



DEPARTMENT OF CULTURAL AFFAIRS  
*City of Los Angeles*

## **Barnsdall Gallery Theatre**

**4800 Hollywood Boulevard  
Los Angeles, CA 90027  
323. 644. 6272**



*Updated July 2024*

## *About the Barnsdall Gallery Theatre*

*The Barnsdall Gallery Theatre (BGT) is owned and operated by the City of Los Angeles, Department of Cultural Affairs and is a low cost 299 seat venue situated in the Barnsdall Art Park. The BGT is available for live theatre, dance, music, spoken word, dance, film, lecture, and special events.*

In 1927, Aline Barnsdall, the park's initial benefactor, gave the eleven and a half acres of Barnsdall Art Park to the City of Los Angeles. A passionate arts enthusiast, she stipulated that the site must “forever remain a public park...for the enjoyment of the community in general [and that] no buildings be erected except for art purposes.” In the 1950s and 1960s, additional art center buildings were added, including a gallery, studios, and the Barnsdall Gallery Theatre. The City’s Department of Cultural Affairs operates the cultural and artistic programs at Barnsdall Park, while the Department of Recreation and Parks maintain the grounds.

Currently, the Barnsdall Gallery Theatre operates primarily as a rental house. Co- presentations, festivals, and special events with the Department of Cultural Affairs are determined via a formal application process and announced online as they become available.

**Thank you for your interest in the Barnsdall Gallery Theatre!**

**We look forward to hearing more about your event and how it will enhance our community.**

# HOW TO RENT THE BARNSDALL GALLERY THEATRE (BGT)

Applications to rent the Barnsdall Gallery Theatre are reviewed on a first come, first served basis. Potential renters are strongly advised to submit an application at least ninety days (90 days; approximately three months) before the event/production Load In date.

1. Review this \*entire\* booking packet

2. Complete the application on pages of this document and submit ONLY THESE PAGES to [mecca.vazie.andrews@lacity.org](mailto:mecca.vazie.andrews@lacity.org)

3. Once the application has been received & reviewed by the BGT staff, if approved, you will be issued a “**soft hold**” on the requested dates, confirmed via email.

*\*\* A “soft hold” indicates that you intend to move forward with a booking, but you have not formalized your rental with a deposit and/or Letter of Agreement. If another renter requests your said dates during your “soft hold” period, the BGT staff will contact you to see if you are ready to move forward. If you are, you will need to provide your deposit & begin the contracting process immediately. If you are not prepared to or able to commit, your dates will be released. \*\**

4. BGT staff provides **preliminary Cost Estimate**, as well as an initial Letter of Agreement outlining the Terms & Conditions of the venue

5. Renter signs a contract AND provides a **non-refundable \$600 deposit**, paid via wire transfer, cashiers check , or money order to the City of Los Angeles.

*\*\*At this point, the booking is firm. Promotion and/or ticket sales can begin. The \$600 deposit will be applied to your bill. In the event that you/the renter cancels, this deposit will not be returned. \*\**

6. **Production Meeting occurs, if needed** — *NOTE: At this meeting, the cost estimate will adjust to meet the needs of your event, i.e. the Preliminary Estimate from Step 4 will either go UP or DOWN.*

7. **Payment Due** — 1 (one) to 3 (three)-day rentals are required to pay the Cost Estimate total in full before the rental. Specific deadlines are outlined in the Letter of Agreement

8. No later than ten (10) business days after you load out, the BGT staff will provide a **Final Event Statement that reflects the hard costs** associated with your event at the Barnsdall Gallery Theatre. At this point, you will either be issued a payment of your box office profits or be invoiced for outstanding costs.

10. **If you have outstanding costs, the final payment is due** fifteen (15) business days from receipt.

**NOTE** — The submission of a completed application packet does not confirm that the proposed event is approved for the space. The City of Los Angeles reserves the right to expressly decline applications for any reason (ie. safety, schedule conflicts and/or violation or City Policies).

## BUILDING INFORMATION

The Barnsdall Gallery Theatre can be rented for live performances, seminars, film screenings, film shoots, events, and more. A full building rental includes use of the following areas:

**Upstairs Lobby** You enter the upstairs lobby at the main entrance to the theatre. This level includes the box office.

**Downstairs Lobby** After descending down the stairs or via the elevator, there is a second lobby area that includes the concessions area, public restrooms, and the entrance to the auditorium; renters can hang images and / or decorate the lower lobby

**Auditorium, Audience** 299 seats total; four ADA seats, two on either side of the auditorium (AA1, AA3 and AA2, AA4). Additionally, the front two rows (Row AA = 22 seats; Row A = 22 seats) are removable by request.

