



Southside Theatre Checklist

(We recommend you read these guidelines thoroughly, but if you only read one thing, please read this summary!)

- Alcohol Service:** *Due 3 weeks before the event.* A permit is required to serve alcohol at your event. Please see your FMC Representative for permit application. All alcohol must be served by licensed beverage caterers. A certificate of insurance with Fort Mason Center added as additionally insured and liquor liability is required from your alcohol service vendor. Please refer to “Permits” & “Insurance” for more information.
- Box Office:** The Fort Mason Center Box Office is now open and ready to ticket your event. Please contact Jordan Battle at jordan@fortmason.org or 415-345-7576 for more information
- Caterer/ Food Vendors:** All vendors serving food at a public event must apply for a health permit, please refer to “Permits”. Some pre-packaged concessions type foods are exempt from these requirements. Please speak with your FMC Representative for details.
- Decorations:** You are welcome to decorate the lobby with the understanding that all decorations are to be removed without leaving damages. The only adhesive materials allowed on the walls are painters tape or 3M Command Strips which will not damage surfaces (**no masking, duct, or transparent tape allowed**). Nothing can be hung from the ceilings or pipes without prior approval by your FMC representative. **Glitter, confetti, silly string, body paint, etc...** are not allowed in our venue.
- Equipment:** The Southside theatre comes with a wide variety of theatrical equipment at no additional charge. Please see “Equipment Inventory” for more information.
- Flame Certificates:** *Due 1 month before load-in.* Certified flame certificates should be submitted with your floorplan for all tents, fabric or wood structures being used at the facility.
- Insurance:** *Due 1 month before load-in.* Insurance is required with Fort Mason Center added as additionally insured using the following language: *Licensee, Fort Mason Center, the United States/National Park Service, GGNRA (Golden Gate National Recreation Area), and all of their respective agents and employees.* Please note that we require one million aggregate and one million per occurrence. Workers' Compensation insurance should be provided as determined by law.
- Parking:** Several options are available to you should you want to reserve parking for your patrons. Please refer to “Parking” for a list of options. Please also note that we do not allow trucks to park on our campus without prior approval. Parking is to remain as open as possible for both your patrons and the patrons of other events across campus. Overnight parking for any vehicle is strictly prohibited. A 48 hour notice is required for all pre-paid parking requests.
- Signage Needs:** We can hang a banner on the street at the Buchanan Gate, if requested (free of charge). Please see your FMC Representative for more information. Please also note that we do not allow any a-frames or other signage anywhere other than within your event space. We can provide outdoor sign holders if needed. Refer to “Signage” for more information.
- Staffing:** FMC may be able to provide Licensee some technical labor during load in and load out at no additional charge. Scheduling is critical for this; please speak with your FMC Representative early in your planning process. All run crew and other show labor is the responsibility of Licensee with the exception of House Management which is an FMC Staff position.
- Stage Rules:** House must be restored to standard configuration at the end of your contracted event time. Installation only, no construction on site. Please see “Stage Rules” and website for additional details. This includes repainting the floor with Rosco Tough Primer Black – satin, if you have painted it.

- Telecom Needs:** Fort Mason Center offers wireless internet at the cost of \$12/user/day. Please speak with your FMC Representative for more information or for a list of services offered, please refer to "Telecommunications".
- Ushers:** You are required to provide ushers for your event. General Seating requires a minimum of three ushers, Assigned Seating requires a minimum of two ushers.

Southside Theatre Rules & Regulations

Alcohol and Beverage Service

- See Permits pg. 9 and Insurance pg. 6
- When ice is utilized for chilling beverages, absorbent bar mats are required (on all floor surfaces).
- Ice must be disposed of in specified locations, based on the facility. Please speak with your FMC Representative for more information.

Animals

With Fort Mason Center approval, animals are allowed inside the facility. While here, the following policies must be observed:

- Animals must be under the control of a handler at all times.
- Animals may not be within 100 feet of any food service area (this policy does not apply to service animals).

