F. Scott Fitzgerald Theatre and Social Hall at Rockville Civic Center Park
603 Edmonston Drive | Rockville, MD 20851

Civic Center Business Office: Glenview Mansion at Rockville Civic Center Park
Monday to Friday | 8:30am – 4:30pm
Phone: 240-314-8660
Fax: 240-314-8669
theatre@rockvillemd.gov

Box Office: Tuesday to Saturday | 2pm – 7pm and prior to performances
Phone: 240-314-8690
Fax: 214-314-8669
www.rockvillemd.gov/theatre

F. Scott Fitzgerald Theatre and Social Hall, located in the 153-acre Rockville Civic Center Park, is the perfect venue for events such as theatrical productions, musicals, dance performances, concerts, recitals, award ceremonies, speakers + seminars for your unique event.

Our Social Hall is located on the lower level of the building and is available as an extra rental space for parties, banquets, extra rehearsal space, breakout sessions, extended cast dressing area, or a reception to follow your theatre event. Every rental has a customized set-up to support the unique needs of each client.

Whether you are here for a musical or graduation party, we hope you will return again and again. Owned and operated by the City of Rockville, Maryland.

All information in this packet is subject to change.

THEATRE & SOCIAL HALL TOUR INFORMATION

Theatre and Social Hall tours and final walk throughs are by appointment only.
Contact us at 240-314-8660 or theatre@rockvillemd.gov to set-up your appointment.

THEATRE PRODUCTION & BOX OFFICE STAFF

Daniel Mori, Theatre Supervisor
Joe Palamara, Theatre Production Specialist
Toni Goldberg, Box Office & Marketing Manager

For general rental, box office, and production inquiries, please e-mail theatre@rockvillemd.gov**.**

GENERAL INFORMATION

The F. Scott Fitzgerald Theatre rental area consists of:

- **A 450-seat Theatre (4 seats must be held back for ADA seating only)** with a proscenium thrust stage that is 40' wide by 30' deep and 12' in height plus an orchestra pit area in front of the stage that can be used for musicians or be covered by a stage extension/thrust installed at stage level, at a level two steps down, or at house floor level. Our Theatre does not have a fly system. **Please review the Box Office & Marketing section for details on the various available house seating options**.

- **A lobby** that includes access to the Box Office, standing room for 200 to mingle, restrooms, and a built-in concession counter and support area with a sink and refrigerator.

- **A backstage area** that includes a green room space and two dressing rooms, each with their own restrooms.

Renting the F. Scott Fitzgerald Theatre includes:

- **Access to Box Office & Marketing services**. We encourage you to utilize the F. Scott Fitzgerald's full-service box office and ticketing services. It's a great way to reach your potential audience in Rockville, Montgomery County, and the greater DC-area. In conjunction with our ticketing service provider, our Box Office will provide sales and marketing support for your event, including placement on the City of Rockville and Theatre websites, our social media accounts, and e-mail promotion to our theatre's patron database. Additionally, we will include your event in all F. Scott Fitzgerald Theatre marketing initiatives, including local publications, special-interest, and local events calendars.

- **Two (2) Theatre Technicians** on-site throughout all contracted hours to provide production support for your event.

- **One (1) Theatre House Manager** for the front of house during performance times.

Depending on the date and time and your needs, some rental periods may have restricted stage/backstage access that may only include:

- Half stage configuration (40 feet wide by 15 feet deep). The mid-stage black curtain would be drawn to conceal stage sets and the cyclorama.

- Only one (1) of the two (2) dressing rooms may be available.

THEATRE AND SOCIAL HALL RENTAL & EQUIPMENT RATES

Rental fees are based on an hourly rate with a 4-hour minimum (the average rental is 6 to 8 hours). Rental time must include: load-in, tech time for sound and lights, rehearsal, event, clean up, removal of props, set, costumes, and any other event related equipment. Rental fees are established per the following categories:

- Rockville Non-Profit (501(c)3 organizations in the incorporated City of Rockville)
- Rockville Private (tax paying resident in the incorporated City of Rockville)
- Non- Rockville Non-Profit (501(c)3 organizations)
- Non-Rockville Private

RENTAL RATES: Valid through June 30, 2018

F. SCOTT FITZGERALD THEATRE RENTAL RATES (per hour)

	Monday - Wednesday	Thursday and Sunday Friday until 5pm Saturday until 5pm	Friday after 5pm Saturday after 5pm
Non-Rockville Private	$245	$395	$475
Rockville Private	$215	$340	$400
Non-Rockville Non-Profit	$185	$300	$375
Rockville Non-Profit	$150	$265	$340

Plus, $500 security deposit per performance + $750 down payment per performance date.

