

**DAVID HENRY HWANG THEATER  
IN THE UNION CENTER FOR THE ARTS**

120 Judge John Aiso Street ▪ Los Angeles, CA 90012

EWP's 230-seat theater is available for your production, meeting or event.

**Andy Lowe, Production Manager ▪ 213.625.7000 x14 ▪ Rentals@eastwestplayers.org**

**BASE RENT ▪ 8 Hours/Day (overtime, labor, equipment extra)  
Includes use of theater and backstage area; use of outdoor courtyard subject to availability.**

<b>Business Groups/For-Profit Organizations</b> including Commercial/Television/Film Production	\$5,000/week (6 consecutive days) \$1000(M-Th), \$1,500(F, St, Sn)/full day (4 – 8 hours) \$600(M-Th), \$800(F, St, Sn)/half day (4 hours or less)
<b>Overtime Facilities Charge (over 8 hours in a day)</b>	\$150-\$200/hr first 2 hours \$175-\$225/hr 3 <sup>rd</sup> and 4 <sup>th</sup> hours \$250-\$300/hr 5 <sup>th</sup> hour and above

**Community Groups/Non-Profit Organizations** 20% - Discounts with 501(c)3

**LABOR ▪ 4 Hour Minimum (per person)**

Sound Engineer, Master Carpenter	\$37/hr
Master Electrician, Deck hands and Stage hands,	\$30/hr
Box Office Personnel, House Manager, Ushers	\$25/hr
Stage Manager, Event Supervisor, or Small Design Fee	\$300/Daily
Overtime Labor Charge	Time-and-a-half after 8 hrs or past 12a)

**EQUIPMENT/MATERIALS RENTAL**

Stage Lights	Determined by event needs
Audio/Visual <ul style="list-style-type: none"> <li>▪ House System: CD, Minidisc</li> <li>▪ Handheld Microphone or DI (Wireless or Hardwire)</li> <li>▪ Wireless Lavalier Microphone</li> <li>▪ 10'x14' Projection Screen (front and rear)</li> <li>▪ NEC NP4000 Video Projector (will not provide media player)</li> <li>▪ Yamaha Baby Grand Piano (tuning \$150)</li> </ul>	N/C \$10/day each \$60/day each \$100/day \$100/day \$100/day
Stage Properties <ul style="list-style-type: none"> <li>▪ Acrylic Podium</li> <li>▪ Soft goods (per Piece)</li> </ul>	\$25/day \$25/each
Reception Tables – 8' (2), 6' (10), 5' (1), 4' (2)	\$5 each
Outdoor Patio Tables/Chairs/ or table Linens	\$5 each
Propane Gas Heaters (Includes refill)	\$25
Table Linens – 7.5' x 6'	\$2.50 each (includes cleaning fee)
Marquee Use(by approval for multi-day events only)	\$150 Installation fee, \$100/display week

**ADDITIONAL TERMS**

- **Liability Insurance** - The Client and all contractors/vendors employed by the Client must obtain Commercial General Liability insurance naming East West Players as additional insured with limits of \$1,000,000 per occurrence/\$2,000,000 aggregate. Insurance must cover all time contracted in theater including load-in, tech, rehearsals, performances, and loadout. The certificate and additional insured endorsement must state that the Client's and the contractor's policies are primary and that all insurance available to East West Players is non-contributory. The certificate of liability insurance is due no later than one week before the date of the first performance.
- **Required EWP Staff** - Theater rental requires hiring of at least 1 contracted EWP Production Staff (see rates above). Use of box office available only with at least 1 contracted EWP Box Office Staff (see rates above). On Holidays observed by EWP, labor rates shall be billed at time-and-a-half for the first eight hours and at double-time for any hours beyond that.
- **Event Materials** - If a program is printed and distributed to guests, we ask that a brief paragraph about East West Players be included. The text will be provided for you for this purpose. All décor and signage must be freestanding. Signs or other "markers" are not permitted outside the building unless approved in advance. Use of EWP or East West Players' name is permitted only to announce the location for the performances unless otherwise agreed upon by EWP. The Client may make no claim that East West is sponsoring or hosting the performances.