ATM Machines

Fort Mason Center has one on-site ATM machine on the ground level of Building B next to Cook's Cafe. Additional ATMs can be requested. We have an exclusive contract with our ATM vendor, and Licensees are not permitted to bring in their own ATMs.

Audio Visual Services and Projection Presentation Technology

Fort Mason Center offers a range of projection presentation technology including projectors, microphones, sound systems, podiums, etc. For equipment available in the Southside Theatre see Equipment Inventory on pg. 2

Baby Changing Stations

Buildings B, C and D have one baby changing station in each first floor women's restroom.

Capacity of Southside Theatre

The maximum capacity of the Southside Theatre is 162. Every patron must have a seat. There is no sitting or standing in the aisles.

Cleaning

Licensee agrees to pay cleaning fees associated with their event. This fee includes a minimum of a full clean of the space after every performance, but does not include large trash disposal. Licensee agrees to dispose of all trash associated with the event in proper bins and in a manageable state.

Complimentary Tickets:

FMC has the right to ask and be provided with up to four (4) complimentary tickets to each public event. These tickets will be used in support of the marketing and strategic public outreach effort of FMC.

Construction:

Onsite construction is prohibited without prior written approval. Scenery may be installed but not built on site

Damages

Any damage to venues will be billed to Licensee, post event. It is important to leave the venues in the condition in which they were found to avoid additional charges.

Decorations

Licensee is welcome to decorate the lobby with the understanding that all decorations are to be removed without leaving damages. The only adhesive material allowed on the wall is drafting or painters tape or 3M Command Strips which will not damage surfaces (no duct tape, or transparent tape allowed). Nothing can be hung from ceilings or pipes without prior approval by your FMC Representative. Glitter, confetti, silly string, etc. is not allowed in our venues. For candles, see fire prevention policies on pg. 4.

Deliveries

All deliveries must take place within the Licensee-contracted times. Trucks may not idle their engine for more than 30 seconds, per NPS policy.

Dressing Rooms

There are 2 dressing rooms available to the Licensee. These are equipped with mirrors, lights, and dressing tables.

Elevator, Freight

Building D has a freight elevator. The size of the elevator is: 11' 6" deep x 6' 11" wide and is 8' tall. Freight Elevator should only be operated by FMC staff. Please consult with your FMC Representative regarding its use

Elevator, Passenger

Please do not use the Building D passenger elevator to load or unload equipment.

Emergency Announcements

All Licensees must include an announcement indicating the existence and location of the emergency exits in the theatre at the beginning of each performance or session. For conferences this announcement must include language regarding the necessity of keeping all aisles clear of obstruction.

Emergencies

Fort Mason Center is on federal property and under the jurisdiction of the U.S. Park Police (USPP). Park Police officers provide 24-hour, daily emergency response for FMC and are the only armed security force allowed on FMC grounds. In case of an emergency, call (415) 561-5656 Emergency Dispatch.

Emergency Preparedness Guidelines

Fort Mason Center encourages the Licensee to have an emergency preparedness plan so that you and your staff will know what actions to take in case of an unforeseen emergency that may occur during your event.

Licensee agrees to become familiar with all fire exits, the location of the fire extinguishers and all paths of egress from the venue. Additionally, they agree to inform their staff, vendors and contractors of such locations. General seating events in the Southside Theatre require 2 ushers to direct seating and aid in the event of an emergency. Assigned seating events require 3-4 ushers. See Ushers on pg. 13

Equipment Inventory

The equipment listed may change without notice. Please check with your FMC Representative when planning your event.