**Auditorium, on stage** Black, wood stage floor that is 40 feet wide from curtain to curtain and 24 feet deep from the edge of the thrust to the upstage travel. The floor is not sprung. Minimal wing space available; crossover is available backstage.

**Backstage, downstairs** Two make-shift dressing rooms including vanities with mirrors; one handicap bathroom stall with a toilet & sink combination; no showers; one large refrigerator available for catering needs.

**Reception Areas** Pre or post receptions MUST be arranged at the time of booking. The BGT Upper and Lower Lobbies are available

**BARNSDALL GALLERY THEATRE — HOUSE POLICIES RIDER**  
**PLEASE READ THE FOLLOWING HOUSE POLICIES VERY CAREFULLY**

**BACKSTAGE**

- A. A minimum of TWO Barnsdall Gallery Theatre crew/staff must be present** whenever any work, rehearsals, or performances are taking place in the building. BGT equipment is to be operated by BGT employees ONLY
- B. All stage call times are to be pre-arranged** with the BGT staff.
- C. The usual crew requirement is four (4) persons:**
  - I. Technical Director
  - II. Sound Board Operator
  - III. Light Board Operator (Master Electrician for advanced projects)
  - IV. Front of House Manager

During a “Hang & Focus” an additional crewperson may be required.

**NOTE: All crew members have a four (4) hour minimum call.**

**D.** It is helpful to submitted your event **technical schedule** (10) business days in advance of load in.

**E. Crew Breaks** — BGT Technical crew requires a break (minimum 30 minutes) after a period of not more than **five consecutive hours of work.**

**F. Overtime** — BGT Technical crew is compensated at “**time and a half**” rate after **eight and up to twelve hours of consecutive work.** BGT Technical crew is compensated at double time after twelve (12) hours in a single day.

**G. Safety** — **BGT Technical Director and House Manager have final say** on all matters or issues of safety. All rigging must be inspected, approved, and installed by BGT.

**H. Floor** — **The stage floor may not be painted. Renter is not allowed to drill into the stage under any circumstance.**

**I. Lighting** — if the Renter is not using the BGT’s standard rep plot, **BGT Technical Director must approve the Renter’s lighting**

**J. Storage** — There is **minimal storage space at the BGT. Please Consult the BGT Technical Director or Manager** if you are interested in any early drop-off or late pick-up of equipment, sets, or other material.

**K. Soft Goods** — Do not tape or pin anything to any stage soft goods. Any soft goods brought into and used in the theatre or lobbies must be fireproofed, and a certificate of treatment is to be submitted to the BGT Venue Manager at least ten (10) business days before Load In.

**L. Fire Department** — **The Los Angeles Fire Department (LAFD) must approve any open flames, including matches and candles, in advance.** Please inform the Technical Director and Venue Manager as early as possible of any use of an open flame. The LAFD may require a demonstration and/or the presence of a Fire Marshall at the theatre for rehearsals and performances. If required, all expenses will be the responsibility of the Renter. **The Barnsdall Gallery Theatre is a smoke-free building.** The only exception is for props used in a show, which will require prior approval by the Venue Manager and LAFD. Do not attach anything to electrical conduit or fire sprinkler pipes.

**M. Special Effects** — **Renter shall notify the BGT Venue Manager of intent to use any stage, smoke, or fog at least ten business days in advance of load-in.** Generally, the use of dry ice and liquid nitrogen will be approved upon request if staged safely. The use of mineral oil hazers, glycol fogs, and Salamoniac shall not be approved.

**N. Dressing Room** — **Renter is required to keep dressing rooms clean and tidy.** Only authorized personnel such as performers and event staff are permitted in the dressing rooms. Only visitors escorted by an authorized representative of the Renter may enter the backstage area. All others will be greeted in the Lobby.

**O. Food & Beverage** — **No food or open drink containers** are allowed on the stage or in the theatre at any time except for bottled water. Cast/crew can eat meals in the dressing rooms or outside in the park.

**P. Doors** — **Stairwells and corridors must be kept clear at all times.**

**Q. Deliveries** — **BGT Personnel cannot be relied upon to sign or accept any** delivery on behalf of Renter. The Barnsdall Gallery Theatre is not responsible for any damages, losses, or shortages of any items

**R. Box Office** — At this time, **all Renters are responsible for administering and selling tickets, as well as managing their box office at the theatre.**

**S. Marketing – The Renter is responsible for marketing their respective events.** If

the renter would like to submit their event information for a possible courtesy posting of their event on the Department of Cultural Affairs website, [www.culturela.org](http://www.culturela.org), please provide complete production and ticket information at the time of booking, along with a high resolution production photo. Posting on DCA's website is not guaranteed and should not be relied upon as your sole source for audience development.

