



Rental Information

Smothers Theatre
Raitt Recital Hall
Lindhurst Theatre

24255 Pacific Coast Highway
Malibu, CA 90263
Phone: 310.506.4079
Fax: 310.506.4556
<http://arts.pepperdine.edu/facilities>
steven.foley@pepperdine.edu

*For informational purposes only; all content subject to change at any time
Last updated February 20, 2017*

Lisa Smith Wengler Center for the Arts at Pepperdine

Thank you for considering the Center for the Arts facilities for your event. Our facilities on Pepperdine's scenic Malibu campus can be configured in a multitude of ways to accommodate your event, and our highly professional and experienced staff will work with you one-on-one to determine how best to meet your needs. The Center for the Arts offers a variety of spaces and venues to fit every event, including dance and music recitals, plays and musicals, lectures and conferences, and even full-scale film shoots.

The focal point of the CFA is Smothers Theatre, completed in 1980 and named for a Kansas City-based friend of Pepperdine's, Frances Smothers. Smothers is host to hundreds of events each season. With its raked seating and superior sight-lines, it is considered to be one of the finest theatres of its size in Los Angeles. The auditorium has one floor with American-style seating and a capacity of 448 seats in 15 rows. The theatre has a hard proscenium, with an orchestra pit that can be placed at any of three different levels with the use of a Gala Spiralift: lower/orchestra level to accommodate up to 20 musicians, floor level to add additional seating for 59, or stage level to create an additional 10 foot thrust in front of the proscenium.

The Center for the Arts backstage area includes one large chorus dressing room with seating for 24 and an optional partition to divide the room in half. The dressing room has lighted mirrors, wardrobe racks, and two adjoining restrooms with sinks, toilets and showers. A comfortable Green Room sits adjacent to the dressing area. Quick change booths are available for backstage use.

CFA is also home to Lindhurst Theatre, a flexible "black box" space that can be used for intimate performances (seating for 50-100) with limited sets and simple lighting effects. Lindhurst is also well equipped to be used as a rehearsal, backstage/dressing room, studio, or lecture space.

The Raitt Recital Hall is perfect for more personal recitals and music performances. This acoustically superior and intimate hall has American-style seating and a capacity of 118 in 9 rows on one floor.

Rental Information

Any use of the Center for the Arts facilities is contingent on the following factors:

- Approval of event by Theatre Operations Manager and Technical Production Manager, based on the logistics and technical requirements of the event
- Completion of a Letter of Commitment (temporary agreement that implies neither legal claim to the facility nor any binding relationship between CFA and the prospective tenant)
- Payment of a \$1000.00 non-refundable deposit
- Presentation of a certificate of general liability insurance, including usual and customary coverages; a minimum of \$1,000,000 coverage for each occurrence; coverage for participants in the prospective tenant's programs; coverage for sexual abuse, harassment and molestation; Worker's Compensation and Employer's Liability Insurance; a waiver of subrogation against the University; and the University named as additional insured. Further requirements apply, and CFA can provide a full list of requirements upon request.

DAILY FACILITY RATES

(Organizations with proof of a non-profit 501(c)(3) status receive 50% off of facility rates. To be eligible for these rates, CFA must have a current copy of client's 501(c)(3) certification on file.)

Smothers Theatre

Load in, set-up, tech, rehearsal	\$800 per day
Performance day	\$1500 per day
Rehearsal and One Performance Day	\$1900 per day
Double performance day	\$2000 per day

Raitt Recital Hall

Load in, set-up, tech, rehearsal	\$400 per day
Performance day	\$800 per day

Lindhurst Theatre

Dressing/Backstage area	\$200 per day
Load in, set-up, tech, rehearsal	\$400 per day
Performance day	\$600 per day

Each rental day must start after 8 AM and must end by midnight. A rental day is defined as a 12-hour day that includes two meal breaks of one-hour each. Any time over 12 hours, before 8 AM, or past midnight will be assessed at the rate of \$50 per half hour, plus labor.

OTHER RATES

Dark day for Smothers and Raitt	\$150 per day
Dark day for Lindhurst	\$75 per day
Hazer Fluid	\$25 per day, upon prior approval
Refundable cleaning deposit	\$200
Choral shell	\$300
Dance floor rental	\$300
Piano tuning	\$150 per tuning

Video Projector	\$100 per day
Parking lot buy-out	\$350 per performance
Courtyard Rental	\$300
Tables/Chairs	\$15 (up to five tables and ten chairs; \$0.75 for each additional table and \$0.15 for each additional chair)
Raitt Audio Recording	\$100 (Tenant must provide storage media)
Smothers Audio Recording	Call for rates
Lindhurst Audio Recording	Call for rates
Film/Photography Shoot	Call for rates

Other costs, including labor, ticketing, concessions/merchandise, and other various rates and charges will be described in their respective sections.