SOCIAL HALL RENTAL RATES (per hour)

Private	**Rate**
Non-Rockville Weekend (Fri/Sat/Sun)	$350
Non-Rockville Weekday (Mon-Thurs)	$250
Rockville Weekend (Fri/Sat/Sun)	$300
Rockville Weekday (Mon-Thurs)	$200

Non-Profit	**Per Hour Rate**
Non-Rockville Weekend (Fri/Sat/Sun)	$200
Non-Rockville Weekday (Mon-Thurs)	$160
Rockville Weekend (Fri/Sat/Sun)	$175
Rockville Weekday (Mon-Thurs)	$125

Rehearsal Rates	**Weekdays Only (per hour rate)**
Non-Rockville Private	$120
Non-Rockville Non-Profit	$90
Rockville Private	$100
Rockville Non-Profit	$75

Plus, $500 security deposit per performance + $500 down payment per contract date.

We offer discounts for the Social Hall if an organization rents the F. Scott Fitzgerald Theatre for the same contracted date and timeframe:

- If the organization has a four (4) to six (6) hour rental in the F. Scott Fitzgerald Theatre, the Social Hall can be rented for 25% off the appropriate rate.

- If the organization has a seven (7) to eight (8) hour rental in the F. Scott Fitzgerald Theatre, the Social Hall can be rented for 50% off the appropriate rate.

- If the organization has a nine (9) hour or more rental in the F. Scott Fitzgerald Theatre, the Social Hall can be rented for 75% off the appropriate rate.

EQUIPMENT RENTAL FEE

The following equipment may be rented for use in the F. Scott Fitzgerald Theatre and Social Hall.

Equipment Per Production Run:

$400 Stage extension thrust and edge extensions – full stage width

Note: Use of this stage extension will mandate removal of the first row on each side of the Theatre to ensure fire code compliance.

$300 Stage extension thrust – sized to cover orchestra pit only

$300 Dance floor (Marley-type)

$100 Set-up and breakdown of music stands and/or chairs

Equipment Per Day:

$350 Grand piano (includes tuning) for 1st day
$200 for subsequent days

$250 Upright piano (includes tuning) for 1st day
$100 for subsequent days

$200 LCD front projector

$100 Spotlight for 1st day
$75 for subsequent days

$75 Supertitles projector

$75 Per floor monitor (up to 6 units)

$50 Mic & podium (Social Hall)

$35 Mic & podium (Theatre)

$25 Sound system (Social Hall only)

$25 Wireless lavaliere or handheld microphone (up to 2 units of either types)

$25 Hanging microphone (up to 4 units)

$25 Wireless Clear Com intercom (up to 3 units)

Equipment Per Item:

$100 CD recording (per show)

$35 Standing chorus riser (up to 3 risers)

$35 Seated riser for musicians or choral groups (up to 12 risers)

$35 Gaffer tape

$25 Spike tape

$25 Glow tape

$20 Wenger 3-panel acoustic concert sound shell (up to 8 shells)

THE LIGHT & SOUND PACKAGE

$150 per hour with a minimum of two (2) hours

The Light and Sound Package can be added on immediately before the beginning of the rental contract to allow the user group to install, remove, or make light and/or sound adjustments with our technical staff on-site. Up to two (2) representatives from the user group can be on-site during use of this package. No guests, deliveries, vendors, set-up, rehearsals, etc. of the theatre are allowed during this timeframe. The F. Scott Fitzgerald Theatre will open for the lighting and sound representatives only and then close again after arrival. All other services must take place during your contracted rental period.

NO EXCEPTIONS APPLY: Not adhering to The Light and Sound Package will result in the collection of the additional hour balance for your rental rate to be withheld from your security deposit. If the $500 security deposit is not enough to cover the full amount of the incidentals, the client will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

ADDITIONAL THEATRE TECHNICIAN FEE

The user group can request extra Theatre Technician labor during the contract hours for your event. The cost per Theatre Technician is $50 per hour with a minimum of three (3) hours required.