**T. Parking** – Parking at Barnsdall Park is on a first come, first served basis. Free Parking is available in the Lower Parking Lot, on the hillside and surrounding the Barnsdall Art Park Facilities. After aforementioned areas are filled all vehicles, whether in the park for a theatre or other event will be directed or must seek out offsite parking.

**U. Disability parking is available in the park.**

-Decal or placard, all car owners parking in the disabled areas must have the proper documents verifying ownership of the disabled placard or decal.

-Cars illegally parked in all disabled areas, and drivers not in possession of the proper documentation for the disabled parking decal/placard will be ticketed.

-The Barnsdall Art Park is required to maintain clear pathways for emergency vehicles. Within designated lines surrounding the park and parallel to the curbside where lines are not designated.

## Rental Types & Rates

**I. One Night Rental:** Renter has (non-exclusive) use of the entire facility, including backstage (dressing rooms, green rooms, etc.) and front of house (lobbies, public restrooms etc.) for eight hours.

**II. Weekend:** A “Weekend” day is defined as Friday, Saturday, and/or Sunday. Mondays–Thursdays are defined as “Weekdays.” Rentals on City Holidays (i.e.: Independence Day, etc.) are considered “Weekend” days.

**III. Commercial:** Commercial Renters include all for-profit companies, sole proprietorships, and independent producers. Private events and most rentals fall under this category.

**V. Not for Profit (NFPs):** If the renter is a NFP, the entity is required to provide a 501c3 IRS Determination Letter at the start of the booking process. All paperwork and contracting with the Department of Cultural Affairs is required to match, and the NFP must be the primary users of the space.

**IV. Load-in & Load-out:** For large productions and/or multi-day rentals, it is recommended that renters plan a minimum four-hour “Load-in” to bring in all physical production elements, such as set pieces, props, costumes, lobby décor, and any additional lighting/sound equipment. Renters should also plan for “Load Out” to ensure there is time to remove all of these items from the venue. Load In & Load Out requires a minimum of four BGT crewmembers. If renters include load-in/out on a production day (ie: before the curtain of the first performance or after the final performance) there is not an additional charge, but only an hourly rate for the crew.

**VII. Technical Rehearsals v. Worklight Rehearsals:** **Technical Rehearsals require a (1) - four (4)-person crew determined by the extent of the event** intended to help the Renter see, edit, and rehearse all production elements of the event, including sets, lights, costumes and sound. A Worklight rehearsal requires only that the lights have been turned on in the main hall; there is no sound or theatrical lighting and usually only two venue representatives are required.

**All renters also have access to :**

- Use of all tables and folding chairs in the building: **six rectangular 8 foot tables; 2 rectangular 6 foot tables**
- All **utilities** — (including public **wireless internet**)
- Use of one **A Frame for portable signage** to be placed either at the Barnsdall Art Park Gate on Hollywood Blvd or in the walkway in front of the BGT. **Posting on the lobby bulletin board, as well as distribution of flyers in the downstairs lobby** is permitted.



	BGT	Min. Hours
<b>Total Available Seats (Theatre Hall)</b>	<b>299</b>	
<b>Total Capacity (Lower Lobby)</b>	<b>50</b>	
<b>Total Capacity (Upper Lobby)</b>	<b>30</b>	
<b>Total Capacity (Classroom/Studio)</b>	<b>-</b>	
<b>Total Capacity (Foyer/Marquee)</b>	<b>-</b>	
<hr/>		
<b>One Night Rental - Commercial</b>	<b>\$1,500</b>	<b>8</b>
<b>each additional hour</b>	<b>\$75</b>	<b>-</b>
<b>One Night Rental - Not for Profit</b>	<b>\$500</b>	<b>8</b>
<b>One Night Rental - Not for Profit Weekend</b>	<b>\$650</b>	<b>8</b>
<b>each additional hour</b>	<b>\$75</b>	<b>-</b>
<b>Load-in &amp; Strike - Commercial</b>	<b>\$650</b>	<b>8</b>
<b>Load-in &amp; Strike - Not for Profit</b>	<b>\$150</b>	<b>8</b>
<b>Technical Rehearsal - Commercial</b>	<b>\$350</b>	<b>8</b>
<b>Weekend Technical Rehearsal - Commercial</b>	<b>\$350</b>	<b>8</b>
<b>each additional hour</b>	<b>\$75</b>	<b>-</b>
<b>Technical Rehearsal - Not for Profit</b>	<b>\$350</b>	<b>8</b>
<b>Weekend Technical Rehearsal - Not for Profit</b>	<b>\$350</b>	<b>8</b>
<b>each additional hour</b>	<b>\$75</b>	<b>-</b>
<b>Worklight Rehearsal - Commercial</b>	<b>\$200</b>	<b>8</b>
<b>Worklight Rehearsal - Not for Profit</b>	<b>\$200</b>	<b>8</b>
<b>each additional hour</b>	<b>\$75</b>	<b>-</b>

