



SUGAR SAND PARK COMMUNITY CENTER

City of Boca Raton

Willow Theatre
Performance Packet
(Artist/Performance)

Sugar Sand Park Community Center
300 S. Military Trail
Boca Raton, FL 33486
Phone 561.347.3900 • Fax 561.347.3910

Introduction

The Willow Theatre Artist/Performance Agreement Packet has been prepared for the performance groups/artists use of the Willow Theatre. The purpose of this packet is to educate Permittees on policies and procedures of the Willow Theatre.

Sugar Sand Park Community Center's Willow Theatre was designed to serve multifaceted community needs. The main objective of the theatre is to provide residents of the City of Boca Raton and the Greater Boca Raton Beach & Park District with a wide variety of affordable, high quality entertainment. The policies contained in this packet serve to support this objective.

Thank you for your cooperation in helping to make the Willow Theatre an enjoyable experience for everyone.

Hours of Operation

Sugar Sand Park Community Center's normal hours of operation are as follows:

- Monday-Friday, 8:00am – 10:00pm
- Saturday, 8:00am – 5:00pm
- Sunday, 10:00am – 5:00pm

Willow Theatre Box Office normal hours of operation are as follows:

- Tuesday-Saturday, noon – 5:00pm;
- June & July: Tuesday-Saturday noon – 3:00pm
- Two (1) hours prior to show times, except on Sunday.
- The Box Office is closed on Mondays and Sundays when there is no show, and on City recognized Holidays.

During non-operational hours, the cast and crew should enter the Willow Theatre through the stage left stage door entrance, which is on the north side of the building accessible from the porte-cochere. No one will be permitted to enter the Community Center through the main doors until the Box Office opens one hour prior to curtain time.

Capacities/Occupancy

All theatre Permittees must adhere to the capacity levels set forth by the City of Boca Raton Fire Rescue Services Department:

- Seating capacity is 155
- Stage capacity is 66
- Backstage capacity is 20

Usage Requirements

The following documents are required to utilize the Willow Theatre:

- A signed Artist/Performance Agreement between the City of Boca Raton and the Permittee.
- Non-profit status certificate (501c3) required, if requesting non-profit rates.
- An equipment inventory list, set layout, and prop list including diagrams of how the stage floor is to be used.
- A copy of show script or song list.
- A cue sheet/script with lighting, sound, and microphone cues indicated.
- A copy of all performance licensing (Including: Rights to show and licensing for all music, artwork, and projections).
- \$350.00 security deposit due upon signing of Agreement (Split Profit Agreements only).
- An agreed upon rating of the show.

Facility Policies

Security Deposits (Split Profit Agreements only)

- Use of the Willow Theatre requires a refundable security deposit in the amount of \$350.00 payable to the City of Boca Raton due upon the signing of the Artist/Performance Agreement.
- Permittees of the Willow Theatre are responsible for inspecting the Willow Theatre with a Willow Theatre staff representative before and after use of the theatre.
- All damage repair costs will be assessed against the security deposit. The unused portion of the deposit will be returned to the Permittee within two-three weeks following completion of any repairs.
- If damage exceeds the security deposit amount of \$350.00, the Permittee is responsible for any additional costs of repairs.
- If no damages occur, the security deposit will be returned in full within two-three weeks of set removal.

Advertising

- All advertising regarding productions in the Willow Theatre (including all fliers and show programs) must have prior approval by City staff. Submissions due as per Artist/Performance Agreement.
- Ticketed performances will appear in the Sugar Sand Park Community Center Cultural Arts brochure and the City of Boca Raton Recreator if Artist/Performance Agreement is signed prior to advertising deadline, printing, and distribution.
- The rating level of the show and reasons for the rating must be on all advertising literature.
- Willow Theatre staff and/or volunteers will distribute programs at the beginning of each show.

Payments/Check Distribution

- Payments for performance groups/artists will be issued as per Artist/Performance Agreement.

Permittee's Responsibilities

- Sugar Sand Park Community Center does not provide copier service.
- Permittee is to ensure that all members/attendees of the organization/group follow all Community Center and Willow Theatre policies.
- Permits will be issued subject to such special regulations and instructions and as may be prescribed by the director. Permittees shall be bound by all park rules and regulations and all applicable ordinances as full as though the same were inserted in the permits. Permittees agree to hold the city harmless from any claims for loss, injury or damage to any persons whatsoever caused by the negligence of permittees in the exercise of such permit. The director shall have the authority to revoke a permit upon finding a violation of any rule or ordinance, or upon good cause shown, per Ordinance – City of Boca Raton, Chapter 11, Article II, Section 11-38, Conditions of Permit.

Show Sets and Props

- Storage space is not available.
- No set construction and/or painting are allowed once the set arrives at the Willow Theatre. Emergency repairs are allowed, but are subject to approval of the Technical Supervisor.
- Drilling, nailing, taping, gluing, tacking, or stapling to the stage floor, walls, or curtains is not permitted. Please see the Technical Supervisor with any questions regarding this matter.
- Set pieces must be fashioned in a way as to not cause damage (scraping, scratching, gouging) when being moved on stage. It is recommended that sliders or casters (wheels) be affixed to any set pieces that need to move on stage.
- Glitter, confetti, silly string, party poppers, breakaway glass, or other such items that may leave remnants or residue on stage are prohibited.
- Set design(s) and a prop list are required when submitting your application and will be reviewed at the signing of the Artist/Performance Agreement.
- All sets and props must be removed per strike date as set forth in Artist/Performance Agreement.
- The City is not responsible for any items or sets left behind.

