

Cowell Theater Production Summary

Required Submissions:

- **Contract/Deposit/Payment:** *Due 60 days before load-in.* Nothing is guaranteed at the Cowell Theater at Fort Mason Center until a signed contract is in place and a deposit is received.
- **Insurance:** *Due 10 days before load-in.* Insurance is required with Fort Mason Center added as additionally insured using the following language:

FMC Pier 2 Sublessor, LLC; FMC Pier 2 Lessor, LP; FMC Projects, Inc.; Fort Mason Center; First Republic Bank; the United States Department of Interior; the National Park Service and its officers, officials, employees, attorneys, contractors and agents.

Please note that we require one million dollars aggregate and one million dollars per occurrence. Workers' Compensation insurance should be provided as determined by law.

- **Labor:** *Due minimum 14 days before load-in.* The Cowell Theater is a Union house. Your requirements may vary depending on the type of event you are producing; however, you are required to use Union technicians at all key positions. Ask for details regarding your event. See Union Labor one-sheet.
- **Production Schedule:** *Due 45 days prior to load-in.* (Please use FMC Run Sheet form and attach additional information as needed). Your production schedule will determine when the venue is available to you and provide an estimate of labor costs. Because you are required to use I.A.T.S.E. Union Labor in the Cowell Theater your schedule can have a substantial impact on your budget. We strongly recommend that you speak to the Production Manager prior to finalizing your schedule as we may be able to help you alter your schedule to help you reduce these costs. For more information please see **Labor - Union** (p. 10) and the "FMC IATSE Conditions" PDF appropriate to your event.
- **Stage / Lobby Floor plan:** *Due 30 days before load-in.* If you are planning to install significant furnishings or signage in the Cowell Lobby you will need to submit a floor plan for approval.
- **Flame Certificates:** *Due 30 days before load-in (if applicable).* Certified flame certificates should be submitted with your floorplan for all tents, fabric, wood or any combustible material being used at the facility. Flame certificates typically cost \$100.
- **Broadcast Fee/Filming/Streaming:** *Due 30 days before load-in (if applicable).* I.A.T.S.E. rules define a videographer or projection operator as a technician. These roles must be included in your early conversations in order to accurately estimate costs. Additionally, any live streaming (including Skype calls), or film made with the intent to distribute for profit is subject to an additional labor cost. For more information please see **Labor – Union** (p. 10) and the "FMC IATSE Conditions" PDF appropriate to your event.
- **Alcohol Service / Permit:** *Due 21 days before load-in (if applicable).* 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** (p.12) and **Insurance** (p. 9) for details. Alcohol permits cost \$25/permit.
- **Health Permit / Caterer/ Food Vendors:** *Due 30 days before load-in (if applicable).* Cow Hollow Catering is the Preferred Vendor for Cowell Theater concessions and is able to provide concessions in the Cowell Theater at no additional charge to Licensee dependent on the nature of the event. Please contact your FMC representative for details. All other vendors serving food at a public event must apply for a health permit and provide a list of onsite cooking equipment for the Federal Fire Marshal's approval. Please refer to **Permits** (p.12). A list of cooking equipment should be submitted to your FMC representative with your floorplan. Health permits are charged by the hour of the Health Inspector's time needed to research and process them. The rate is \$95/hour and typically takes 3 – 4 hours for a Cowell Theater-sized event.
- **Telecom Needs:** *Due 14 days before load-in (if applicable).* Fort Mason Center offers shared wireless internet at a per user cost. Please speak with your FMC Representative for details or for a list of services offered, please refer to **Telecommunications** (p. 16).

- Ushers:** You are required to provide ushers for your event. General Seating requires a minimum of four ushers; Assigned Seating requires a minimum of six ushers (p. 16).

- Signage:** FMC can hang a banner at the front of the pier and/or signage on the street at the Buchanan Gate and on outdoor sign holders adjacent to Pier 2, if requested (free of charge). Please refer to **Signage** (p. 13) for details. Please also note that FMC does not allow any a-frames or other signage anywhere other than within your event space.

Cowell Theater Rules & Regulations (alphabetically)

Alcohol and Beverage Service

See sections on Permits and Insurance

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 FMCAC Representative for more information.

Animals

Federal law prohibits animals inside any of our buildings, except qualified service animals.

ATM Machines

FMCAC has one on-site ATM machine on the ground level of Building B next to Cook's Cafe.

Audio Visual Services and Projection Presentation Technology

FMCAC offers a range of projection presentation technology including projectors, microphones, sound systems, lecterns, etc. For equipment available in the Cowell Theater see **Equipment Inventory**.

Baby Changing Stations

The Cowell Theater has baby changing stations in the women's and men's lobby restroom.