## Crew Labor Rates

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.

### RATES ARE AS FOLLOWS:

Position	Standard Hourly Rate	Overtime Rate	Double Time Rate
<b>Technical Director</b>	\$36.00	\$54.00	\$72.00
<b>Master Electrician</b>	\$36.00	\$54.00	\$72.00
<b>Master Audio</b>	\$36.00	\$54.00	\$72.00
<b>Electrician</b> <i>(Sound or Light Board Operator)</i>	\$30.00	\$45.00	\$60.00
<b>Follow Spot</b>	\$30.00	\$45.00	\$60.00
<b>Stagehand</b>	\$30.00	\$45.00	\$60.00

## House Labor Rates

**BGT Front of House personnel must be present for all events** open to the public and private events that involve more than 30 people entering the building. BGT is situated within the Barnsdall Art Park, which has security 24/7. Please note: there is not a security guard provided exclusively for the theatre, but renters will see guards circulating throughout the park both on foot and via car/cart.

- Required Minimum Front-Of-House Team  
For all events open to the public. Call time is two hours prior to event start/curtain.
  - One (1) House Manager  
AND / OR
  - One (1) Front of House Coordinator

**Front of House 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 FOH schedules must be requested at least five business days in advance. BGT cannot ensure Front of House availability for last minute added performances or events. Any cancellations within five business days will be billed to the renter. *Note: renter will be billed accordingly for added events or performances..*
- Renter must provide 2-4 volunteer ushers, one for each entrance to the auditorium, to work with the BGT Front-of-House team. If ushers are not provided, renters will be billed \$200 per performance.

**RATES ARE AS FOLLOWS:**

Position	Standard Rate	Overtime Rate	Double Time Rate
<b>House Manager</b>	\$30.00	\$45.00	\$60.00
<b>Front of House Cord</b>	\$21.00	\$31.50	\$42.00

## Additional Fees

**Facilities Costs Recovery Charge (per audience person)** — BGT requires a “per person” building fee, which covers the hard costs of having the public and audience members in the building. This fee offsets expenses for paper goods and “wears & tear” on the physical plant. It is calculated based on the average of the number of tickets sold and the actual house count. The cost is \$1.50 per person.

**Custodial Fee** — The Department of Cultural Affairs provides custodial services for renters of the Barnsdall Gallery Theatre. The BGT Venue Manager manages the Custodian’s schedule to ensure that all public areas are cleaned in between performances/events, as well as backstage/audience areas are clean for rehearsals. Renters pay a flat per rental fee of \$150 for this service.

**Equipment & Restore Costs** — BGT has a basic lighting plot that includes thirty (30) lighting instruments. The standard rep plot is included in the attached appendix on page seventeen (17). The BGT covers all burnouts, bulb replacements, and gels to maintain the basic plot. Renters are allowed to utilize any of the sound equipment included in the inventory (appendix, pages 18-19). If necessary for the production, renters can bring in additional lighting or sound equipment at their own expense. The BGT Technical Director is required to oversee all external equipment installation. There are Equipment & Restore fees associated with the use of the BGT’s inventory, as well as the labor costs associated with returning all technical elements back to the BGT’S standard rep plot (i.e. Restore). This fee is \$100 flat per rental for equipment, plus \$150 per performance/event day for large-scale projects.

**Projector** — The BGT has a Vivitek 8000 lumen DLP Projector & PANASONIC RZ21K WUXGA DIGITAL PROJECTOR. Renters are able to use this with the screen for an additional charge of \$300 flat per rental.

**Production Meetings** — The BGT requires formal production meetings for renters that require multiple days and/or a full load in and production schedule. It is recommended that this meeting occurs at least four weeks prior to the event. If required, renters pay a flat \$150 fee for production/administrative support.

**Piano** — BGT owns a baby grand piano that can be situated on the stage as part of the production. If renters intend to use the piano, there is a tuning cost associated. This fee ranges from \$150-\$200 flat, determined on a case-by-case basis.

