events.

## History

In 1927, arts philanthropist **Aline Barnsdall** donated the park to the City of Los Angeles with the condition it remain “a public park... for the enjoyment of the community” and only house arts-related structures. Additional facilities, including the theatre, were constructed in the 1950s and 60s. Today, DCA oversees the cultural programs at Barnsdall Park, while the **Department of Recreation and Parks** maintains the grounds.

The theatre now operates primarily as a **rental venue**. Special presentations or partnerships with DCA are accepted through a formal application process.

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## Rental Information

### How to Apply

Rental requests are processed **on a first-come, first-served basis**. Applications should be submitted **at least 90 days prior** to your desired event date.

### Steps to Rent the Theatre:

1. **Review all rental guidelines.**
  2. **Complete and submit pages 14–18** of the rental packet to:  
✉ [brenda.s.reynolds@lacity.org](mailto:brenda.s.reynolds@lacity.org)  
*Note: Submission does not guarantee approval.*
  3. **Receive a preliminary cost estimate** from BGT staff.
  4. **Production meeting** (if required). Your estimate may be revised based on production needs.
  5. **Secure your rental** by signing a Permit for Use and paying a **non-refundable \$600 deposit** (wire transfer, cashier’s check, or money order payable to the **City of Los Angeles**). Promotions and ticket sales may begin after confirmation.
  6. **Final payment:**
    - One to three-day rentals: full payment due before the rental date.
    - Any outstanding balances are due **15 business days after** your final invoice.
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## Facility Overview

### Rental Includes:

- **Upstairs Lobby** – Main entry, box office.
  - **Downstairs Lobby** – Concessions, restrooms, and event display area.
  - **Auditorium** – 299 seats including 4 ADA seats. Rows AA and A (44 seats total) are removable upon request.
  - **Stage** – 40’ wide x 24’ deep (non-sprung). Limited wing space and backstage crossover.
  - **Backstage Area** – 2 dressing rooms, ADA restroom, refrigerator. No showers.
  - **Reception Areas** – Lobbies available by arrangement.
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# House Policies: Summary

## Backstage & Technical

- A **minimum of 2 BGT staff** is required on-site during all activity.
  - BGT equipment must be operated by BGT crew only.
  - Minimum crew for productions includes:
    - Technical Director
    - Sound Board Operator
    - Lighting Operator or Master Electrician
    - Front of House Manager
  - **Crew call minimum:** 4 hours.
  - **Overtime:**
    - After 8 hours: time and a half
    - After 12 hours: double time
  - Submit tech schedule 10 business days in advance.
  - **No stage painting or drilling.**
  - All soft goods must be fireproofed and certified.
  - Notify staff 10 days in advance for:
    - **Open flames, fog effects, special lighting, or projector use.**
  - Food only allowed in dressing rooms or outside—**no food/drinks on stage.**
  - Renter handles their own box office and marketing.
  - No deliveries accepted on behalf of renters.
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## Marketing & Publicity

All promotional materials must include the following statement:

“The Barnsdall Gallery Theatre is a facility of the City of Los Angeles Department of Cultural Affairs and is located on the ancestral and present homeland and unceded territory of the Tongva, Gabrieleno, and Chumash people.”

**Required Credits (should event produce programs and printed materials):**

- **City of Los Angeles**  
*KAREN BASS, Mayor*  
*HUGO SOTO-MARTINEZ, Councilmember District 13*
  - **Department of Cultural Affairs**  
*DANIEL TARICA, General Manager*  
*NICKI GENOVESE, Director, Performing Arts Division*
  - **Barnsdall Gallery Theatre**  
*LEE SWEET, Art Center Director II*  
*BRENDA SLAUGHTER REYNOLDS, Art Center Director*
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## Rental Types & Fees

Rental Type	Description
Single-Day	Full venue access for 8 hours.
Weekend Days	Friday–Sunday (including City holidays).
Weekday Rentals	Monday–Thursday
Commercial	For-profit businesses and private events.
Non-Profit (NFP)	Requires 501(c)(3) letter and must be primary user.
Load-In/Out	4-hour minimum; requires 4-person crew.
Tech Rehearsals	Require full 4-person crew.
Worklight Rehearsals	Minimal staffing (2-person crew).