STAGE

- Dimensions:
 - 18' 5" x 11' 5" proscenium opening
 - 30' 3" plaster line to upstage wall
 - 2' 2" apron
 - 2' 9" stage height
 - 15' stage left wing
 - 7' stage right wing
- Wood floor
- Two upstage pillars 16' 6" from plaster line
- Podium 24"W x 48"H

BACKSTAGE

- 2 dressing rooms: mirrors, makeup tables with lights, rolling costume racks
- 1 extra room to be used as additional dressing rooms or green room
- 1 bathroom with shower (shared with Magic Theater)
- Washer and dryer (shared with Magic Theater, no dyeing, no laundry supplies available)
- Slop sink (shared with Magic Theater) NOTE: When water is splashed down the side of the sink, it leaks into the room below. Please be careful when using this sink.
- Valuable lock-up: Licensee may use the room offstage left or space in the lockers in the booth for valuable lock up. Licensee must provide padlock. Any lock left at the end of your contract will be cut off.

LIGHTING

- ETC Element Control Console
- Display monitor for booth
- 48 - AVAB 20 Amp Digital Dimmer II (DDII) dimmers
- 60 circuit tails in the booth and 60 circuit tails over the stage – not all of these are operational
- House Lights, separate system from dimmers – dimmable by hand

Instruments

- 15 ETC Source Four 36 degrees 575 watt
 - 14 ETC Source Four 50 degree 575 watt
 - 5 Colortran 6" fresnels with 1 barn door 1000 watt
 - 3 Altman PAR 64 floods 1000 watt
 - 6 Colortran Mini Elipse 500 watt
 - 10 ETC Source Four PAR 750 watt
- All instruments are equipped with safety cable and pipe clamps. We have some color frames for each type of unit

CABLE - ADDITIONAL INVENTORY

- 2 – 10' stage pin

CLEARCOM

- ClearCom communication from booth to either stage left or stage right. 2 headsets, 1 wired belt packs, 1 base station (located in booth)

SOUND

- Allen & Heath Mix Wizard Console WZ4 16:2- 16 channel
- 2 – QSC K12 – 12” powered speakers (mains)
- 1 – QSC K-Sub – dual 10” powered subwoofer (located under the stage)
- Audio snake 16 x 8 (located downstage left)
- Monitor mic with speaker in booth
- 1 SM58 microphones
- Various cables: 6’ S-Video, 6’ USB A to USB B, 6’ VGA, 6’ VGA & USB A to DVI, XLR various lengths, RCA, RCA to ¼”, ¼”
- Mic stands: 2 boom, 2 straight. 8 stand clips of various sizes.
- Miscellaneous connectors and cords
 - 5 XLR turnarounds female to female
 - 6 XLR turnarounds male to male
 - HDMI turnaround female to female
 - HDMI to VGA & 1/8” adapter

*Please note, there are not stage monitors

PROJECTOR AND SCREEN

- Da-Lite - 164” Diag. 87x139 Cosmopolitan Electrol Projector Screen, 16:10 Format, High Power Fabric
- Epson PowerLite Pro 4K G5450WUNL 3LCD Projector

MONITORS

- There are not monitors in the lobby or dressing rooms.

MASKING

- Multiple flats covered in Duvetyne or painted black are available for masking purposes. These are 4’ wide and vary in height.

Fire Prevention Policies

- Pyrotechnic devices are not permitted.
- Candles are permitted only when secured in glass housings that extend two (2) inches past the height of the flame.
- Fabric Certification and Labeling for drape and decorative fabric shall have a permanently affixed label stating that it complies with CPAI-84, NFPA 701 or label by a California State Fire Marshal licensed applicator or manufacturer bearing the following information:
 - The Seal of Registration (as shown to the right)
 - If treated fabric, the name and registration number of the approved application concern and approved chemical used, and the date of treatment.
 - If registered fabric, the trade name and registration number of the approved fabric, and the date of production.
- Non-essential equipment should be turned off when unsupervised (such as stage lighting, etc...)
- An illuminated exit sign must be visible from any location within the building. If a curtain or object obstructs the line of sight of an existing exit sign, an illuminated exit sign must be hung in a viewable location. All exit signs should have emergency lighting/bug eyes and be A/C powered with battery backup.