- The removal of chairs, tables, or other City equipment from the building is not allowed under any circumstances.

Technical Provisions

- Willow Theatre technical staff is provided as per the Artist/Performance Agreement.
- The house patch is in effect; reasonable accommodations will be made at the discretion of the Technical Supervisor (focus and gel color).
- Artistic Director, Set Designer, and Technical Director must meet with the Willow Theatre Technical Supervisor as per Artist/Performance Agreement to discuss technical needs.
- Due to the number of performances and diversity of performers that utilize the Willow Theatre, it is imperative that the Permittee meet with the Willow Theatre Technical Supervisor on the appointed date to discuss feasibility and application of your lighting and sound design.
- The Willow Theatre staff operates all control room equipment.
- All additional technical needs must be discussed and agreed upon, prior to the signing of the Artist/Performance Agreement.

Videotaping/Photography

- Permission to videotape or photograph must be permitted by the licensor.
- Videotaping of performances is strictly prohibited.
- All videotaping and photography in the Willow Theatre must take place during closed rehearsals.
- The Willow Theatre staff will not participate in any sale or distribution of recorded media of the performance.

Box Office

- Ticket prices are reflective of the Willow Theatre's objective in providing the community with high-quality entertainment and are as per Artist/Performance Agreement.
- All patrons must possess a ticket to enter the Willow Theatre seating area during a performance including infants, media, press, and performance crew.
- The Willow Theatre produces and sells all tickets for all productions in the theatre.
- All shows in the Willow Theatre are reserved seating.
- Tickets will go on sale as per Artist/Performance Agreement.
- The Willow Theatre does not provide complimentary tickets to performance groups, employees, members, etc.

Front of House Operations

- The Willow Theatre provides ticket selling, ticket taking, program distribution, and ushering for all performances.
- Theatre doors open thirty (30) minutes prior to the scheduled performance start time.

Concessions/Vending

- No person, other than the Recreation Services Department or its licensed concessionaries acting by and under the Authority of the City, will expose or offer for sale, rent, or trade any article or thing, or place any stand, cart, or vehicle for the transport, sale, or display of any food, drink, article, or merchandise, or engage in any commercial activity for compensation, or solicit any business within the limits of any park or recreation area, per Ordinance - City of Boca Raton, Chapter 11, Article III, Sec. 11-64, Vending or Selling in Park Area.

Catering

- Food service is not provided by the Community Center.
- The serving of food and/or use of the kitchen facilities must be authorized prior to permit signing.
- Catering services will require the Permittee to obtain a Special Event Permit from the Community Center's Administrator at Boca Raton Community Center. The caterer will be required to provide a health certificate and an original certificate of liability insurance naming the City of Boca Raton and the Greater Boca Raton Beach and Park District. Documents must be submitted three weeks prior to the event.

Food/Drink/Smoking

- No food or drink is permitted in the Willow Theatre seating area.
- No alcoholic beverages shall be permitted into or consumed in any park area of the City per Ordinance - City of Boca Raton, Chapter 11, Article III, Section 11-6, Alcoholic Beverages.
- Sugar Sand Park has been designated a No-Smoking park. Smoking is prohibited in all areas of the park.

Janitorial Services

- Sugar Sand Park Community Center will provide normal cleaning of premises, including the set-up and break down of tables, chairs and facility equipment.
- Permittee is responsible for the removal of any approved decorations, signage, props, sets, and/or equipment.
- Permittee is responsible for placing all trash in trash receptacles.
- Plastic/Aluminum recycling containers are available in the community center.

Animals

- Animals are prohibited in any park area except for service animals for patrons with disabilities per Ordinance – City of Boca Raton, Chapter 11, Article III, Section 11-66, Domestic Animals.
- Any live animals that are part of the show/production are subject to prior City approval. Such requests must be made at time of application.

Fire Regulations

- Permittee must comply with Federal, State and City fire and building codes which apply to places of public assembly.

- **Permittees MUST adhere to room capacities.**
- There must be no obstruction of fire safety equipment, fire pull boxes, or entrances and exits within the theatre and the community center.
- Open fire, flames, candles, lit cigars, cigarettes, pipes, or matches are prohibited. Permittee must use a prop alternative should the production require the use of any of the above items.
- The use of fog machines is prohibited; dry ice machines are permitted but must be approved by the Willow Theatre Technical Supervisor prior to signing Artist/Performance Agreement.
- In case of fire and/or fire alarm, all occupants must immediately exit the building.

First Aid and Injuries

- A first aid kit will be made available to all Permittees during rehearsals and performances.
- If any injury of any severity occurs, Permittees are required to report the injury to a Willow Theatre staff member immediately.
- An Accident Report must be completed for all injuries, regardless of severity.

Gratuities

- City policies prohibit any City employee from accepting gifts, gratuities, complimentary items, or other favors from groups using the facility.