Capacity of Cowell Theater

The maximum capacity of the Cowell Theater is 437. Every patron must have a seat. There is no sitting or standing in the aisles. The maximum capacity of the Cowell Theater Inner Lobby is 100 standing, 50 seated theater-style.

Cleaning

Licensee agrees to pay cleaning fees associated with their event. This fee includes a minimum of a half clean of the space prior to the first performance and a full clean of the space after every performance, and 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

FMCAC 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.

Concessions

Cow Hollow Catering is the Preferred Vendor for Cowell Theater concessions and is able to provide concessions in the Cowell Theater depending on the nature of the event. Please contact your FMCAC representative for details.

Cooking Regulations

See Fire Prevention Policies section

Courtesy Phones

FMCAC staff can be reached during business hours Monday – Friday from 9:00AM – 5:00PM, Saturday from 2:00PM – 8:00PM and Sunday 9:30AM – 4:30PM by calling the main office number at 415.345.7500. After hours assistance is available 7AM – 12:00 midnight 7 days a week by calling the Facilities Radio at 415.921.3663.

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 venue with the understanding that all decorations are to be removed without leaving damages. The only adhesive materials allowed on the wall are blue painters tape or 3M Command Strip products 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 FMCAC Representative. We do not allow smoke machines of any kind in our venues. **Glitter, confetti, silly string, etc. is not allowed in our venues.** Candles are permitted only when secured in glass housings that extend two (2) inches past the height of the flame. All décor must meet current fire code regulations

Deliveries

All deliveries must take place within the Licensee-contracted times. FMCAC will not accept packages or vendor deliveries on behalf of Licensee. Trucks may not idle their engine for more than 30 seconds, per NPS policy.

Dressing Rooms

There are 2 ADA Accessible dressing rooms at stage level and 2 additional dressing rooms upstairs available to the Licensee. These are equipped with mirrors, lights, outlets, dressing tables, toilet, sink and shower. Electrical wiring and service is old. If you plan to use multiple hair dryers, curling irons, irons, or anything that draws a lot of amperage, contact your FMCAC Representative. Additional power options may be available for an additional cost. Dressing room sinks may not be used for mixing paint or cleaning brushes.

Emergency Announcements

All Licensees must include an announcement indicating the existence and location of the emergency exits in the Theater at the beginning of each performance or session. If the client does not have such an announcement the Cowell Staff will play our stock announcement. For conferences this announcement must include language regarding the necessity of keeping all aisles clear of obstruction.

Emergencies

FMCAC 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 FMCAC and are the only armed security force allowed on FMCAC grounds. In case of an emergency, call (415) 561-5656 Emergency Dispatch OR 9-1-1.

Emergency Preparedness Guidelines

FMCAC 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, volunteers and contractors of such locations.

General seating events in the Cowell Theater require 4 ushers to direct seating and aid in the event of an emergency. Assigned seating events require 6 ushers. See **Ushers**

Equipment Inventory

The equipment listed may change without notice. Please consult with your FMCAC representative while planning your event.

Stage

- 40'w X 25'h proscenium opening, 30' plaster line to upstage wall, 5' apron and 20' wings.
- Wood floor with flat black Masonite surface.
- L'Air sprung wood overlay floor (DEFAULT).

- Black Rosco Dance Floor (covering entire playing area) (DEFAULT).
- Available – Premium Harlequin Dance Floor.
- Lecterns: 3:
 - 27” W x 24” D x 48” H. Medium wood finish. Angled top. Enclosed body. Microphone flanges
 - 25” W x 15” D x 44” H. Dark brown finish. Angled top. Single pedestal body. FMCAC logo.
 - 30” W x 30” D x 42” H. Black finish. Flat top. Pedestal base. Typically used as demo pedestal.

Backstage

- Loading ramp to stage right area.
- Green Room with monitor from stage and page from booth.
- 4 chorus dressing rooms: Shower, sink, toilet, stage monitor, mirrors, makeup tables with lights. 2 of the four are wheelchair accessible (stage level) dressing rooms.
- 1 wardrobe room / solo dressing room / laundry room. Iron and ironing board. Steamer.
- Dressing room capacity for approximately 30.
- Washer and dryer.

Lighting

- ETC Element 60/500 v2.9.1.17 console.
- 2 display monitors for booth and 1 display monitor for tech table.
- USB thumb drive back up, show loading and formatting.
- iPad WiFi remote focus.
- 186 – ETC Sensor 2.4 kW dimmers (dimmer per circuit, raceway and pigtail distribution).
- 3 – ETC Sensor 6.0 kW dimmers (catwalk circuits 187, 188, 189).
- 6 - ETC Unison 2.4 kW dimmers for house lights (wall panel and console control).
- 200 amp 240 volt 3 phase hardwire (tails) power tie in stage right (camlock connection, *neutral not reversed*).
- Repertory plot / standard house instrument hang paperwork available. Check with the Cowell Technical Director or Production Manager.
- Second universe (addresses 513 – 1024) distribution catwalk and over stage.