RED WINE FEE

Red wine and purple/red beverages are allowed in the Social Hall only if the $500 non-refundable fee has been added to your contract and paid through the Civic Center Business Office. If the red wine and purple/red beverages fee is added to the contract 30 days or less from the contracted event date, it must be paid immediately by credit card (Visa or MasterCard). Passing of red wine and/or purple and red beverages by wait staff is strictly prohibited. Bar and table service only is allowed.

NO EXCEPTIONS WILL APPLY: Red wine and purple/red beverages are strictly prohibited anywhere on the property and grounds if this fee has not been paid and will result in a $500 charge. If the $500 security deposit is not enough to cover the full amount of the incidentals, the client will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

HOLD POLICY

Contracting an available date at the F. Scott Fitzgerald Theatre and/or is on a first-come, first-served basis. An available date may be put on hold for five (5) calendar days. Failure to initial and sign a contract and present the down payment before the close of business on the fifth day will result in the date becoming available to the public effective immediately. Contracts for the F. Scott Fitzgerald Theatre and Social Hall may be booked up to 24 months in advance.

ACCEPTABLE FORMS OF PAYMENT

Acceptable forms of payment include MasterCard, Visa, cash, money order or personal check payable to "City of Rockville." We do not accept Discover or American Express. If a check is

returned to the City of Rockville, a $35 fee will be added to the contract holders' account for immediate payment.

ROCKVILLE RESIDENCY

Rockville resident rates apply to those owning property or living within the corporate tax district of the City of Rockville. Proof of residency is required at contracting.

CONTRACTS & ADDENDUMS

All contracts include the entire use of F. Scott Fitzgerald Theatre, the lobby, green room and dressing room for an event restricted to the times indicated in the contract and/or addendum.
Events in the F. Scott Fitzgerald Theatre or Social Hall can be contracted between the hours of 7:00am and 1:00am – a contract and/or addendum cannot start earlier than 7am or end past 1:00am. Our event tables and chairs are complimentary in the Lobby and Social Hall.

Set-up & Clean-up:
An event contract must include time for set-up and clean-up. Patrons should not be present during set-up and clean-up.

Event Overtime:
If you go into overtime for whatever reason, the absolute cut off time for the event must be 2:00am. This absolute cut off time of 2:00am includes clean-up. The City of Rockville staff will shut down the F. Scott Fitzgerald Theatre and Social Hall at 2:00am and no patron, vendor, client, support/service staff, caterer, etc. can remain in the facility. The client will be charged for all overtime incurred during the event by any patron, vendor, client, support/service staff, caterer, etc.

To Secure a Date:
An initialed and signed contract accompanied by a down payment of $750 per performance date will secure a date in the F. Scott Fitzgerald Theatre. An initialed and signed contract accompanied by a security deposit of $500 per performance or social event date will secure a date in Social Hall. We request that all F. Scott Fitzgerald Theatre and Social Hall contracts be reviewed, initialed, signed and returned to the Civic Center Business Office by the date indicated on the contract.

The contract balance, security deposit, red wine & purple/red beverage fee, the light and sound fee, equipment and any other outstanding fees must be paid in full no later than 60 days prior to the date of the event.

Contracting Policies:
All renters must adhere to all F. Scott Fitzgerald Theatre and Social Hall House Rules and Regulations.

Paying Contract Balance:
The entire contract balance is due at least 60 days before the contracted event date and final walk through. Please mail checks and money orders to the Glenview Mansion at Rockville Civic Center Park, c/o Civic Center Business Office, 603 Edmonston Drive, Rockville, MD 20851.

For Non-Company/Non-Organization Social Events (i.e. weddings, birthdays, anniversaries, etc.):
The PRIMARY name and contact information is the individual who paid the security deposit and is considered the account holder in our financial system.

For Company/Organization Social Events (i.e. corporate events):
The organization name must appear on the contract and/or addendums. The PRIMARY name and contact information is the individual who paid the security deposit and is considered the account holder in our financial system. The PRIMARY must have the authority to deposit checks on behalf of the organization. The other name(s) appearing on and initialing and signing the contract and/or addendums must work directly for the company or organization. They must also have the authority to execute a contract and/or addendums on behalf of the company or organization. The contract down payment, contract balance and addendums must be paid by a company or organization issued check or credit card. It cannot be paid by personal check, personal money order or on a personal credit card.

Security Deposit:
A $500 refundable security deposit per performance date in the F. Scott Fitzgerald Theatre and per Social Hall contracted date is also collected and may be refunded at the discretion of the Civic Center Manager if there is no overtime, damages, clean-up of property, and/or our City of Rockville or F. Scott Fitzgerald Theatre and Social Hall policies and rules are followed.