- Any and all electrical equipment must comply with all local, state and federal requirements for public assembly occupancy, including: extension cords shall be 3-wire (grounded) and #14 or larger AWG copper wire. Connectors must not be supported by cords. GFI's should be used in any location where water may come into contact with electrical equipment.
- Scenic and Prop Construction Material
 - All Materials and Furnishings shall be either:
 - Made from non - combustible materials
 - Treated and maintained in a flame retardant condition by an approved flame retardant solution process as stated below
 - Meet the flame and smoke density ratings as stated below
 - All fabrics should be comply with CPAI-84 and be labeled or certified as such or be flame treated.
 - Flame retardant treatments shall be renewed as necessary or after each cleaning. Identification showing the date, type of treatment, the firm that treated the material and Seal of the State of California Fire Marshal shall be located on, or affixed to all treated materials or posted in booth approved by the facility Fire Marshal.
 - Combustible materials having a flame spread rating of less than 225 and a smoke density rating of less than 450, as determined by ASTM E 84 (Tunnel Test), and certified as such, comply with the NFPA codes listed below.
 - Please Reference NFPA 701 and 101-10.3.1, 10.3.5, and 12.7.5 (all) for more information.
- Acceptable Materials for Construction and Furnishings (must meet regulations as stated above):
 - Wood that is properly treated
 - Drapes, hangings, curtains, and props.
 - Foam core board (PVC) shall be a certified flame resistant type. No exceptions.
 - Poster paper and banners.
 - Decorative fabrics.
 - Motion picture screens.
 - All other decorative materials, including plastics
- Unacceptable Materials for Construction and Furnishings:
 - Cardboard
 - Plywood under ¼" thickness
 - Oil Paper
 - Tarpaper
 - Nylon
 - Materials that cannot be flame treated
 - Untreated material

Flyers

Fort Mason Center is on NPS property and therefore must be environmentally conscious at all times. Papering cars or passing out flyers is strictly prohibited due to the trash produced and sent into the San Francisco Bay.

Food and Health Regulations

Anyone selling or dispensing food to the general public must have a Temporary Food Permit (TFE) from the National Park Service. TFE applications must be submitted to the National Park Health Specialist at least 3 weeks prior to the event. Contact your Fort Mason Center representative for information on how to obtain this permit – See Permits pg. 9

Food Trucks

For private events, food trucks must work with Licensee and Fort Mason Center representative to find an agreed upon location to cook and serve. For public events, food trucks must follow the Food and Health Regulations and apply for a Temporary Food Permit. Location of service will be determined by Licensee and Fort Mason Center.

Heating

The Southside Theatre has radiator heat and exhaust fans for cooling. Please speak with the FMC staff member onsite if you have temperature issues.

Hours of Operation

FMC hours of operation are daily from 7:00am to 12:00 (midnight) year round, excluding the following holidays, on which FMC is closed: New Year's Day (January 1), Independence Day (July 4), Thanksgiving Day (Fourth Thursday in November), and Christmas Day (December 25). Office hours are 9:00 am – 8:00 pm, seven days a week.

House Managers

An FMC House Manager is required for all performances in the Southside Theatre. House Managers are responsible for the safety of patrons and the smooth operation of Front of the House. Licensee agrees to pay all costs associated with staffing this position.

Insurance Requirements

All Licensees must submit a Certificate of Insurance for their event (see required limits below). If alcohol is being served in any venue, insurance is required with liquor liability or host liquor liability and should be discussed with your FMC representative. In all cases, Fort Mason Center must be added as additional insured using the following language: *Licensee, Fort Mason Center, the United States/National Park Service, GGNRA (Golden Gate National Recreation Area), and all of their respective agents and employees.* The Licensee is responsible for ensuring all their vendors and/or exhibitors are licensed and insured. Proof of this may be requested at any time by your FMC representative.

- General liability insurance with limits not less than One Million Dollars (\$1,000,000) per occurrence and annual aggregate for bodily injury, personal injury, and property damage
- Liquor Liability/Host Liquor Liability: One Million Dollars (\$1,000,000)
- Workers' Compensation insurance should be provided as determined by law.
- Auto Liability Insurance for all vehicles used for business purposes by Licensee

Internet

Please see Telecommunications on pg. 12.