**Concessions** — The BGT does not operate concessions for renters. If the renter anticipates selling or serving alcoholic beverages, the organization is required to apply for and receive a one-day liquor license from the Alcoholic Beverage Control Office and present the license to the BGT Venue Manager at least ten (10) business days beforehand. —

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

## **Additional Requirement**

**Insurance** – Renter must provide a General Liability Insurance Rider for \$1,000,000 (one million dollars) naming the Barnsdall Gallery Theatre, 4800 Hollywood Boulevard; Los Angeles, CA 90027, as the location for all dates of renter’s production, and indemnifying the City of Los Angeles, its departments, divisions, elected officials, executives, managers, employees, and agents from all liability for damages or personal injury resulting from Renter’s activity at BGT.

The City of Los Angeles assumes no liability for claims by Renter or their personnel (hired, contracted, or volunteer) under state or federal Workers Compensation or Unemployment Insurance laws. Renter will be expected to upload the insurance certificate via the City’s KwikComply online system: <https://kwikcomply.org/>. Directions will be provided after the application is accepted.

**Marketing** – All publicity and promotional materials are subject to BGT/DCA approval and must be submitted for approval before going to print. All advertising, marketing and signage, flyers, posters, press releases, invitations, and programs must include the following phrase: *“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 Tongva, Gabrieleno, Chumash People .”*

**The following credits must appear in all production programs:**

### **THE CITY OF LOS ANGELES**

KAREN BASS, Mayor  
HUGO SOTO-MARTINEZ, Councilmember District 13

### **DEPARTMENT OF CULTURAL AFFAIRS**

DANIEL TARICA... General Manager  
FELICIA FLIER, Assistant General Manager Public Art Division Director  
NICKI GENOVESE, Director ~Performing Arts Division

### **BARNSDALL GALLERY THEATRE**

LEE SWEET...Art Center Director II  
MECCA VAZIE ANDREWS... Managing Director

**APPLICATION FOR USE OF THE BARNSDALL GALLERY THEATRE**

Please complete this ENTIRE FORM and submit via email to [mecca.vazie.andrews@lacity.org](mailto:mecca.vazie.andrews@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 :**

**Address:**

**City, State, Zip:**

**Phone: Office: Cell:**

**Alternate Contact:**

**E-mail :**

**Phone: Office: 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 Dates	Event 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 / Production Length**

**Act 1, Run Time: Intermission (1) Length:**

**Act 2, Run Time: Intermission (2) Length:**

**TOTAL:**



## **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 —

## **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

## **Staging & Set**

### **Do you intend on installing an LED Screen ?**

Circle One) — YES — NO — TBD

- If Yes, Name —

- Email —

Please describe your set here —

### **Will you require a generator?**

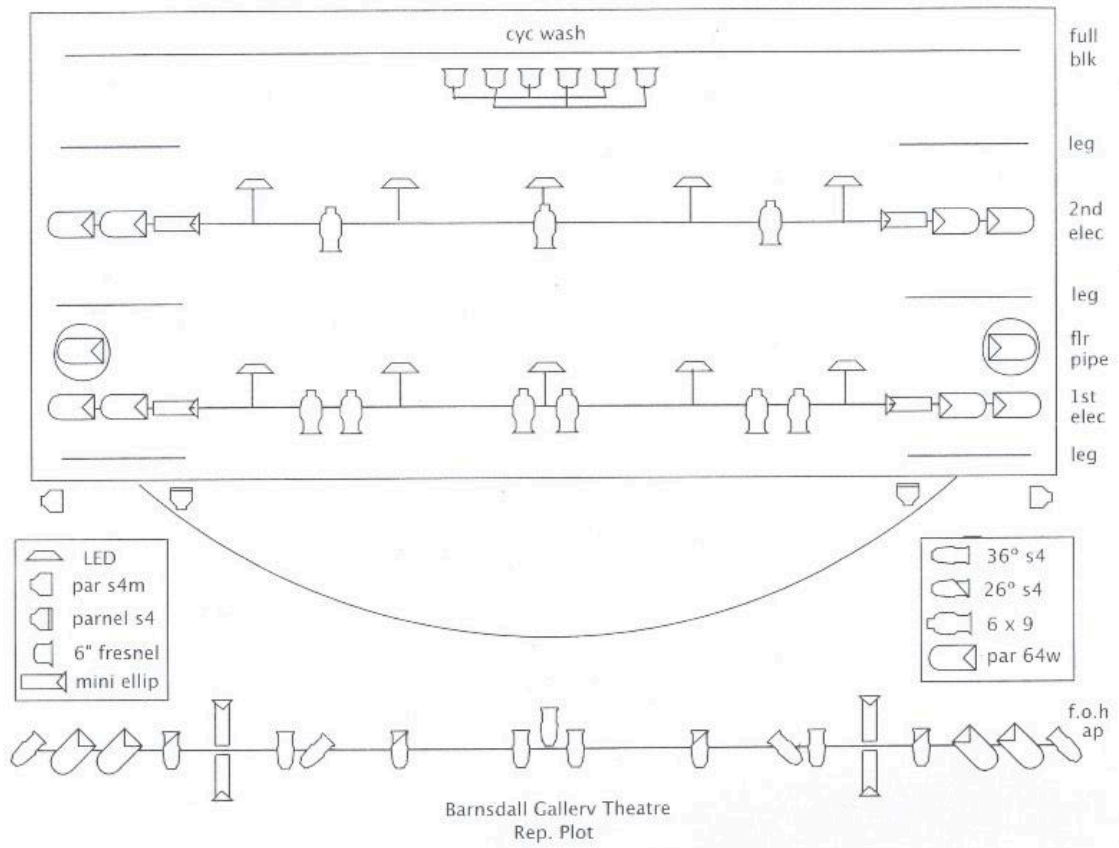
Do you have a SET DESIGNER working with you on this production? (Circle One) — YES  
— NO — TBD