If the security deposit is paid by personal check or money order, the security deposit, if refunded, will be a check issued by the City of Rockville to the PRIMARY name and contact information on the contract since this individual paid the security deposit. The company or organization name will also appear on the check, if applicable. If the security deposit is paid by MasterCard or Visa, the security deposit, if refunded, will be credited back to the credit card used to make this payment (if card has not expired), without exception.

Money can be withheld from the security deposit if any patron, vendor, client, support/service staff, caterer, etc. cause any property, grounds, furnishings or equipment damages; arrive or depart outside of contracted hours; clean-up of the property by City of Rockville staff or contractors; and/or if any of our City of Rockville, Civic Center or F. Scott Fitzgerald Theatre and Social Hall policies and rules are not followed. Fees are determined by the Civic Center Business Office. If the $500 security deposit is not enough to cover the full amount of the incidentals, the client will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

FINAL WALK THROUGH & THEATRE USE PLAN

A final walk through with F. Scott Fitzgerald Theatre and Social Hall staff is required at least 30 days prior to your event. At this walk through, the following plans for your use of the Theatre will be established. The final walk through must include the producer, director, designers, caterer for the event and entails the following review of policies and procedures. The plan will include an understanding of what will be provided by the F. Scott Fitzgerald Theatre and what you will be responsible to bring to the Theatre.

Any changes to the contract, addendums or equipment must be sent to the Civic Center Business Office by **12pm noon three (3) business days before the contracted event date**. Civic Center Business Office staff will acknowledge the changes through an e-mail response to the client(s). If there are changes to the contact, addendum or equipment 30 days or less from the contracted event date, it must be paid immediately by credit card (Visa or MasterCard). Please send all request to theatre@rockvillemd.gov.

Theatre user's final plans must identify use and set-up for:

Areas to be used within the building:

- Full stage, mid-stage or front of curtain stage
- Stage thrust & and what level
- Steps to the front of the stage
- Dressing Rooms
- Loading dock
- Lobby
- Social Hall

Stage Set-up:
Set design or layout, use of thrust extension and/or stage steps, etc. This information is needed prior to ticket sales as use of steps or the thrust results in removal of some theatre seats.

Sound & Lights:
Identification of F. Scott Fitzgerald Theatre sound and light equipment to be used. Person(s) assigned to operate sound and light systems. Any sound and light equipment being brought into the F. Scott Fitzgerald Theatre must be pre-approved by our City of Rockville theatre staff.

Technicians:
Theatre Technicians are needed for sound, lights, stage set-up, etc. Two (2) Theatre Technician will be provided by the City of Rockville during your contract hours. You must identify the number of additional F. Scott Fitzgerald Theatre Technicians needed and the hours to be worked. Renters must also identify any of their own technicians being brought in and for what purpose.

Special Effects:
Use of any special effects equipment such as smoke machines, strobes, food, blood, fight sequences, weapons, pets, moving lights, etc. must be identified and pre-approved by theatre staff.

Deliveries and Removal of Equipment & Supplies:
All deliveries and removal of event supplies and equipment must be accomplished within the contract hours.

Lobby Set-up:
Your Lobby plan should identify whether you want the Lobby to remain open as is, or to include the set-up of tables, chairs, etc. in support of displays, sales, performances, etc. The Lobby must retain an open flow for the event audience members and access to Box Office.

Dressing Room & Green Room Set-up:
The Green Room and two dressing rooms, each with a restroom are provided. Renters should identify who will be using these spaces and if any specific equipment is needed for the space.

Social Hall use (established at time of contracting Theatre space):
There is an additional fee for use of the Social Hall. Social Hall use plan must state:

- Set up plan for tables, chairs, equipment, etc.
- Staff need
- Time of use

Production/Stage Manager:
All theatre events require a Production/Stage Manager. The rental group is responsible for providing this person. Stage Manager responsibilities include:

- All aspects of the production – performers, crew, equipment, facility time management, and ensuring compliance of theatre house rules and regulations and event communications to the theatre staff.

- Must be on-site and provide oversight for the event load-in and load-out.