# BOOKED IN EVENT NEEDS ASSESSMENT

**Organization/Business:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**City/State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Does your organization have exempt status?**    NO    YES *(IRS determination letter attached)*

**Does your organization liability insurance?**    NO    YES *(Additional Insured rider attached)*

**Type of Event:** \_\_\_\_\_

**Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Dates of event: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ till \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Alternate Dates of event: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ till \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

*(Please fill in proposed dates and times of event in calendar below. Remember to allow time for lighting hang and focus, sound checks and or build or set up time!)*

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Will you need access to the dressing rooms?

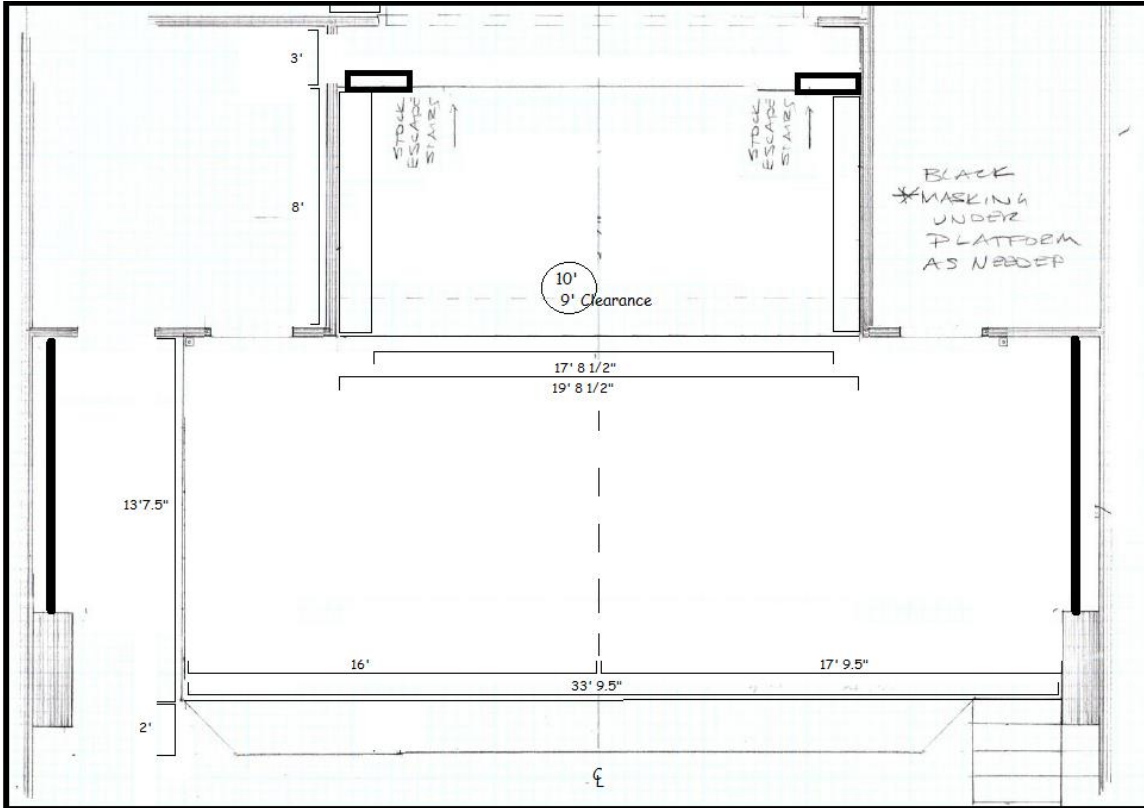
No

Yes

(If yes, please specify number of performers or participants) \_\_\_\_\_

**STAGING SPECIFICATIONS, EQUIPMENT AND MATERIALS:**

(Please provide a rough floor-plan of your desired stage set-up. Note any paint treatments must be restored to black upon completion of event)