**Included:** Tables, chairs, A-frame signage, Wi-Fi, utilities.

BGT personnel must be present throughout the entire rental. At no point is the renter allowed to be in the building without a BGT crew present. For large productions and/or multi-day rentals, renters are required to provide all design staff (lighting, sound, sets, etc.) and a Stage Manager.

- **Minimum one - four person crew Based on the extent of the production**

Required for performances, live events, film screenings, lectures, technical rehearsals, and load in/out.

- Technical Director
- Master Audio — OR Sound Board Operator
- Master Electrician — OR Light Board Operator
- Technician

- **Minimum One person crew**

Required for work light rehearsals

- Technical Director
- + One crewmember — **Based on the extent of the production**

**-Crew Labor Policies:**

- 4 hour minimum call
- A day is considered to be 8 hours; a break (30-60 minutes) is required within the first 5 hours of work
- Overtime pay of time-and-a-half is required for hours worked over 8 in a day. - Double rate is required for hours worked over twelve (12) in a day.
- Any changes in crew schedules must be requested 72 hours (3 days) in advance. BGT cannot ensure crew availability for last minute shift adds. Any cancellations within 72 hours of crew call time will be billed to the renter.

## Labor Rates

### Technical Crew (4-hr minimum)

<b>Position</b>	<b>Standard Overtime Double Time</b>		
Technical Director	\$36/hr	\$54/hr	\$72/hr
Master Electrician	\$36/hr	\$54/hr	\$72/hr
Sound Operator	\$30/hr	\$45/hr	\$60/hr
Stagehand/Follow Spot	\$25/hr	\$37.50/hr	\$50/hr

## Front of House (FOH)

<b>Staff Position</b>	<b>Required for public events; min. 4-hr call</b>
House Manager	1 required
FOH Coordinator	As needed
Volunteer Ushers	Renter must provide 2–4 ushers or pay <b>\$200/performance</b>

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## Additional Fees

<b>Fee</b>	<b>Cost</b>
Facilities Fee	\$1.50 per attendee
Custodial Fee	\$150 per rental
Equipment & Restore	\$100 + \$150/event day
Projector Use	\$300 flat
Production Meeting	\$150 (if required)
Piano Tuning (if used)	\$150–\$200 flat

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## Concessions & Alcohol

Renters handle their own concessions. For alcohol, a one-day liquor license must be obtained from the **California ABC**:

☞ <http://www.abc.ca.gov/forms/PDFlist.html>

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## Insurance Requirements

A **Certificate of General Liability Insurance** (\$1M) is required.

Certificate Holder language must be as follows:

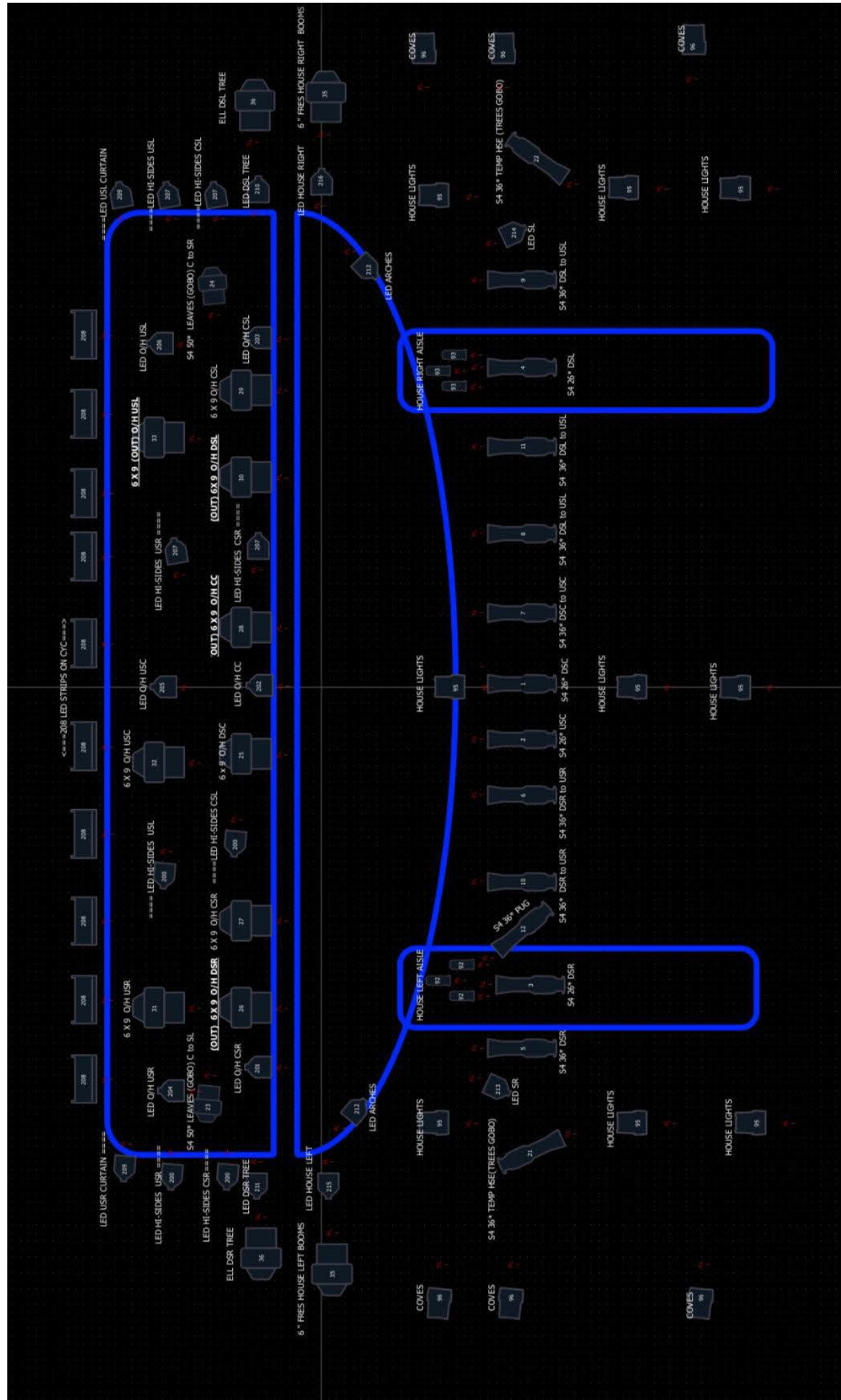
City of Los Angeles and its Agencies, Boards and Depts.  
 200 North Main Street  
 City Hall East - Rm 1240  
 Los Angeles CA 90012

The Certificate of General Liability Insurance must be uploaded to the City Site [KwikComply](#)