Lighting Instruments

- 4 Source 4 19 degree barrels.
- 39 Source 4 26 degree ellipsoidal, 575 watt in plot. 7 spare barrels.
- 39 Source 4 36 degree ellipsoidal, 575 watt in plot. 3 spare barrels.
- 10 Source 4 50 degree ellipsoidal, 575 watt in plot, 6 spare barrels.
- 12 Source 4 ellipsoidal spares fixtures.
- 2 Source 4 irises in plot. 2 spares.
- 6 Source 4 PARs in plot, all medium flood in plot. 2 spare.
- 18 Colortran 30 degree axial ellipse, 1000 watt in plot. 12 spare.
- 0 Colortran 40 degree axial ellipse, 1000 watt in plot. 14 spare.
- 2 Colortran 15-35 degree zoom axial ellipse, 1000 watt. 12 spare.
- 22 Altman 65Q 6” Fresnels, 1000 watt in plot. 14 spare.
- 2 Altman PAR 64 medium flood, 1000 watt in plot. 12 spare.
- 6 Altman SpectraCyc LED cyc top lights in plot.
- 10 Chauvet Colorado Pro 1-Quad Zoom LED back/down light in plot.
- 10 Chauvet Colorado Pro Batten 72 Tour LED cyc light ground row in plot.
- Pattern Holders for all ellipsoidals.
- Color frames, safety cable and pipe clamps for all units.
- 36 7.5” barn doors.
- 4 10” barn doors.

Lighting Positions

On Stage

114 dimmers @ 20 amps over stage; 64' x 28' cross grid in 4' x 4' sections, dead hung, 24' above stage.

Catwalks

#1, #2, and #3 positioned over house at 18", 21' and 39' downstage of proscenium.

- #1 16 20-amp dimmers, 1 50-amp dimmer (8 catwalk # 3 circuits also available via multi).
- #2 20 20-amp dimmers, 1 50-amp dimmer.
- #3 8 20-amp dimmers, 1 50-amp dimmer.
 - 8-circuit multi installed to carry circuits to Cat #1 and over stage.

House Torms

House left and right - 20 amps; 12", 10'6", 21', and 31'6" from proscenium.

- #1 2 - 20-amp dimmers and 2 repeating dimmers.
- #2 no dimmers.
- #3 2 - 20-amp dimmers and 2 repeating dimmers.
- #4 no dimmers.

Cable – Additional Inventory (Stage Pin)

- 2 – 2'.
- 34 – 5'.
- 35 – 10'.
- 13 – 15'.
- 9 – 25'.
- 7 - 50'.
- 40 - two-fers.
- 5 – F stage pin to M Edison adaptors.
- 15 – F Edison to M stage pin adaptors.

Cable – Additional Inventory (DMX)

- 7 – 5'.
- 2 – 10'.
- 1 – 25'.
- 1 – 100'.

Accessories

- 5 - Boom bases, 65 lb. Stripini base.
- 2 – Stripini base 'rovers' on casters.
- Additional threaded bases and pipe available.

ClearCom

- ClearCom communication to 18 locations. 8 headsets, 6 wired belt packs.

Sound

Main House System

- 1 – Midas M32 digital mixing console with 40 input channels, 32 microphone preamplifiers and 25 mix buses.
- 1 center cluster over proscenium consisting of 2 Meyer UPA – 1A speakers and 1 Meyer USW subwoofer.
- UPAs powered by Crest Audio 3001 amplifier with Meyer M1A Processor, sub powered by Crest Audio 2001A amplifier and Meyer/ B2A processor.
- 2 Meyer UPA-1A self-powered speakers hung left and right of proscenium.