Keys and Locks

Fort Mason Center does not give venue keys to our Licensees. Only FMC employees have keys to the venues. Please use the white courtesy phone on the first floor of building D to contact FMC staff and gain access to the Southside Theatre.

Labor

FMC may be able to provide Licensee some technical labor during load in and load out at no additional charge. Scheduling is critical for this; please speak with your FMC Representative early in your planning process. All run crew and other show labor is the responsibility of Licensee with the exception of House Management which is an FMC Staff position.

Laundry

The Southside Theatre has a washer and a dryer available for use by Licensee. This laundry is shared with the Magic Theatre and scheduling of the equipment is required through your FMC Representative. Licensee must provide all detergent and other consumables.

Lifts & Ladders

There are several ladders (extension and A-frame) that are available for use. Ladders are stored stage left against the side hallway wall. Ladders are shared with Magic Theatre

Loading Zones

The loading zone for Building D is on the west side of the building in the middle and is marked on the pavement. Loading can also be done from the end of the ramp on the south west side of the building

Lost and Found

All lost and found should be turned in to the House Manager who will keep it at the theatre for the duration of Licensees' event. Following the event items will be moved to Fort Mason Center's Lost and Found is located at the Main Office in Building A. Lost items turned in will be held for thirty days after which they will be disposed of or donated.

Noise Restrictions and Music

Amplified music, entertainment, and public address are permitted inside the venue only. FMC reserves the right to request a demonstration of volume levels prior to the event and enforce or request changes to volume levels in its sole discretion. Outdoor music, entertainment, or public address is prohibited unless approved by FMC.

Bluebear School of Music is on the second floor of building D and their classes can be heard in the Southside. Please consult with your FMC Representative for details.

Non-event guests on FMC Campus

Fort Mason Center is part of the Golden Gate National Recreation Area and must therefore be open to the public at all times. Due to this, you will encounter non-event guests walking around and utilizing the campus in multiple ways.

Opening and Closing of Venues

FMC staff will unlock and lock the licensed venue as indicated in your contract. Any changes or special requests must be authorized by a FMC representative. Licensee should plan for setup, breakdown, and cleanup times within the contracted times. The facility must be completely cleared of people and/or any materials brought into the venues by the end time listed on your contract, as activities are contracted continuously. FMC staff does site inspection of venues after each event. Please also see Keys and Locks on pg. 6

Parking Policies and Procedures

Fort Mason Center does not guarantee parking availability for events on campus. Guests are required to pay for parking at one of the parking stations on campus using the parking space number indicated.

- **Parking Rates**

Weekday		Weekend
0 – 1 hour	\$2.00	\$2.00
1 – 2 hours	\$5.00	\$5.00
2 – 3 hours	\$7.00	\$8.00
3 – 4 hours	\$10.00	\$12.00
Over 4 hours	\$12.00	\$14.00

- **Reserved Parking Spaces**
 - Spaces reserved for the exclusive use of residents, licensees, and their visitors should be limited in scope and nature to encourage the FMC and regional transit first strategy. (cont.)
 - Spaces reserved for this use require an attendant and payment in advance when ten or more spaces are reserved.
 - The general public may park in the reserved area provided they agree to remove their vehicles by the posted times and park where instructed by the attendant.
 - FMC will barricade and post these spaces as reserved, but cannot guarantee compliance with these notices.

- **Reserved Event Space**
 - Reserved parking for events taking place in the parking lot (for example, Off the Grid) will be posted and blocked off.
 - In the event of peak demand during this reservation period, attendants may offer to valet cars. Keys must be left with attendants.

- **Reserved Valet Parking**
 - Reserved valet parking hours will be posted, and an attendant will be on duty prior to the event.
 - The general public may park in the reserved area provided they agree to remove their vehicles by the posted times and park where instructed by the attendant.

- **Public Valet Parking**
 - On multiple event days, FMC may offer a valet service to all visitors based on available capacity.
 - The cost plus fees (if any) for this service will be posted and payable by visitors at time of service.