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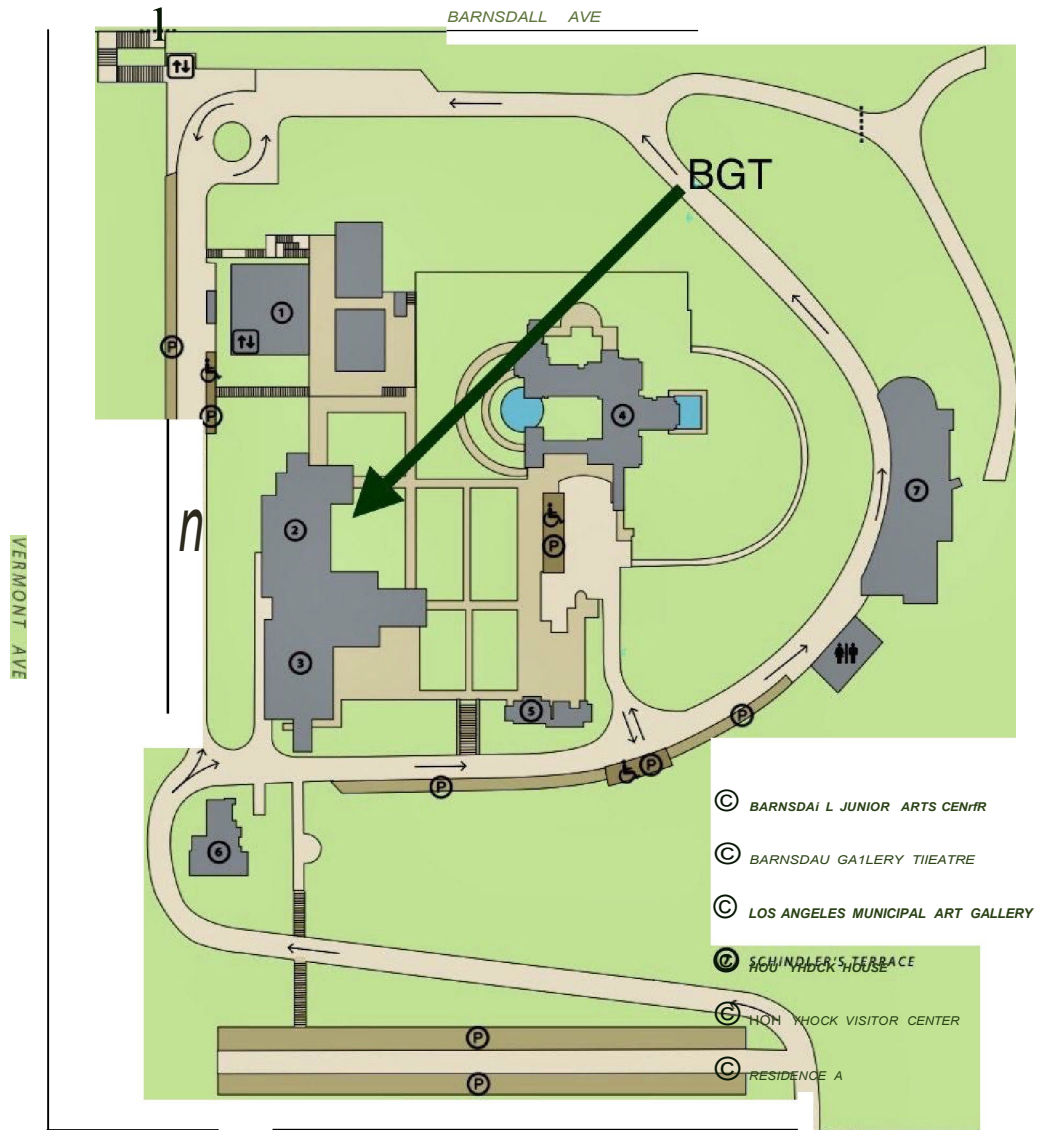
# Parking

- Free parking is available in the lower lot and surrounding hills, in addition to street parking.
  - **First come, first served.**
  - ADA parking available with proper placards.
  - No blocking emergency lanes. Illegally parked vehicles will be ticketed.
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## LOCATION MAP