- Stage foldback system consisting of 2 - 1100 Watt 15" IQ Turbo Sound Speakers. (stage side fills / monitors)
- Control room monitor consisting of 2 JBL 4406 speakers powered by 1 Crest Audio 1001A amplifier.
- 1 Furman power conditioner.
- 3 Midas DL-16 Digital Snakes (2 rack mounted, 1 floating).
- 2 Harbinger 1202 12" 2-way powered speakers, with stands. (lobby speakers or stage monitors)
- 2 Harbinger 1502 15" 2-way powered speakers, with stands. (lobby speakers or stage monitors)
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Playback

- CueLab playback via Apple iMac.
- 1 Focusrite Scarlett
- 2 USB new generation interface
- 1 Numark CDN77 dual drive + USB/MP3 playback deck

Cowell Theater Audio Playback Guidelines:

- Playback software: Qlab 3 with audio license or Qlab 4 with free license
- Audio file format: .wav or .aiff delivered via email or USB hard drive. CDs, phones and tablets are not accepted and music purchased via iTunes / Apple Music will not work due to licensing restrictions.
- Audio file labeling: please label each file with your group name and title of the piece. If using multiple tracks, number each file in chronological order.
- Please note: while we are happy to program basic Qlab files to play your audio, we do not provide audio editing or sound design services onsite. If you need these services let us know and we can refer you to local sound designers.

EQ and Signal Processing (additional available – EQ and effects built into Midas M32 digital console)

- 1 Behringer Ultra Curve Pro.
- 2 Rane 1/3-octave GE27 EQs.
- 1 Dolby DBX1066 2 channel compressor / limiter.
- 1 Yamaha SPX2000 multi-effect processor.

Patchable / Moveable Equipment

- A 9-channel panel (XLR) is hard wired stage right and a 50' 15-channel snake is stage left.
- 1 JBL MR922 speaker.
- 1 Soundcraft Folio F1 6+2 stereo x 2 -3 aux mixing console.

Microphones and Stands

- 4 Shure Wireless Handhelds QLXD258-G50 (*Rental fees apply: \$25/each per day or \$75 each per week*).
- 4 Shure Wireless Lavalieres QLXD1-G50 (L185 element) (*Rental fees apply: \$50/each per day or \$150 each per week*).
- 6 Shure Wireless Receivers QLXD4-50.
- 6 Shure SM58.
- 5 Shure SM57.
- 4 Crown PCC160.
- 2 AKG C451B (small diaphragm condenser).
- 1 Audio Technica Pro4L with switch (VOG).
- 2 Audio Technica AE3000.
- 1 Audio Technica AE2500.
- 4 Countrymen type 85 direct boxes.
- Microphone stands: 12 tall boom, 8 short boom, 6 straight, and 8 tabletop stands.
- XLR microphone cable and snakes.

Audio Equipment possibly available addition to house inventory (inquire in advance):

- 1 – Electrovoice RE 20
- 2 – Audix Cardioid Condenser
- 1 – AKG 3000 Condenser
- 1 – Audio Technica DR 3700 Condenser
- 1 – Sennheiser 421 Dynamic
- 1 – Audio Technica MB 4000 Condenser
- 1 – Countryman Active Direct Box
- 2 – Live Wire Passive Direct Boxes
- 1 – AKG Dynamic

Soft Goods

All soft goods are flameproof to conform to all applicable codes.

- House Curtain: 2-panel, bi-part action, motorized with speed control off-stage right; 32 oz. velour, vermilion color, box pleats, fully lined. May not be taken down.
- Travelers: Mid- and upstage; 2-panel, bi-part action, manual control offstage right, black velour.
- Legs: 8 flat finished black velour 8' x 24" h – 2 panels per leg in house hang.
- Borders: 6 flat finished black velour 64' x 3' h – 5 in house hang – 1 in inventory.
- Heatstop Borders: 12 black heatstop 1824, 16' x 2'6" h. 9 in house hang, 3 in inventory.
- Scrim: 1 black sharkstooth scrim, seamless, 22'h x 46' w on "shower curtain" track, strikes stage left, hook and eye pipe pocket.
- Cyclorama: 1 white lino cyc, seamless, 22' h" x 55' w, hook and eye pipe pocket.
- Portal Panels: 2 sliding panels at proscenium plaster line, vermilion covered with black commando, 4' w x 24' h, each extending 3'9" onstage and retrace 6' offstage. *Not usable with L'Air dance floor in place.*

Projection Equipment

- 1 – Epson G7905U WUXGA 3LCD Video Projector. 7,000 lumens. Native Resolution 1920 x 1200 (16:9 aspect ratio). Epson ELPLM08 1:44:1 – 2:32:1 zoom lens, Epson ELPLU03 0.65:1 – 0.78:1 short-throw zoom lens for rear projection. *(Additional rental fees apply: \$450/day or \$1,350/week).*
- 1 – Panasonic PT-DZ13K DLP Video Projector. 12,000 lumens. Native Resolution 1920 x 1200 (16:9 aspect ratio). 2.40 – 4.67:1 lens for booth to proscenium or proscenium to cyc FP projection. RP is a custom 0.70:1 fixed focal length lens. *(Additional rental fees apply: \$750/day or \$2,250 / week).*
- Video signal runs via AV Access HD Base-T HDMI – CAT 5 for distribution from Booth to Proscenium; Booth to upstage for Rear Projection (RP); Booth to stage right (SR), stage left (SL), or onstage to Proscenium.
- 1 - 18' w x 13'6" h (4:3 aspect ratio) Da-Lite Fast Fold rear projection screen with dress kit and storage cases *(Rental fees apply: \$100/day or \$175/week).*
- 1 - 18' w x 13'6" h (4:3 aspect ratio) motorized non-glare matte white front projection screen at proscenium just downstage of house curtain. Control from offstage right or booth.