**Stage Dimensions:** Depth @ Apron – 13'-7.5"      Width @ Apron - 33'-9.5"  
 Depth @ Cove – 11'      Width @ Cove Plaster-Line – 19'-8.5"  
 Combined Depth – 24'-7.5"

**STAGING NEEDS:**

Acrylic Podium (\$25)      \_\_\_\_\_ (x \_\_\_\_\_ days) = \_\_\_\_\_

Piano (\$100)      \_\_\_\_\_ (x \_\_\_\_\_ days) = \_\_\_\_\_  
Tune? \$150 (y / n) = \_\_\_\_\_

Folding Chairs (\$5)      \_\_\_\_\_ (x \_\_\_\_\_ days) = \_\_\_\_\_

Folding Tables (\$5)      \_\_\_\_\_ (x \_\_\_\_\_ days) = \_\_\_\_\_

Music Stands (\$5)      \_\_\_\_\_ (x \_\_\_\_\_ days) = \_\_\_\_\_

Soft Goods (\$25 each)      \_\_\_\_\_ (x \_\_\_\_\_ days) = \_\_\_\_\_

On Stage Power      \_\_\_\_\_ # of open outlets (No Charge)

**Total Costs: \$** \_\_\_\_\_

**AUDIO/VISUAL NEEDS:**

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**Playback:**    \_\_\_Cassette    \_\_\_CD    \_\_\_Minidisc    \_\_\_MP3 Input

**Microphones:**    Handheld (\$10)    \_\_\_ (x \_\_\_ days) = \_\_\_  
                          Lavalier (\$60)    \_\_\_ (x \_\_\_ days) = \_\_\_  
                          Floor Mic (\$10)    \_\_\_ (x \_\_\_ days) = \_\_\_  
                          Powered Speakers (\$15) \_\_\_ (x \_\_\_ days) = \_\_\_  
                          Satellite Speakers(\$10) \_\_\_ (x \_\_\_ days) = \_\_\_  
                          Mic Stands (\$5)    \_\_\_ (x \_\_\_ days) = \_\_\_  
                          Input Box (\$30)    \_\_\_ (x \_\_\_ days) = \_\_\_

**Audio Costs: \$**\_\_\_\_\_

**Projections:**    10'x14' Screen (\$100)    \_\_\_ (x \_\_\_ days) = \_\_\_  
                          NEC NP4000 (\$100)    \_\_\_ (x \_\_\_ days) = \_\_\_  
*(note, no video playback is available. Renter must provide own Laptop or player)*

**Video Costs: \$**\_\_\_\_\_

**Total A/V Costs: \$**\_\_\_\_\_

**THEATRICAL LIGHTING:** *(Please describe lighting needs, i.e. general wash, specials, or desired "effects")*

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**Total Lighting Costs: \$**\_\_\_\_\_

**OTHER TECHNICAL NEEDS (NOT SPECIFIED IN FORM)**

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**Total Other Costs: \$**\_\_\_\_\_

**PRODUCTION STAFFING**

**LEAD PERSONNEL**

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**Stage Manager/Production Supervisor** (EWP Required):

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**Contact:** (email) \_\_\_\_\_ (phone) \_\_\_\_\_

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**Stage Manager** \_\_\_\_\_ Days x \$300.00 = \$ \_\_\_\_\_

**Deck Supervisor** (EWP Required):

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**Contact:** (email) \_\_\_\_\_ (phone) \_\_\_\_\_

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**Deck Supervisor** \_\_\_\_\_ Days x \$300.00 = \$ \_\_\_\_\_

**Sound Engineer** (EWP Required):

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**Contact:** (email) \_\_\_\_\_ (phone) \_\_\_\_\_

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**Sound Engineer** \_\_\_\_\_ hours x \$37.00 = \$ \_\_\_\_\_

**Master Electrician/Operator** (EWP Required):

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**Contact:** (email) \_\_\_\_\_ (phone) \_\_\_\_\_

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**Master Electrician** \_\_\_\_\_ hours x \$30.00 = \$ \_\_\_\_\_