Ushers (minimum of 4 suggested, 2 required):
All theatre events must have ushers at both theatre house entrances off the Lobby. The rental user group is required to provide ushers at both house entrances in the Lobby for all performances. A minimum of two (2) ushers is required for general admission performances. A minimum of four (4) users is required for performances with assigned seating. However, 6 ushers are highly recommended for well sold assigned performances. Usher responsibilities include, but are not limited to:

- Taking tickets, distributing programs and assisting audience members to their seats
- Ensuring no food, drink, candy or gum is brought into the theatre.
- Overseeing the two theatre entrances during intermissions.
- Overseeing that the house doors are not opened at appropriate times.

NOTE: The Box Office only sets aside seats for ushers as requested in advance.

CANCELLATION POLICY

Change of event date(s) is considered a cancellation. A $500 fee for each contracted date change will apply. Cancellations must be received by the Civic Center Business Office staff in writing from the person(s) whose name(s) appears on the signature line of the contract. The cancellation date is the date in which written and signed notification is received in the Civic Center Business Office. We will accept an e-mail as a written cancellation request only if a Civic Center Business Office staff member responds to the e-mail. Sometimes e-mails can get lost in spam folders – be sure to follow-up with a telephone call if we have not responded to your e-mail cancellation within 48 hours. Please send e-mail cancellations to glenview@rockvillemd.gov.

When a cancellation occurs more than 60 days before first or only contracted event date, the F. Scott Fitzgerald Theatre will retain the entire down payment and the remaining fees and security deposit(s) are returned to the client.

For cancellation 60 days or less before the event date, the entire facility rental fee, including the down payment, will be retained by the F. Scott Fitzgerald Theatre. The remaining fees and security deposit(s) will be refunded for each cancelled event date.

If the F. Scott Fitzgerald Theatre/Social Hall cancels the contract for any unforeseen reason (I.e. weather related conditions or loss of power), the contract and addendums will be reviewed and amended with a change of date or consideration of a partial or full refund.

BOX OFFICE & MARKETING

Seating Options
The F. Scott Fitzgerald Theatre offers three (3) types of seating options in the theatre house:

428 seats total:

- Includes four (4) designated wheelchair user seats*

450 seats total:

- Includes four (4) designated wheelchair user seats*
- Includes Rows A & B on House Right and House Left
- Rows A &B are standard theatre seats, meaning they match the other seats
- Rows A & B are an option if using the center stage thrust that covers the orchestra pit only
- Rows A & B are **not** an option if using the side stage stairs or full stage thrust with extensions

474 seats total:

- Includes four (4) designated wheelchair user seats*
- Includes Rows A &B on House Left, House Center, and House Right
- Rows A &B in House Center are temporary plastic chairs with metal interlocking legs
- Rows A & B in House Center are not an option if using side stage stairs or any stage thrust

*The four (4) designated wheelchair user seats are spaces without a seat.
Seats Q101, Q114, C1, C2, and R2 have moveable arms.

The F. Scott Fitzgerald Theatre can make any seat map we offer general admission seating. However, we have two (2) available seat maps for tiered seating. If you require a customized seat map to be created for your event, there is an additional $300 flat-fee for administrative time and it will take seven (7) to ten (10) business days to complete. Payment must be received and processed before the customization of the new tiered seating map can begin.

Full Ticketing Services through the F. Scott Fitzgerald Theatre Box Office

We encourage you to utilize the F. Scott Fitzgerald's full-service ticketing services for your event. It's a great way to reach your potential audience in Rockville, Montgomery County, and the greater DC-area.

We will handle all your ticket sales directly through the F. Scott Fitzgerald Theatre's Box Office. In conjunction with our ticketing service providers, our Box Office will provide sales and marketing support for your event, including placement on the City of Rockville and theatre websites, our social media accounts, and email promotion to our theatre's patron database. Additionally, we will include your event in all F. Scott Fitzgerald Theatre marketing initiatives, including local publications, special-interest, and local events calendars.

Our Box Office & Marketing Manager will contact you once your contract is executed and the down payment is processed to get the ball rolling on your ticket sales through the F. Scott Fitzgerald Theatre. Box Office.

We will ask you to complete an Information Needed Form for Ticketing so we can gather all the important details needed to get your ticket sales live.

In exchange for marketing and ticketing services, the F. Scott Fitzgerald Theatre will retain ticket fees. We prefer for ticket sales to go live approximately 90 days before the first contracted event date so your organization can get the most momentum and visibly for your event. In

addition to publicity, increased visibility, and online sales support, your group will receive a manifest of all event buyer information after the performance.