# BARNSDALL ART PARK



1

HOLLYWOOD BLVD

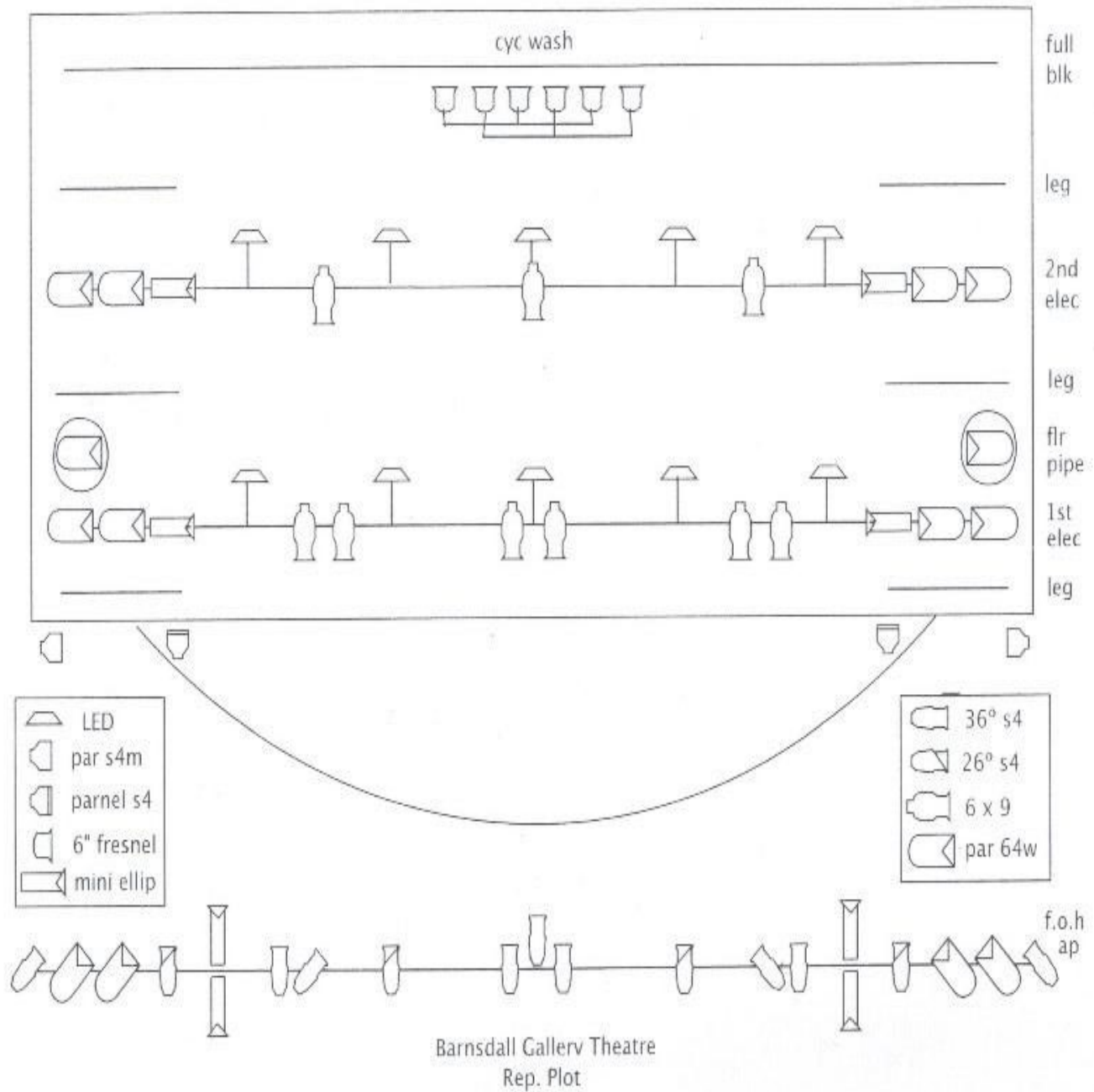
**tit** RESTROOMS

**ffil** ELEVATORS

**®** PARKING

**b-** HANDICAP PARKING

# LIGHTING GRID

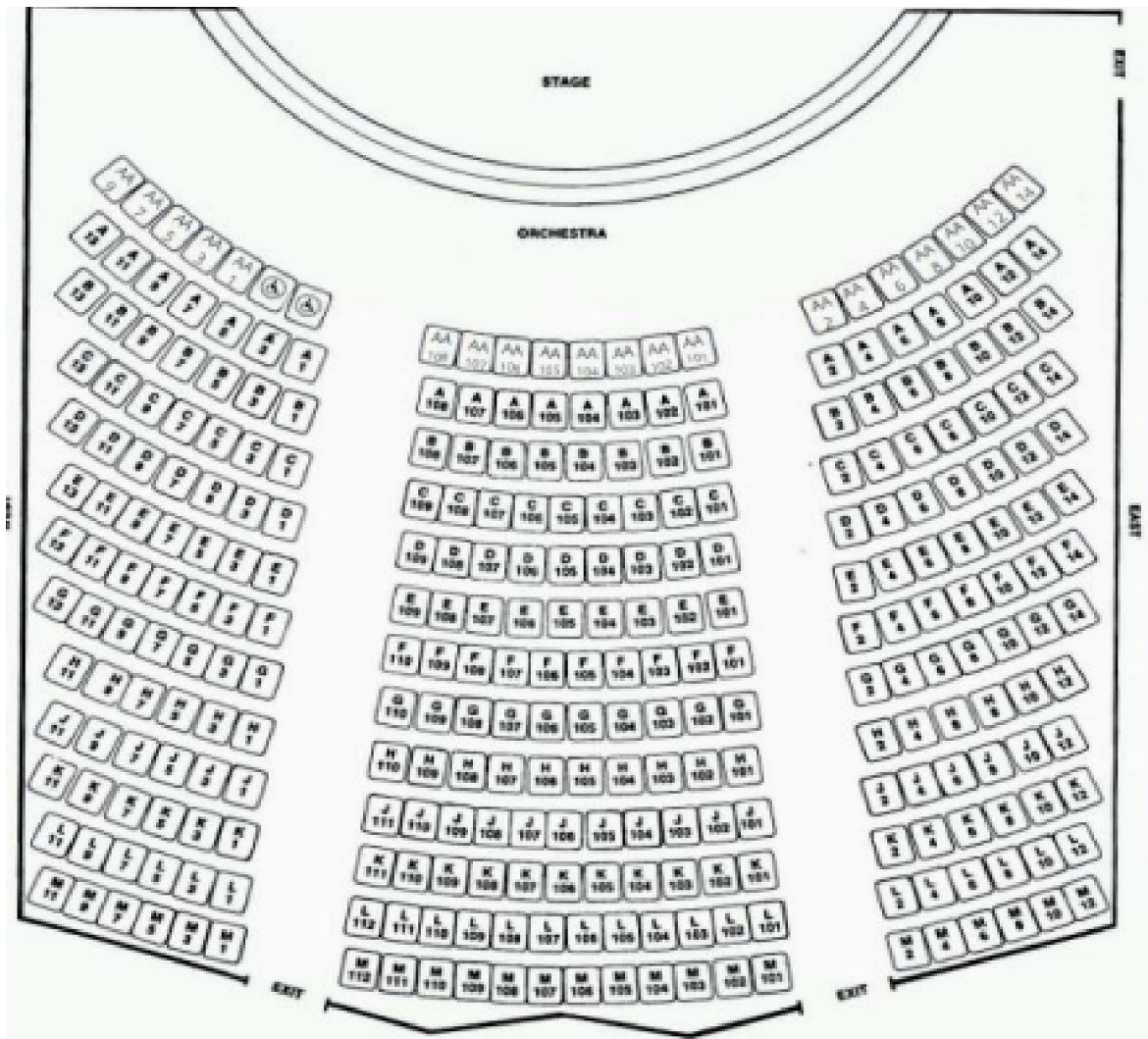




# Barnsdall Gallery Theatre, Seat Map

299 seats including ADA spots in M

Rows A and AA are r e m o v a b l e





## APPENDIX A- BARNSDALL GALLERY THEATRE EQUIPMENT INVENTORY

### **THEATRE SPECIFICATIONS**

299 SEAT THEATRE VENUE WITH PROSCENIUM STAGE

COMPLETE STAGE DIMENSIONS:

**28 FEET 2 INCHES**      STAGE LEFT TO STAGE RIGHT

**25 FEET 6 INCHES**      DOWN STAGE TO UP STAGE

PROSCENIUM DIMENSIONS ONLY:

<b>9 FT</b>	QUARTER STAGE LEFT	( 107 CM)
<b>9 FT</b>	QUARTER STAGE RIGHT	( 107 CM )
<b>10 FT</b>	CENTER STAGE	( 120 CM)

### **SCREENING EQUIPMENT**

PANASONIC RZ21K WUXGA	DIGITAL PROJECTOR
VIVITEK 8000 LUMEN DLP PROJECTOR	1920 x 1200
VIVITEK PROJECTOR LENS ZOOM	2.22 - 3.67
LIGHTWARE EDID MANAGER DVI INPUT	
ASSORTED ADAPTERS FOR PROJECTOR	
PROJECTOR THROW TO SCREEN	58 FT
PROJECTOR DIMENSIONS	25 FT WIDE x 12 FT HEIGHT

## **LIGHTING EQUIPMENT**

10	CHAUVET LED COLORADOS	
9	6 x 9	7500 WATTS
6	FRENELS	500 WATTS
2	SOURCE FOUR S	750 WATTS
2	MINI ELIP	
2	PARNELS	
8	CHAUVET COLOR BAR LIGHT LOCATED UPSTAGE OF THE CYC	
1	ETC ELEMENT 2 1K LIGHTING BOARD CONSOLE	

## **BOOTH**

1	ULTRA QUARTZ FOLLOW SPOT
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## **HOUSE**

6	PAR CANS	1000 WATTS
14	SOURCE FOURS	750 WATTS
6	PAR 56 HOUSE	
6	MINI ELIP COLOR TRAN	500 WATTS
2	PARNELS	

## **SOUND EQUIPMENT**

1	ALLEN & HEATH PT-RZ21K WUXGA SOUND BOARD
2	EV SPEAKERS
2	3600 W 18" SUBWOOFERS ACTIVE 25L
3	QSC K SERIES 8" LOUD SPEAKERS
1	TASCAM1U RACKMOUNT BLU RAY PLAYER / USB / MEDIA
2	JBL 305 POWERED MKII STUDIO MONITOR 5" WOOFER
5	DI BOXES
4	YAMAHA CM 10V -CA 2 -WAY 10" LF, 1HF

## **MICROPHONES**

6	EW 500 SENNHEISER WIRELESS HANDHELD
3	SHURE OVERHEAD, HANGING MICROPHONE
12	SHURE SM 58s HANDHELD WIRE MICROPHONE
3	SHURE SM 57s HANDHELD WIRE MICROPHONE
1	SENNHEISER EW 500 G3 RECEIVERS
6	SENNHEISER EW 500 G3 HANDHELD; WIRELESS
1	SENNHEISER EW 100 G2 RECEIVER
1	SENNHEISER EW 100 G2 BODYPACK
1	SENNHEISER SHOTGUN MICROPHONE
1	SHURE SM 81- LC CARDIOID CONDENSER REGULAR
2	SHURE CARDIO MICROPHONE WITH STAND ADAPTER / REG

## **MICROPHONE STANDS**

10	VERTICAL STANDS
2	BOOM STANDS

## **ADDITIONAL EQUIPMENT**

4	SINGLE EAR CLEAR COM; MODEL 501 SINGLE CHANNEL PACK AND HEADPHONE
8	50 FEET 3 - PIN XLR CABLES
10	25 FEET 3 - PIN XLR CABLES
16	MUSIC STANDS
10	LED MUSIC STAND LIGHTS
6	8 FOOT TABLES
2	6 FOOT TABLES
1	TWO - SIDED SLIDE - IN FREESTANDING 8.5 inch x 11 inch Sign
2	WOODEN PODIUM

# Application Process

Submit the completed application below to [brenda.s.reynolds@lacity.org](mailto:brenda.s.reynolds@lacity.org)