PAYMENT SCHEDULE

Within 2 weeks of receiving the Letter of Commitment	Executed Letter of Commitment should be returned to CFA along with a \$1000.00 non-refundable deposit. Event will be cancelled if both of these items aren't received by this day.
4 months prior to the rental	Contract is issued to the Tenant. Executed contract must be returned to CFA within 2 weeks.
30 days prior to the rental	Balance of original estimate and proof of insurance is due. Event will be cancelled if both of these items aren't received by this day.
Within 30 days prior to the rental	Cancellation results in the loss of 100% of Rental Fee.
Within 15 days prior to the rental	Cancellation results in the loss of 100% of Rental Fee and 50% of labor fees.
Within 7 days prior to the rental	Cancellation results in loss of all fees.
Within 30 days after the rental	If the actual cost of the event exceeds the estimate, tenant must pay CFA the difference. For each day this payment is late, 1% of the final balance will be added to the amount owed. If the estimate for the event exceeds the actual cost, CFA will issue a check and mail it to the tenant.

LABOR

Center for the Arts crew for both back of house (BOH) and front of house (FOH) are students or overhire staff with professional training and supervision. CFA will provide all house management, ushering, box office, stage labor, and other FOH and BOH staff. Minimum crew requirements are as follows.

	Front-of-House Staff	Back-of-House Crew
Smothers Theatre	1 House Manager, 6 Ushers	1 Technical Supervisor, 3 Technicians
Lindhurst Theatre	1 House Manager, 4 Ushers	1 Technical Supervisor, 3 Technicians
Raitt Recital Hall	1 House Manager, 4 Ushers	1 Technical Supervisor, 2 Technicians
Ticketed Events	Add 1 Supervisor, 2 Ticket Sellers	

The Center for the Arts will schedule additional staff/crew members based on each event’s needs or requirements, and advise each prospective tenant of the staffing required for their event.

Below are the rates charged to the tenant for each staff and crew member working their event. Center for the Arts strictly follows California overtime law, and tenants will be expected to pay one and one-half times or double the rates below in compensation of overtime worked.

	Hourly Rate	Minimum Shift
House Manager	\$35/hour	Four hours
Usher	\$25/hour	Four hours
Box Office Supervisor	\$35/hour	Four hours
Ticket Seller	\$25/hour	Four hours
Technical Supervisor	\$35/hour	Four hours
Technician	\$30/hour	Four hours

TICKETING

If a tenant wishes to charge for admission or issue tickets for an event, the CFA Box Office must oversee reservations and ticketing for the event. It is recommended that the details necessary to ticket an event are submitted to CFA staff by two months prior to each event, or at least two weeks prior to the desired on-sale date.

The CFA Box Office is equipped to process orders in person, over the phone during regular business hours, and through the approved CFA online ticketing service. All ticket sales must go through the CFA Box Office. Patrons will be expected to pay per-ticket and per-order fees according to regular box office protocol.

If an event is ticketed, the tenant will be responsible for an administrative charge of 7% of the total ticket revenue and a fee of \$0.10 for each comp ticket (\$0 face value) printed.

TECHNICAL ELEMENTS

CFA is a “road house,” meaning technical inventory is limited and all shows coming in should be totally self-contained. We will provide general area lighting, basic sound equipment, and flying of existing drapes as part of our service. Any technical requirements beyond these standard set-ups must be arranged a minimum of one month in advance with the Technical Production Manager and will require additional labor and set-up time.

If Tenant wishes to use any technical equipment that is not included in CFA’s inventory (Technical Production Manager can provide full rental inventory), Tenant must make arrangements with the Technical Production Manager at least one month in advance to have such equipment rented and/or delivered to the venue. Some CFA inventory items are available to use at an additional cost and with an additional crew member.

The following items may not be moved from their permanent positions: drapes and soft goods, lighting instruments and follow spots, sound equipment, film screen, furniture, and dressing room equipment.

To ensure the safety of all CFA staff and event participants, tenants must discuss all scenic elements with the Technical Production Manager at least one month prior to load-in.

All theatrical effects—including strobe lights, atmospheric effects (haze), unusually loud sound effects, and other dangerous or alarming elements—require approval from the Technical Production Manager at least one month in advance of the event. Not all requests will be approved. Many effects require that warnings be posted by Front-of-House staff.

Center for the Arts strictly follows Los Angeles and California Fire Code, as well as venue-specific orders from the Fire Marshal. Hallways, doorways, aisles, and exit routes must be kept clear, and storage limited to areas approved by CFA staff. If an event presents added risk (e.g., due to the use of haze), CFA will schedule an additional crew member for fire-watch.

PARKING

A variety of parking arrangements are possible for each event, including paid parking with a free shuttle or a full parking lot buyout. CFA staff can discuss available options for specific events. Parking conditions and availability may vary throughout the year due to the University's busy schedule.

CONCESSIONS AND LOBBY SALES OF SOUVENIRS AND PROGRAMS

The Smothers Theatre lobby is available for usage during contracted performance times. Lobby set-ups, concessions items, and merchandise/souvenirs will need to be approved by CFA staff. Each tenant is responsible for providing volunteers or staff to supervise lobby sales, paying all applicable sales tax, and paying to the University a 10% commission on gross sales.