The F. Scott Fitzgerald Theatre has an exclusive contract with ticketing service providers for all online sales. If you would like the box office to sell tickets to your event on Goldstar or any 3rd party channel or vendor, we will most likely be able to accommodate this request – please contact the box office for more information. **You may market events online and direct buyers on how to contact your organization for information, but our organization may not sell online through any provider other than our ticketing service providers**. **NO EXCEPTIONS APPLY**: If this service provider policy is no followed, a $500 fee will apply. If the $500 security deposit is not enough to cover the full amount of the incidentals, the client will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

We require a W-9 for the organization to be on file with the Civic Center Business Office to get your information into our financial system for processing ticket revenue payouts to your organization.

If your event is using the stage thrust or steps to the front of the stage, the seats in the first row of theatre seats may be impacted and removed to meet fire code regulations. It is imperative that the Box Office be informed of use of the steps or thrust to ensure sale of only appropriate seats.

All patrons purchasing tickets online are subject to an online processing fee per order. In addition, if the patron would like their tickets mailed through USPS, there is a mailing fee. The online processing and mailing fees are subject to change.

Per Ticket Fees (Full Ticketing Services Only):
$3.50 Assigned seating
$3.00 General admission
$3.00 Goldstar*
$3.00 3rd party channel or vendor such as LivingSocial, Groupon, etc.**
$0.75 Complimentary ticket

*Goldstar retains a commission fee from all ticket sales, which they charge to the F. Scott Fitzgerald Theatre. Subsequently, we charge back this commission fee directly to client. The Goldstar charge back will show on the ticket revenue memo you receive from the City of Rockville. The commission fee is subject to change.

**Same rates apply for any 3rd party channels.

Cancellation of Ticket Sales
If you are selling tickets through the F. Scott Fitzgerald Theatre box office and you want to stop ticket sales of any kind for any reason, we will refund patrons the full ticket price they paid. We will not refund the online processing fee or mailing fee. **NO EXCEPTIONS APPLY**: A $500 fee will apply and be charged directly to the client. If the $500 security deposit is not enough to cover the full amount of the incidentals, the client will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

Box Office Buy-out Fees

If you request that the F. Scott Fitzgerald Theatre Box Office close for your private event or if you decide to opt out of using our ticketing and marketing services for your event that is open to the public, there is a box office buy-out fee.

Private Events Only:

Option A: $0 per event (recommended)

- Theatre box office will maintain regular business hours and operations.

Option B: $200 per event

- Theatre box office windows are closed to the public; box office staff will work inside the box office.

Option C: $300 per event

- Theatre box office is closed during your rental times; staff is not on-site.

Public Events Only:

Option A: $0 per event (recommended)

- Theatre box office will maintain regular business hours and operations.
- Theatre box office will handle all ticket sales for your event and provide your group with a dedicated link for online sales.
- Theatre will provide advertising and marketing opportunities.

Option B: $300 per event

- Theatre box office will maintain regular business hours and operations.
- Theatre box office does not handle any ticket sales for your event.
- Theatre does not provide any advertising or marketing opportunities.

Option C: $400 per event

- Theatre box office windows are closed to the public; box office staff will work inside the box office.
- Theatre box office does not handle any ticket sales for your event.
- Theatre does not provide any advertising or marketing opportunities.

Option D: $500 per event

- Theatre box office is closed during your rental times; staff is not on-site.
- Theatre box office does not handle any ticket sales for your event.
- Theatre does not provide any advertising or marketing opportunities.

Ticket Printing through the F. Scott Fitzgerald Theatre Box Office

The F. Scott Fitzgerald Theatre box office can print tickets for your organization to sell directly to your patrons. If you choose this option, we will not close our box office in any way for your event or provide you with advertising or marketing services. The Box Office Buy-out fee will be waived.

All printed tickets must be requested in writing by contacting the F. Scott Fitzgerald Theatre Box Office at theatre@rockvillemd.gov.

All printed tickets must be paid for in advance and are non-refundable.

If you decide to cancel your event with the F. Scott Fitzgerald Theatre, all printed tickets must be paid for in-full and your organization must handle all cancellation communication and refunds to your patrons.