**Total Crew Lead Costs: \$ \_\_\_\_\_**

**CREW**

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**Hang/Focus:** \_\_\_\_\_ Electricians \_\_\_\_\_ hours x \$30.00 = \$ \_\_\_\_\_

**Sound Load in:** \_\_\_\_\_ Sound Techs \_\_\_\_\_ hours x \$30.00 = \$ \_\_\_\_\_

**Carpenters/Deck Crew:** \_\_\_\_\_ Crew \_\_\_\_\_ hours x \$30.00 = \$ \_\_\_\_\_

**Total Crew Costs: \$ \_\_\_\_\_**

**COURTYARD & FOH:**

*(If you plan on using the courtyard, please provide a rough floor-plan of your desired set-up.)*

**COURTYARD SPECIAL EVENT:**

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**Full Day Courtyard Event:** (\$500 – 8 hours) \_\_\_\_\_

**Half Day Courtyard Event:** (\$250 – 4 hours) \_\_\_\_\_

Proposed Date/time of event: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ till \_\_\_\_\_

**Total Costs: \$** \_\_\_\_\_

**FACILITIES NEEDS:**

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Patio Chairs (\$5) \_\_\_\_\_ (x \_\_\_\_\_ days) = \_\_\_\_\_

Patio Tables (\$5) \_\_\_\_\_ (x \_\_\_\_\_ days) = \_\_\_\_\_

Banquet Tables (\$5) \_\_\_\_\_ (x \_\_\_\_\_ days) = \_\_\_\_\_

Table Linens (\$2.50) \_\_\_\_\_ (x \_\_\_\_\_ days) = \_\_\_\_\_

Gas Heaters(\$25 incl refill) \_\_\_\_\_ (x \_\_\_\_\_ days) = \_\_\_\_\_

Distributed Power \_\_\_\_\_ # of open outlets *(No Charge)*

**FOH: Total Costs: \$** \_\_\_\_\_

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<b>Do you plan on using EWP's Box Office?</b>	<b>YES</b>	<b>NO</b>	
<b>Box/House Mgr:</b> _____ Personnel	_____ hours	x \$20.00	= \$ _____
<b>Facilities Staff:</b> _____ Personnel	_____ hours	x \$20.00	= \$ _____

**MARQUEE MESSAGING**

*The Marquee facing Judge John Aiso st. is reserved for East West Players Messaging. Under limited circumstances, renters with Multi-Day Public events may request messaging referring to their events. Such requests will only be considered if submitted at least 2 weeks advance of the event dates. East West Players reserves the right to reject any requests.*

<b>Would you like to request use of the Marquee?</b>	<b>YES</b>	<b>NO</b>	
Installation of Marquee messaging (\$150)			= \$ _____
Display Weeks _____	(x \$100/Week)		= \$ _____

**Total Labor Costs: \$** \_\_\_\_\_

# COST ESTIMATE

## Base Theatre Rental

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**Time Period:**

Hourly \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Daily \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Weekly \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Overtime Hrs. \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total Rent: \$ \_\_\_\_\_  
(Discount: - \$ \_\_\_\_\_

**Final:** \$ \_\_\_\_\_

**Total Rent: \$ \_\_\_\_\_**

## Equipment & Materials

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**Staging:**

Total: \$ \_\_\_\_\_

**Audio Visual**

Total: \$ \_\_\_\_\_

**Lighting**

Total: \$ \_\_\_\_\_

**Other**

\$ \_\_\_\_\_  
Total:

**Total Materials:**  
\$ \_\_\_\_\_

## Production Staffing

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**Lead Personnel:**

Total: \$ \_\_\_\_\_

**Production Staff:**

Total: \$ \_\_\_\_\_

**Total Labor: \$ \_\_\_\_\_**

## Courtyard and FOH

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**Personnel:**

Total: \$ \_\_\_\_\_

**Facilities:**

Total: \$ \_\_\_\_\_

**Total FOH: \$ \_\_\_\_\_**

**GRAND TOTAL: \$ \_\_\_\_\_**