## APPLICATION FOR PERMIT OF USE OF THE BARNSDALL GALLERY THEATRE

Please complete this ENTIRE FORM and submit via email to [brenda.s.reynolds@lacity.org](mailto:brenda.s.reynolds@lacity.org)

**Title of Production/Event:**

**Producing Entity or Individual:**

**Type of Organization:** Commercial/For-Profit Non-Profit (*Circle One*)

**School Individual/Private:**

**Primary Contact/Authorized Representative:**

**E-mail :**

**Phone number:**

**Address:**

**City, State, Zip:**

**Phone:**

**Cell:**

**Alternate Contact:**

**E-mail :**

**Phone:**

**: Cell:**

**Select all that apply to your proposed event:**

**Live Theatrical Production**

**Film Screening**

**Dance Production Film Photo Shoot** (*BGT does not have Marley or sprung flooring*)

**Concert Meeting Seminar Rehearsal**

**Other**

**Briefly Describe Your Proposed Activity:**

### Event Dates Requested

Preference	Load In Date Rehearsal Event Dates* Dates	Load Out Date**
1 <sup>st</sup> Choice		
2 <sup>nd</sup> Choice		
3 <sup>rd</sup> Choice		

*\*If you are interested in a one-day rental, you only need to complete this column.*

*\*\*If the crew will not enter overtime, you can schedule LoadOut to occur on the same date as the final performance.*

### Proposed Schedule

#### **Load In Date & Time (min. 4 hours) —**

*(BGT recommends that renter bring ALL materials to the space that day (set, props, costumes, FOH materials, merchandise, etc.)*

#### **Hang & Focus Date & Time (min. 4 hours) —**

*(Renter's design team works with BGT crew to program the light board, solidify all cues, and complete any final load-in tasks, including sound equipment install and set decorating.)*

**Work Light Rehearsal Dates —**

**Timeframe —**

**Tech/Dress Rehearsal Dates —**

**Timeframe —**

**Performance Dates —**

**Call Time for Performers —**

**Performance Start Time — Load**

**Out Date (min. 4 hours) —**

## **Additional Technical Information**

### **Event Date/ Production Length**

**Event Run Time including load-in and load-out & intermission (if any):**

### **Sound**

**Will you have live music?** (Circle One) — YES — NO — TBD

- If YES, will you have live vocals? — YES — NO — TBD
- If YES, will you have live instrumentation as well? — YES — NO — TBD -

**Will you need amplification?** — YES — NO — TBD

If YES, how many floor microphones (with stands) will you need? — o How  
many hanging microphones? (From grid above stage) —

How many on stage monitors? —

**Will you have music/sound via playback?** (Circle One) — YES — NO — TBD

- If YES, files can be provided via CD, iPod/iPad (connection standard headphone jack),  
and/or sent via email (mp3 or wav files) to BGT's Venue Manager.
- How many "numbers" will you have? —

**Will you be renting additional sound equipment** (see appendix on pages 18 – 19 for the BGT's sound inventory)? (Circle One) — YES — NO — TBD

- If YES, what do you intend to bring in? —

**Do you have a SOUND DESIGNER or SOUND ENGINEER** working with you on this production?  
— YES — NO — TBD

- If Yes, Name —
- Email —
- Phone-

## **Lighting**

**Do you have a LIGHTING DESIGNER** working with you on this production? (Circle One) — YES — NO — TBD

- If Yes, Name —
- Email —

**Will you be renting additional lighting equipment)?** (Circle One) — YES — NO — TBD

- If YES, what do you intend to bring in? —

**Will you need a Spot Light?** (Circle One) — YES — NO — TBD

**Will you need “specials”?** (Circle One) — YES — NO — TBD

*A “Special” is a lighting instrument that is utilized for a specific purpose, rather than creating a full stage color wash or tone. For instance, a “special” could be a light in the grid that is directed straight down to create a circle on the floor of the stage for a soloist.*

**Do you intend to use fog?**

(Circle One) — YES — NO — TBD

- YES, what do you intend to bring in? —

Will you need a projector & screen? (Circle One) — YES — NO — TBD