- **General Procedures**
 - All reserved parking spaces must be approved in advance and in writing by the Events Department.
 - Parking that is reserved for an evening event will be made available during the day for general use.
 - “No Parking” signs will be posted stating that the area must be cleared one hour prior to the usage of the space for the event.
 - Truck and equipment parking may be reserved in the same manner as above. Overnight truck parking is not permitted.
 - Parking spaces that are being used as event space will be reserved for the entire day. An attendant is required for any event-specific spaces.
 - Special circumstances may require occasional derivations from these procedures.

- **Parking Lot Fees (rates subject to change)**
 - \$10/space/day for reserved spaces (price of parking is separate)
 - Parking Attendant: \$38/hour with 4 hour minimum
- **Prepaid Parking**
 - Pre-paid parking for yourself or your guests can be coordinated with a 48 hour notice.

FMC has the right to require Licensee to arrange and pay for shuttles as they deem necessary.

Permits

It is the responsibility of the Licensee, in advance of the event, to furnish all requested materials so that FMC may obtain proper permits. If Licensee's event is cancelled due to lack of, or failure to comply with, any permit, any portion of the facility rental charges received by FMC will be retained by FMC, and any remaining balance of the facility rental charge will remain payable regardless of such cancellation. Licensee and its vendors will make no claim whatsoever against FMC for any consequences that may result from the failure to obtain or comply with such permits.

- **Alcohol Permit:** An alcohol permit must be requested and filled out by Licensee for all events serving alcohol. United States Park Police (USPP) issues all alcohol permits through Fort Mason Center.
 - All alcohol sales or service must end thirty minutes before the event end time.
 - Alcohol is not allowed outside of venues, unless in an area pre-determined as event space.
 - Licensees must adhere to ABC permit standards and the policies of the alcohol permit approved by USPP.
 - When alcohol (including beer, wine and champagne) is being served at an event, the Licensee must provide a Certificate of Insurance with 1 million (\$1,000,000) in Liquor Liability naming Fort Mason Center, etc. as additionally insured. (see Insurance Requirements, pg. 6)
 - A third party bartender from a licensed beverage caterer must be used for all alcohol service, and must show proof of Liquor Liability Insurance.
 - Glassware may be used during events, but souvenir glassware may not be distributed to attendees.
- **Fire Permit:** Fire permits are required for all events with cooking equipment or open flame.
 - See Fire Prevention Policies on pg. 4
 - The sides of the piers must remain unobstructed, maintaining a clear egress in the case of an emergency.
 - All equipment must be set up north of the last exit or on the apron of the Pavilion.
 - **Temporary Food Event Permit (TFE):** All caterers, food vendors, concessionaires, and food truck vendors selling or dispensing food to the general public must obtain a TFE permit from the National Park Service. See Food and Health Regulations on pg. 5 for more information.

Publicity and Advertising:

The Licensee is responsible for all advertising and publicity regarding its use of the venue and agrees to the following:

- Licensee agrees to refer to the location of its event as "Fort Mason Center," followed by the name of the venue, on all advertising, publicity, and content.
- Licensee agrees to adhere to all city, state, and federal signage codes and will not post signs or any advertisement on FMC or the National Park Service's property without the express prior written consent of the Center.

- Upon request to do so, Licensee will include in its promotional materials an acknowledgement of the Center, the Center's logo, or other statements regarding the location of Licensee's event and access to the event by public transportation.
- The Center retains the right to publicize the activities of Licensee in the Center's regular calendar of events, on the Center's website, or other publicity materials without liability for omissions or errors.
- See Signage on pg. 10

Receptions

Any pre or post show receptions or parties must be scheduled with your FMC Representative. Additional charges may apply.

San Francisco Conservation Corps (SFCC)

For waste in larger volume than typical custodial Fort Mason Center may require client to contract with SFCC, our exclusive vendor for greening services.

Security/United States Park Police/SFPD

The Center will work cooperatively with the Licensee to determine any and all security requirements for their events. The U.S. Park Police has the right to staff the event at the expense of the Licensee. A written security plan is required by all Licensees using these services.