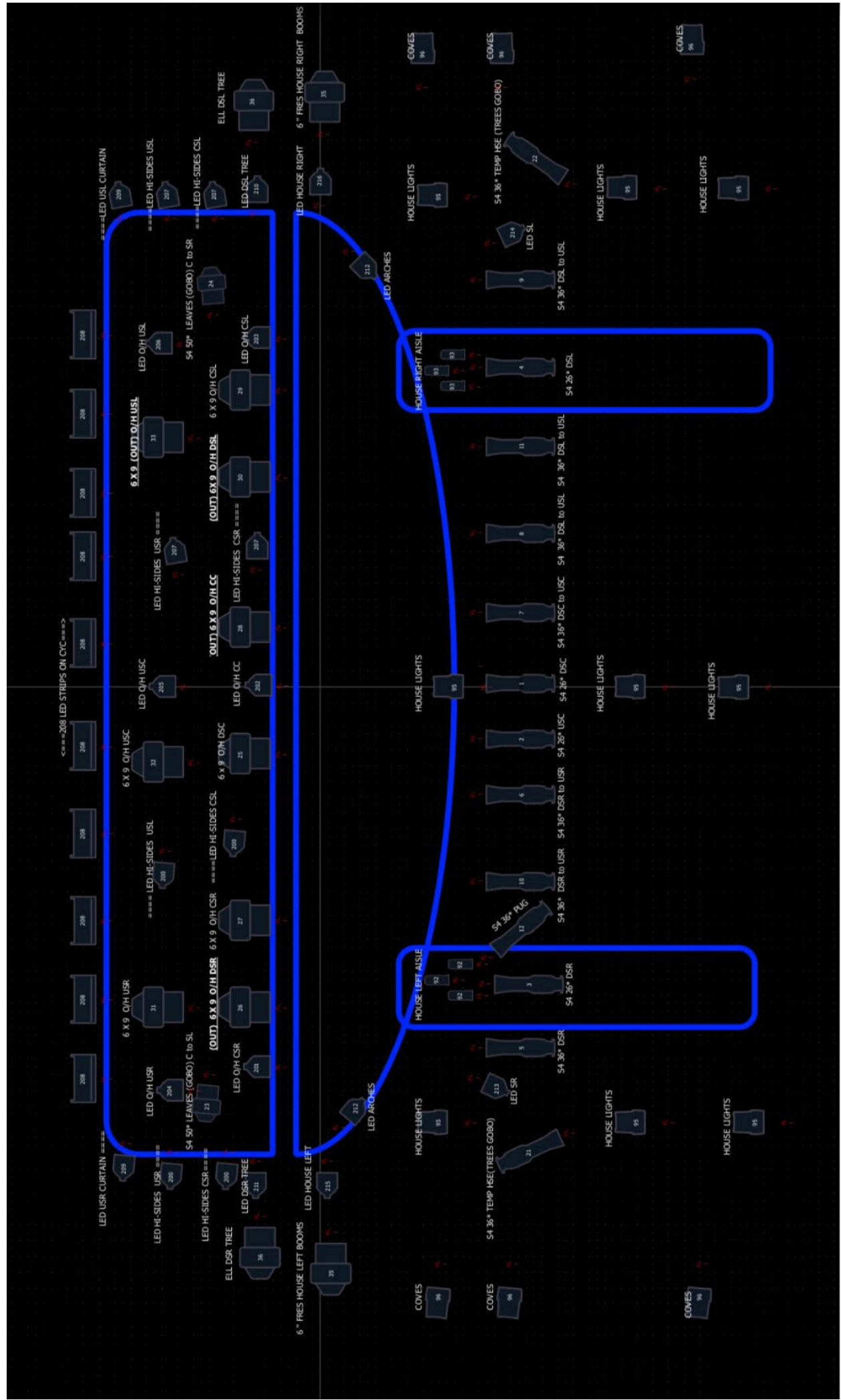
- If Yes, Name —

- Email —

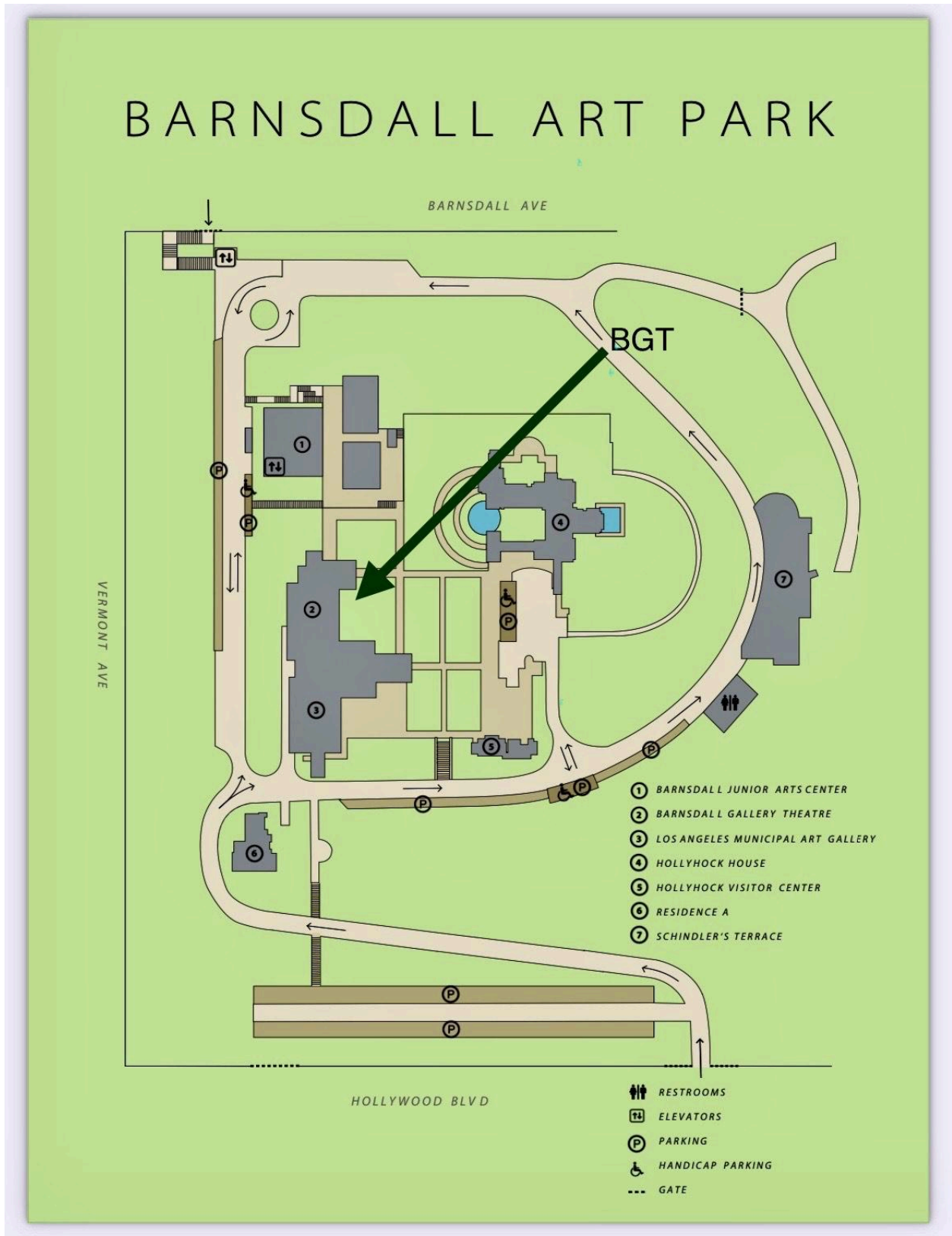
Please describe your set here —

# LIGHTING GRID





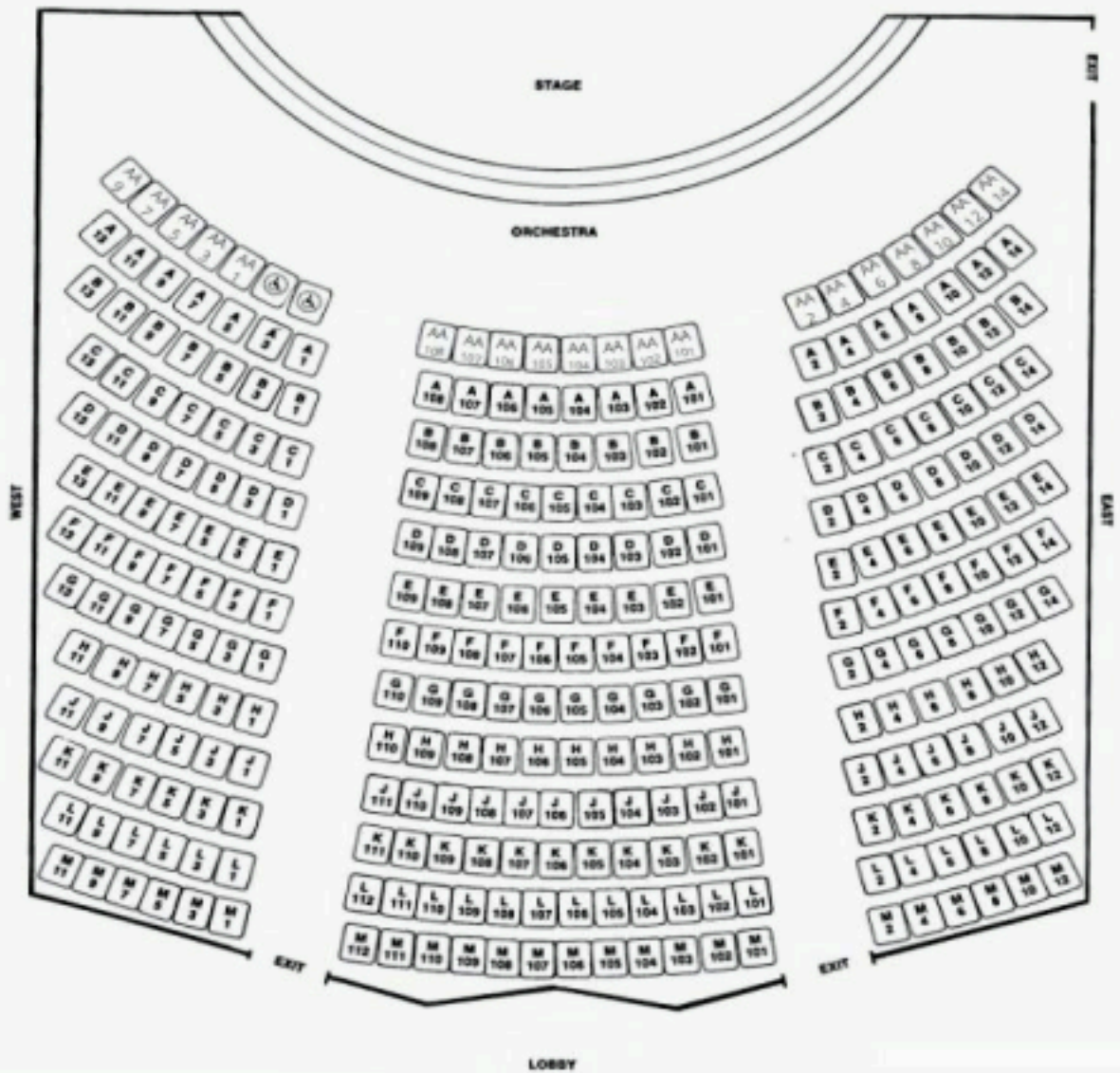
# LOCATION MAP





# Barnsdall Gallery Theatre Seat Map

299 seats — including two ADA spots in row AA  
Rows A and AA are removable.







DEPARTMENT OF CULTURAL AFFAIRS  
*City of Los Angeles*

## 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:

**9 FT** QUARTER STAGE LEFT ( 107 CM)  
**9 FT** QUARTER STAGE RIGHT ( 107 CM )  
**10 FT** 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	TASCAMIU 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