CONTACT INFORMATION

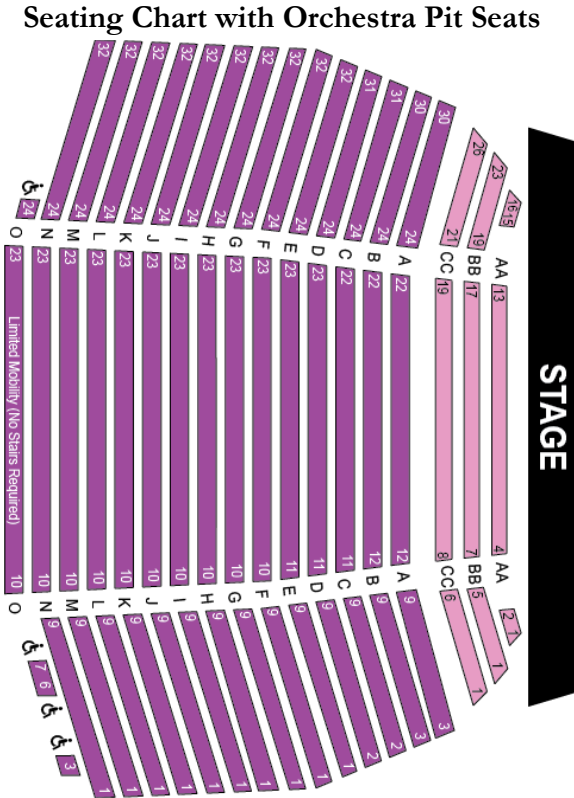
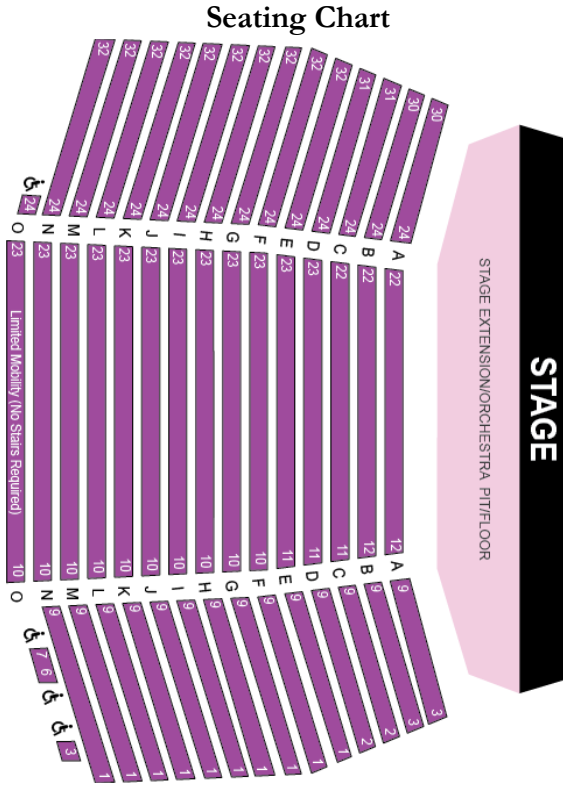
For all booking, scheduling and FOH needs, contact Steven Foley, Theatre Operations Manager, at (310) 506-4079. For BOH and technical needs, contact Danielle Lobello, Technical Production Manager, at (310) 506-4752.

Note:

These guidelines are for information only and are subject to change at any time. They are not intended to be complete or to create any sort of legal relationship between the reader and the Lisa Smith Wengler Center for the Arts or Pepperdine University.

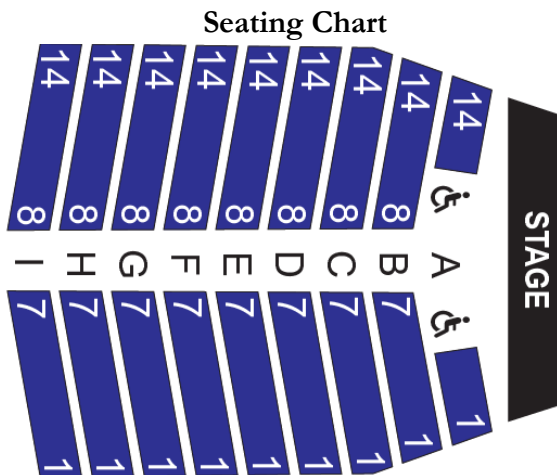
SMOTHERS THEATRE

Smothers Theatre seats 448 in 15 rows, with the ability to add 59 seats in the Orchestra Pit section. There are four wheelchair accessible locations. Assistive listening devices available for check-out.



RAITT RECITAL HALL

Raitt Recital Hall seats 124 in 9 rows, including 2 accessible seating locations.



LINDHURST THEATRE

Lindhurst Theatre features no built-in seating or stage, but is perfect for a rehearsal space or dressing room.