- 1 – Oppo BDP-105D Blu Ray Player capable of 5:1 and 7:1.
- 1 – Hall Research SC-1080R Switcher/Scaler/DA (8 in, 3 out) *(Additional rental fees apply: \$25 / up to 3 days or \$100 / week).*
- 1 – D-San Perfect Cue Mini remote *(Additional rental fees apply: \$10 / up to 3 days or \$25 / week).*
- 1 – Speaker timer – laptop with Flash app and 20” monitor. *(Additional rental fees apply: \$5 / up to 3 days or \$10 / week).*
- Front projection screen to booth measurement is 63’.

Miscellaneous

- LED uplights for lobby décor (\$25 / day for up to 8).
- LED downlights for lobby décor (\$25 / day for up to 12).
- Upright Yamaha piano (must be tuned by client).
- 4 orchestral-style chairs, 1 cello chair (Wenger).
- 6 – music stands.
- 6 - 6-foot x 30” tables.
- 4 - 8-foot x 30” tables.
- 8 – 32” diameter x 43” high bar-height tables.
- 10 lobby benches. (DEFAULT)
- 6 lobby tables – coffee table rounds. (DEFAULT)
- Linens available with advance notice at an additional charge.
- Various dressing room and conference style chairs.

Fire Prevention Policies

- All exits, hallways, and aisles leading from buildings or tents are to be kept clear and unobstructed at all times from items such as furniture, trash cans, displays, charts, easels, event booths, trailer tongues, etc.
- Pyrotechnic devices are not permitted.
- Open flame candles are not permitted. Only battery-operated candles may be used anywhere in the Cowell Theater building.
- 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 (e.g., 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.
- All upholstered furniture should comply with TB 133 and be labeled or certified as such.
- 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 of less than ¼" thickness.
 - Oil Paper.
 - Tarpaper.
 - Nylon.
 - Materials that cannot be flame treated.
 - Untreated material.

- **Cooking Regulations**

- Sterno, hot boxes and electric hotplates are allowed, but all cooking and heat source arrangements must be pre-approved. Please speak with your FMC Representative for details.
- Properly inspected and tagged fire extinguishers must be provided by the caterer or Licensee while cooking at Fort Mason Center.
- Propane tanks and charcoal grills are prohibited inside the buildings, but may set up outside, with prior permission. Propane tanks must be secured at all times.
- All exterior cooking appliances shall be barricaded from the public to prevent injuries.

Flyers/Souvenir Glasses

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. Souvenir glasses from wine and beer tastings are prohibited due to glass breakage in the parking lot and throughout the neighborhood. Exceptions are made if client bags the glasses upon exiting.

Food and Health Regulations

Flyers/Souvenir Glasses

FMCC 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. Souvenir

glasses from wine and beer tastings are prohibited due to glass breakage in the parking lot and throughout the neighborhood. Exceptions are made if client bags the glasses upon exiting.

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 2 weeks prior to the event. Food service must comply with all food handling guidelines laid out by NPS. Contact your FMCAC representative for information on how to obtain this permit – See Permits section. Health permits are charged by the hour of the Health Inspector’s time needed to research and process them. The rate is \$95.00/hour and typically takes 3 – 4 hours for a Cowell Theater-sized event.

Food Trucks

For private events, food trucks must work with Licensee and FMCAC 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 FMCAC.

Heating

The Cowell Theater has thermostat controlled heating. If the temperature needs to be adjusted please speak with your house manager or one of the house technicians.

Hours of Operation

The Cowell Theater is only open when staff is scheduled.

FMCAC hours of operation are daily from 7:00am to 12:00 (midnight) year round, excluding the following holidays, on which FMCAC 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 – 5:00 pm, Monday - Friday.

House Managers

An FMCAC House Manager is required for all performances in the Cowell Theater. 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 Cowell 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 FMCAC representative. In all cases, Fort Mason Center must be added as additional insured using the following language:

FMC Pier 2 Sublessor, LLC; FMC Pier 2 Lessor, LP; FMC Projects, Inc.; Fort Mason Center; First Republic Bank; the United States Department of Interior; the National Park Service and its officers, officials, employees, attorneys, contractors and agents.