Signage – General

Fort Mason Center is a multi-venue campus with many events occurring daily. As such, we do not allow any signage to be displayed in our parking lot or common areas of buildings including A-frames, free standing signs, or signs taped on walls. This applies to the hallways and elevators of any multiuse venues such as Buildings B, C, or D and the Conference Center if in use by multiple clients.

Signage – Outdoor Sign Holders

Fort Mason Center maintains portable, freestanding, sidewalk sign holders for use by Licensees. These sign holders are available for special events to direct visitors to specific locations on site. Licensee may request the use of one or more holders (two-sided) for placement on the sidewalks outside the rented venue. Licensees must prepare their own signs for use in the holders.

- Size:
 - 17x11 inches in a horizontal format (provide four signs, two for each side of the sign holder).
 - 17 x 24 inches in a vertical format (provide two signs, one for each side of the sign holder).
- Leave one-inch space at the top to hang the sign.
- Use paper no heavier than card stock with a weight of 0.014



Please Note: No other outdoor signage is permitted within Fort Mason Center, including notices on cars. There is also an ordinance which prohibits posting in the Marina District Neighborhood.

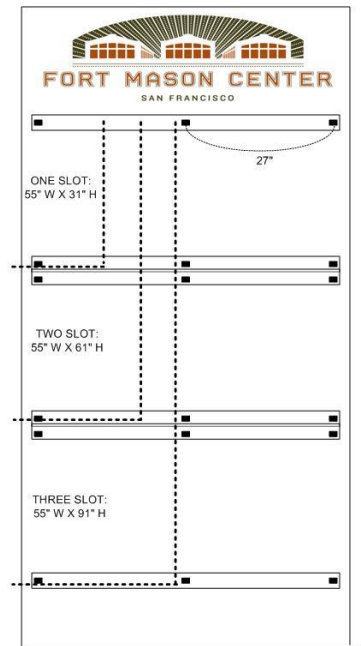
Signage – Buchanan Gate Sign

All Licensees have the potential to place a sign at the Buchanan Street sign on Marina Blvd. Space is reserved on a first-come-first-serve basis, but at times is prioritized to largest events on campus. Signage is placed on the Monday prior to the event. Creating the sign is the responsibility of the Licensee, but FMC staff will hang it free of charge. Signs will be

disposed of the week after the event unless prior arrangements have been made.

Specifications for the signs are listed below.

- Each slot is approximately 55" wide by 31" high
- The Cowell Theatre has the right to use up to 2 slots, as available.
- Signs must have a 1" border on each side
- Signs must have ½" holes (grommets for vinyl banners) that are centered ¾" from the edge of the sign.
- Signs must be made out of one of the following materials:
 - Tyvek or Vinyl, minimum 6 millimeters thick
 - Foamcore Board, minimum ¼" thick
 - Plywood, ¾" thick only
- Signs must list the event name and specific venue.
- **COST SAVINGS:** If planning to use the sign from one year to the next, keep the sign generic by not using specific dates. Use a phrase such as "This upcoming weekend" or "Friday – Sunday".



Smoking

Licensee can designate an exterior smoking area and must provide ashcans. Security may be required. This location must be pre-approved by your FMC Representative and the NPS Fire Marshal.

Staffing – From Fort Mason Center

Fort Mason Center has a staff of technicians that clean and maintain most of the facilities. If there is ever a situation that needs attention, a Fort Mason Center staff member is available between the hours of 7:00 a.m. – midnight, daily.