The following rules must be followed to avoid activities such as ticket resale, scalping or touting. The face value of the ticket must be printed on the ticket. No individual(s) or group(s) can sell the tickets at any price that differs from the face value of the ticket or what each specific ticket sells for on the F. Scott Fitzgerald Theatre VisionOne ShoWare ticketing site or marketing materials. **NO EXCEPTIONS APPLY**: If any of the ticket printing policies are no followed, a $500 fee will apply. If the $500 security deposit is not enough to cover the full amount of the incidentals, the client will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

Per Ticket Fees (Printed Tickets Only):
$2.50 Ticket printing for assigned seating
$2.00 Ticket printing for general admission

AVAILABLE THEATRE EQUIPMENT

Tables:

Qty. 14	5' round with 30" drop (can seat 8 people)
Qty. 8	6' round with 30" drop (can seat 9-10 people)
Qty. 40	6' rectangle (6' x 30") tables with 30" drop (can seat 6 people)

Chairs:

Qty. 88	Black plastic orchestra chairs
Qty. 193	Black plastic wire frame chairs
Qty. 32	Black cloth banquet chairs

Music Stands:

Qty. 51	Sharpie (color: red)

NOTE: We do not provide music stand lights.

Pianos:
Steinway 9 ft. concert grand, Model D (for use on stage only)
Standard upright – available for use in orchestra pit, Lobby or Social Hall

NOTE: Piano tunings will be arranged upon request. Theatre staff will make the arrangements and the renting group will be charged market price for the service.

Steps from Stage to Theatre house:
Two sets are available - one for stage left and one for stage right

NOTE: When using steps during an event, the first row of theatre seats on each side must be removed to maintain passage for fire code compliance.

Stage Soft Goods:
Main drape, cyclorama, mid stage curtain and four legs stage right and left.

NOTE: All four wing legs located on the stage left and right have a track and can move on and off stage. The height from the stage floor to the bottom of the teaser above the stage is 12'.

Clear–Com Hardwire Headset (up to 4 at no charge):
The Theatre is equipped with a hardwire Clear-Com headset system. Headsets and belt packs are normally located:

1 - stage right	1 - light board	1 - video control
1 - stage left	1 - sound board	1 - stage manager station

Lights:
The theatre lighting console is an ETC Ion. The theatre house lighting plot should provide enough lighting for your event. We ask that you provide our light plot to your lighting designer for review and suggested modification. We understand there may be special lighting needs desired for your event. We are willing to work with you and your light designers to incorporate hanging additional lights. However, all hanging, focusing and gelling must be done by the theatre staff.

Rental groups must supply their own:

- Gels
- Spike tape, including glow tape
- Gobos

Spotlights:
The theatre has one (1) HMI 1200 watt follow spot located in the tech booth, which is available at no additional charge. User groups are asked to provide their own spot operator. The City theatre technician on duty during your rehearsal(s) will train your volunteer(s) on how to operate the spotlight. You can also request extra Theatre Technician labor for a fee, if desired.

Sound:
The F. Scott Fitzgerald theatre has the following house sound system to support your event. Renters are required to use the house sound system as set up by the City of Rockville. The house sound system is fixed and is not moveable.

Allen & Heath 40 channel soundboard:
(1) CD player
(1) CD Recorder

Speaker system is designed to fill the entire theatre. The speaker layout is as follows:
(2) Front center above proscenium
(2) Front left/right
(4) Speakers located in the center of the house (Delay 1)
(8) Speakers located at the rear of the house (Delay 2 and 3)
(2) Subs (1 house left, 1 house right)
(4) Floor monitors above stage split left/right

There are no FX (effects, reverb, flange, etc.) units available; groups wishing to use them should bring their own.

2 – 12 Channel snakes:
(1) located stage left, (1) located stage right, both run up to the main board
(12) sends, plus (4) returns

Microphones:
(6) SM 58
(2) Beta SM 58
(7) SM57
(2) Beta SM 57
(1) Beta 52A
(2) Neuman KM184
(4) Samson C02
(2) Sennheiser MKH 40 P48

Microphone cable and stands included for in-house equipment.
Limited hanging and wireless available with a fee.
Floor Monitors:
(up to 6) Floor monitors
Available upon request and for a fee

Sounds System (Social Hall only):
Available for a fee

HOUSE RULES & REGULATIONS

The following rules and regulations must be adhered to by all the members of the renting organization as well as the visiting audience members.

TIME OF USE
All delivery of event equipment, set-up, rehearsal, actual presentations, clean-up from the event and removal of all event related equipment brought in by the user group must be accomplished within contracted hours. Exceptions to this policy must have prior written permission of the F. Scott Fitzgerald Theatre staff. Any request for extending rehearsal or technical time in the theatre must be made at least 7 days prior to the use and must be approved by the theatre staff.