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

Wifi, Networking, Hardlines, and Dedicated Bandwidth: FMCAC can provide internet service via our exclusive

vendor, Brown Pelican. Please see your FMCAC representative for more information.

Keys and Locks

FMCAC does not give venue keys to our Licensees. Only FMCAC technicians, Event Managers, Event Supervisors and House Managers have keys to the venues.

Labor

- **Union:** In the Cowell Theater and Lobby technicians from I.A.T.S.E. Local 16 are required for all technical rehearsals and performances. I.A.T.S.E. Labor rules include minimum calls, required breaks and penalties for missing those breaks. Licensee is encouraged to discuss their schedule with FMCAC as soon as possible in the planning process in order to avoid financial surprises. Additional information regarding specific union requirements is available by request from your FMCAC Representative. **Please review language in the Cowell Special Event License and Use Agreement for contractual requirements relating to Labor.**
- **Other:** If a problem regarding safe and/or proper use of facilities or equipment by your production and/or technical staff arises during your run FMCAC retains the right to hire additional technical staff at your expense. Any person found to be working in an unsafe manner, misusing equipment, under the influence of alcohol or other controlled substance, or posing a threat to the safety of others or the facility may be immediately barred from the use of the facility and/or equipment.

Laundry

The Cowell Theater has a washer and a dryer available for use by Licensee. Licensee must provide all detergent and other consumables.

Lifts and Ladders

The Cowell Theater has 2 personnel lifts and several ladders. These may only be used by trained FMCAC employees. A forklift may be made available. Please consult with your FMCAC Representative.

- 2 - Genie AWP 30S lift
- 1 - 20' Extension Ladder, aluminum – Torm Access
- 1 - 15' A-Frame ladder, fiberglass
- 1 - 10' A-frame ladder, aluminum
- 1 - 8' A-frame ladder, aluminum
- 1 - 3' A-frame ladder, fiberglass

Loading Zones

On the Pier 2 Apron is the Cowell Theater public entrance (east side) and box office, loading zone and stage door (west side). The white horizontal barred zone in front of the Cowell Theater Box Office and the white paint on the west side of the apron mark the area designated for the Cowell Theater. Access to the Box Office must be maintained during Box Office hours. Vendor vehicles, vans, and trucks are allowed to park in these zones during load in and load out, but all vehicles must be moved once load-in or load-out is complete. The loading zone is approximately four hundred feet (400') from the entrance of the theater and all goods must be walked/rolled down the outside of the building from the loading zone to the entrance. The Cowell Theater has carts to assist with moving goods from the loading zone to the stage door.

Lost and Found

All lost and found should be turned in to the House Manager who will keep it at the Theater for the duration of Licensees' event. Following the event items will be moved to FMCAC's Lost and Found is located at the Main Office in Building C, Room 260. 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. FMCAC 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 FMCAC.

Non-event guests on FMCAC Campus

FMCAC 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

FMCAC staff will unlock and lock the licensed venue as indicated in your contract. Any changes or special requests must be authorized by a FMCAC representative. Licensee should plan for setup, breakdown, and cleanup times within the contracted times. I.A.T.S.E. rules require a stage technician to be present for any activity (blocking, rehearsing, warm-ups, etc.). Any changes to the contracted access times must be approved in writing at least 72 hours in advance by a Cowell Staff member and may result in additional expenses. 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. FMCAC staff does site inspection of venues after each event. Please also see **Keys and Locks**

Parking Policies and Procedures

FMCAC 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. Current Parking Rates are available at www.fortmason.org/visit

- **Reserved Parking Spaces**
 - Reserved parking spaces for the exclusive use of residents, licensees, and their visitors must be approved in advance and are subject to approval, based on the potential campus impact. Spaces reserved should be limited in scope and nature to encourage public transit as a first strategy.
 - FMCAC will barricade and post the spaces as reserved, but cannot guarantee compliance with these notices. A parking attendant is required when ten or more spaces are reserved to help keep secure.
 - 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 Parking Attendant. “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.
 - Limited truck and equipment parking may be reserved. Overnight truck parking is not permitted unless otherwise approved.
 - Reserved parking for event set-up in the parking lot is handled differently than reserved parking, and may be charged at a higher rate. Please see your FMCAC representative for more details.
 - Reserved parking for valet requires for hours to be posted, and an attendant to 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.
- **Payment**
 - Licensee is responsible for pre-payment for reserving spaces as well as pre-payment of any required parking staff. Please speak with your FMCAC Representatives about current prices and fee structure.
 - Vehicles parked in reserved spaces are required to pay for parking at one of the parking stations on campus.
 - Pre-paid parking for yourself or your guests can be coordinated with a 48 hour notice. Please see your FMCAC representative for details.
- **Shuttles**
 - FMCAC 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 FMCAC 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 FMCAC will be retained by FMCAC, 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 FMCAC for any consequences that may result from the failure to obtain or comply with such permits.