Stage Rules

- **Strike & Restore:** The degree to which the stage and lights must be restored at your strike is negotiated on a case by case basis with each client and will be agreed upon prior to your first day in the space. However in almost every case, the following two items will be required:
 - Any holes in floor or walls, filled with Bondo
 - Floor restored to black using ONLY the following paint: Rosco Tough Primer Black – satin
 - Floor swept and mopped
 - Front light re-hung and focused to the agreed upon state
 - Any cable that was brought to the floor, dressed back up into the grid
 - Folding tables & chairs struck off stage and put away
 - All spike tape pulled up
- The Southside Theater does not have a scene shop. Sets, props, drops, and platforms are to be installed, not constructed, on site. There is no fly system in the theater, and because of load limits of the stage grid, any scenery, props, drops or constructions that require flying must be approved in advance.
- No spray painting
- No use of any toxic materials
- Painting the stage floor is allowed, but must be restored to black at Strike. The following paint MUST be used to restore: Rosco Tough Primer Black – satin

- Sets, curtains, drops, constructions, etc. may not be constructed of materials that are flammable or pose a safety threat because of construction. You will be required to flameproof or show certification of flameproofing of any questionable materials. See Fire Prevention Policy pg. 4.
- Safety cable must be used on all house and rental instruments.
- Heatstop borders or other protection must be used if instruments are hung near drapes or flammable materials.
- Any cable, sound lines or other obstructions must be dressed or covered with carpet.
- We cannot provide, but strongly suggest that you provide your production staff with appropriate safety equipment (ear plugs, goggles, gloves, respirators, etc.).
- Booth Windows: For your convenience, one booth window on each side pops out.
- The theater does not come equipped with tools, painting supplies, rigging, extension cords or softgoods. All such items must be brought in at the client's expense.

Tape, Lobby

Double-stick, gaff or duct tape may not be adhered directly to any surface at Fort Mason Center without express consent from an FMC Representative. A layer of blue painters tape must be laid first to protect the surface and prevent damage. 3M Command Strips, or comparable product, are also acceptable for hanging things on the wall.

Tape, Theatre

Before using tape on any items in the theater you must check with a FMC staff member. Masking tape may not be used on any surface or equipment, in theater or backstage

Telecommunications

- **Wifi:** Fort Mason Center can provide basic internet service for browsing and low broadband needs via a shared 10mps circuit. Wireless codes are created and Licensees are billed \$12.00 per device/per day.
- **DSL Hard Lines:** Fort Mason Center can provide a hard line connection through the same basic internet described above. Cost varies based on venue.
- **Dedicated Bandwidth:** Fort Mason Center has the capability to provide dedicated bandwidth through our exclusive internet provider, Wiline. Networking services must be arranged by Licensee. A sample pricing scale is as follows:
 - Bandwidth Cost

▪ 5 mbps \$2,750	75 mbps \$16,000
▪ 10 mbps \$5,500	100 mbps \$18,000
▪ 20 mbps \$9,000	150 mbps \$22,000
▪ 30 mbps \$11,000	200 mbps \$25,000
▪ 45 mbps \$14,000	
- **Phone lines:** Fort Mason center can provide phone lines in all of our venues. Cost depends on your venue.

Theatrical Technician

If possible FMC will provide a technician to assist with load in/and or load out. The earlier Licensee confirms schedule details with FMC Representative the more likely we are to be able to provide a technician



Trip Hazards

All cords and cables in public areas must be taped down or covered with a rug or cord holder such as a yellow jacket or ramp.

Truck Parking

Truck and bus parking is strictly prohibited as the parking lot must remain available to all patrons at FMC. Trucks may not idle their engine for more than 30 seconds, per NPS policy.

Ushers

- Licensee must supply a sufficient number of ushers for each performance.
 - 2 ushers for General Seating
 - 3 ushers for Reserved Seating.
- Ushers should arrive no later than 90 minutes prior to the show. The arrival time accommodates opening the lobby 60 minutes before the event. This gives the ushers sufficient time to learn their roles and help prep prior to the lobby opening.
- Ushers are crucial to the safety and success of the event. Their responsibilities include:
 - Ensuring the safety of patrons
 - Guiding patrons out of the theatre in an emergency
 - Enforcing Southside rules
 - Tearing tickets
 - Handing out programs
 - Directing patrons to seats
 - Prepping programs or other items as needed
 - Picking up trash inside the theater after the show
 - Ushers should bring their own flashlight