- **Alcohol Permit:** An Alcohol Permit Request must be filled out by Licensee for all events serving alcohol. United States Park Police (USPP) issues all alcohol permits through FMCAC. The Licensee will abide by all the permit conditions laid out in the permit request.
- Alcohol permits cost \$25.00.
 - 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** (p. 9).
 - 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. Open flame permits typically cost \$100.00.
 - See **Fire Prevention Policies** (p. 8).
 - 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** for more information. Health permits are charged by the hour of the Health Inspector's time needed to research and process them. The rate is \$95.00/hour and typically takes 3 – 4 hours for a Cowell Theater-sized event.

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 for Arts and Culture," 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 FMCAC or the National Park Service's property without the express prior written consent of FMCAC.
- Upon request to do so, Licensee will include in its promotional materials an acknowledgement of FMCAC, FMCAC logo, or other statements regarding the location of Licensee's event and access to the event by public transportation.
- FMCAC retains the right to publicize the activities of Licensee in the Center's regular calendar of events, on FMCAC website, or other publicity materials without liability for omissions or errors.
- See Signage section

Receptions

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

Rigging

Safety is the primary concern of FMCAC in regard to hanging and rigging in the facilities. Hanging and rigging carry a significant liability for the responsible party. It is FMCAC’s goal to eliminate any potential hazards in advance. It is the responsibility of the Licensee to inform all rigging personnel of facility rigging policies. These rules and regulations are applicable, without exception, to everyone using the facilities for hanging and rigging. Failure to follow these rules and regulations will result in the immediate requirement to correct or remove all items which do not comply with facility rigging policies. Qualified and trained riggers must perform all rigging. Rigging must meet O.S.H.A. and A.N.S.I. regulations and conform to the manufacturer specifications. All rigging is subject to inspection by FMCAC or their designee.

Please ask to see supplemental attached truss live load guidelines; **any deviation from these guidelines requires prior written approval.** FMCAC assumes no liability for rigging and hanging performed in the facility.

General Rigging Regulations:

- Only contractors specifically approved to rig may perform this operation within the facilities.
- Each contractor must appoint a single person who is responsible for all rigging and hanging, and provide the name of the designee to the operator.
- Plans and locations for any items hung or rigged must be submitted to the FMCAC representative for review at least thirty (30) days in advance of move-in. Plan review does not guarantee the safety of the actual rigged item. Failure to provide plans may result in the on-site denial or removal of said rigging.
- All hanging and rigging hardware fasteners and gear must be Occupational Safety and Health Administration (OSHA) and American National Standards Institute (ANSI) approved.

Security/United States Park Police/SFPD

FMCAC 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

FMCAC 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.

Signage – Outdoor Sign Holders

FMCAC 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:**
 - 11x 17 inches in a horizontal format (provide two signs, one for each side of the sign holder – the bottoms have standard Cowell Theater directions and arrows).
 - 17 x 22 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 FMCAC, including

notices on cars. There is also an ordinance which prohibits posting in the Marina District Neighborhood.

Signage – Banners

If you have rented the Cowell Theater you may hang a banner above building entrance doors; banner size is 10' horizontal width by 4' vertical height. FMCAC staff will mount and remove this banner at no charge. You may also hang a 4' wide by 2' high banner on either or both sides of the lit obelisk at the Pier 2 apron east side.

General Banner Notes

- The banner must be constructed from one of the following materials: Canvas, Tyvek or Vinyl.
- The banner must have a grommet in each corner with grommets every 2 feet on top.
- At the point of the grommet, the banner must be folded for double thickness (this prevents them from tearing in heavy winds).
- Unless other arrangements have been made, banners will be disposed of seventy-two hours after the pickup date indicated.

Signage – Monument Signs

- The graphic portion of the stands are 48”w x 12” deep x 86.5”h. The art should be sized at 121”w x 86.5”h and is wrapped around the frame and secured with either Velcro or stapled to the frame.

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 and placement is made at FMCAC’s sole discretion. Advertising of large events as well as events that meet our arts and cultural mission are prioritized. Signage will be placed according to the calendar of events and will go up no earlier than the Monday prior to an event.

Design and Production of Buchanan Gate Sign:

- Designing and producing all signage is the responsibility of the Licensee. *All designs must be approved by FMCAC staff in advance.* All designs must be submitted to FMCAC no less than four weeks before event commencement. Please allow three business days for FMCAC staff to review all signage designs. FMCAC staff will hang the sign free of charge. Signs will be disposed of the week after the event unless prior arrangements have been made. All sign inquiries and design files should be sent to marketing@fortmason.org
- In order to assure quality, all signs must be produced by an FMCAC approved vendor. Please contact your FMCAC Representative for our current approved vendor list.

Specifications for the signs are listed below.

- Each slot is approximately 57” wide by 16” high with visible space 57” wide by 14” high
- Number of slots is dependent upon venue as follows:
 - 1 slot: Southside Theater
 - 57” wide by 16 1/4” high (57” x 14” visible)
 - Up to 2 slots: Gallery 308, Firehouse
 - 57” wide 32 1/4” high (57” x 30” visible)
 - Up to 4 slots: Cowell Theater, Festival Pavilion
 - 57” wide by 64 1/4” high (57” x 62” visible)
- Signs must be made out of the following materials:
 - Vinyl on di-bond metal, minimum 1/16” thick
- Signs must list the event name and specific venue.
 - **Messaging:** The Buchanan Gate signage is intended to convey information to vehicles and other passersby. Accordingly, all text should be in a font readily legible to passersby (at least 3” in height and information should be limited to the following: name of event, brief event tagline, dates, times, FMCAC venue. Signage can also have a limited number of sponsor logos as well as event images.

- **Annual Events:** If planning to reuse the sign in the future, keep the sign generic by not using specific dates. Use a phrase such as “This weekend” or “Friday – Sunday”. No signs will be displayed which have been altered in any way.

Signage FMC Approved Vendor

FMCAC’s approved signage vendor is DPI Signage. DPI’s production time is approximately 5 business days.

DPI Contact:
Sanjay Sakhuja
20 South Linden Ave
South San Francisco, CA 94080
sanjay@dpi-sf.com
415 407-1919

Smoking

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

Staff Support – FMCAC

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

Stage Rules

The standard stage configuration in the Cowell Theater includes: L’Air sprung wood overlay floor with Rosco floor covering, drapes in house configuration, and a focused house lighting plot with house color. At the end of your event, the standard stage configuration **must be restored** at the direction of the Cowell Stage Staff at your expense.

The Cowell Theater does not have a scene shop. Sets, props, drops, and platforms are to be installed, not constructed, on site, and must be removed and disposed of by Licensee. Fort Mason dumpsters **are not** available for scenery disposal.

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.
- No attaching screws, nails or other fasteners to the stage floor.
- **Glitter is not allowed in the theater, house, or lobby.** Any on site painting or messy substances need to be approved by a Cowell Theater staff member. An additional fee may apply.
- Painting the stage floor is not allowed without prior written approval. The additional costs, including restoration, if necessary, must be paid in advance.
- Before using tape on any items in the theater you must check with a Cowell Theater staff member.
- Masking tape may not be used on any surface or equipment, in theater or backstage.
- Soft goods (drapes, scrim, cyc) will be in position as indicated on ground plan unless otherwise arranged. With our approval, soft goods and their hanging hardware may be repositioned with the understanding that they must be restored to their original positions at the end of the production. If removed, they must be folded, nap in and jute on top, and stored in provided hampers. Soft goods may not be taped, pinned or otherwise altered.
- Safety cable must be used on all house and rental instruments.
- Nothing may be left on the catwalks that is not attached to the structure. A Cowell Theater staff member must approve of any items placed on the catwalks.

- Heatstop borders or other protection must be used if instruments are hung near drapes or flammable materials.
- We cannot provide, but strongly suggest that you provide your production staff with appropriate safety equipment (ear plugs, goggles, gloves, respirators, etc.).

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 FMCAC 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.
- **Theater:** Before using tape on any items in the theater you must check with a Cowell Theater staff member. Masking tape may not be used on any surface or equipment, in theater or backstage.

Telecommunications

- See Internet

Trip Hazards

All cords and cables in public areas must be covered with cord holder such as a yellow jacket or ramp. Carpets or tape alone are not sufficient in public areas. Tape is not permitted to be used directly on electric cords.

Truck Parking

See Parking Section

Ushers

Licensee must supply a sufficient number of ushers for each performance/event.

- 4 ushers for General Seating.
- 6 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.

Waste Management

FMCAC will supply basic trash (landfill), recycling, and compost bins in the Cowell Theater. We recommend that excess edible food be given to Food Runners for distribution. Contact Nancy at Food Runners at 415-608-0114 or nancy@foodrunners.org. For waste in larger volume than typical custodial amounts, Fort Mason Center may require Licensee to contract with our exclusive vendor for greening services.