INSURANCE
If the event is open to the public, the user shall furnish a copy of the certificate of insurance to the Civic Center Business Office at the time of contracting and shall maintain such insurance throughout the period during which the event and related activities occur.

The language for the Certificate of Insurance shall state as follows: The City of Rockville, its elected and appointed officials, employees and volunteers are included as insured. This coverage shall be primary and City insurance shall not be contributory. There shall be no subrogation against the City. No cancellation or material change shall be made without 60-day written notice to the City by certified mail. Failure to provide proof of adequate insurance will result in cancellation of the user's contract and retention of the entire facility rental fee. All users must obtain and maintain liability insurance from an A+ rated carrier (by A.M. Best) licensed to do business in the State of Maryland, at their own expense, for the mutual benefit of both the user and the City.

Prior to the execution of the contract by the City, the User must obtain at their own cost and expense and keep in force and effect during the term of the contract including all extensions,

the following insurance with an insurance company/companies licensed to do business in the State of Maryland evidenced by a certificate of insurance and/or copies of the insurance policies. The User's insurance shall be primary.

The User must submit to the Glenview Mansion at Rockville Civic Center Park c/o Civic Center Business Office, 603 Edmonston Drive, Rockville, MD 20851 a certificate of insurance prior to the start of any work. In no event, may the insurance coverage be less than shown below. Unless otherwise described in this contract the successful User will be required to maintain for the life of the contract and to furnish the City evidence of insurance as follows:

Mandatory Requirements for Insurance

User's insurance coverage shall be primary insurance as respects the City, its elected and appointed officials, officers, consultants, agents and employees and any insurance or self-insurance maintained by the City, shall be excess of the User's insurance and shall not be called upon to contribute with it.

Type of Insurance	Amounts of Insurance	Endorsements and Provisions
1. Workers' Compensation **2. Employers' Liability**	Bodily Injury by Accident: $100,000 each accident Bodily Injury by Disease: $500,000 policy limits Bodily Injury by Disease: $100,000 each employee	Waiver of Subrogation: WC 00 03 13 Waiver of Our Rights to Recover From Others Endorsement – signed and dated.
3. Commercial General Liability a. Bodily Injury b. Property Damage c. Contractual Liability d. Premise/Operations e. Independent Contractors f. Products/Completed Operations g. Personal Injury	Each Occurrence: $1,000,000	City to be listed as additional insured and provided 30 day notice of cancellation or material change in coverage. CG 20 37 07 04 and CG 20 10 07 04 forms to be both signed and dated.

Alternative and/or additional insurance requirements, when outlined under the special provisions of this contract, shall take precedence over the above requirements in part or in full as described therein.

Policy Cancellation

The User shall furnish a new certificate prior to any change or cancellation date. The failure of the User to deliver a new and valid certificate will result in suspension of all payments and cessation of on-site work activities until a new certificate is furnished.

Additional Insured

The Mayor and Council of Rockville, which includes its elected and appointed officials, officers, consultants, agents and employees must be named as an additional insured on the User's Commercial and Excess/Umbrella Insurance for liability arising out of User's products, goods,

and services provided under this contract. Endorsements reflecting the Mayor and Council of Rockville as an additional insured are required to be submitted with the insurance certificate.

Subcontractors
All subcontractors shall meet the requirements of this Section before commencing work. In addition, User shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.
Certificate Holder
The Mayor and Council of Rockville
(Contract #, title)
City Hall
111 Maryland Avenue
Rockville, MD 20850

COMPLIANCE WITH LAWS
The F. Scott Fitzgerald Theatre is a City of Rockville, Maryland owned and operated facility, supported with taxpayer funds. Therefore, no activities in violation of Federal, State, County or local laws, ordinances, rules or regulations shall be permitted inside any City of Rockville, Maryland facility or grounds.

ROYALTIES
The user is responsible for all royalty fees, such as BMI, ASCAP, or SESAC and/or dues to AEA, AFTRA, or other union dues that may be required.

SMOKING IS PROHIBITED
No smoking is allowed in the facility or on the grounds.

RED WINE & PURPLE/ RED BEVERAGES
Red wine and purple/red beverages are allowed in the Social Hall only if the $500 non-refundable fee has been added to your contract and paid through the Civic Center Business Office.

If the red wine and purple/red beverages fee is added to the contract after the 60-day mark, it must be paid by credit card (Visa or MasterCard) if the event will take place within 30 days or less. Red wine and purple/red beverages are strictly prohibited anywhere on the property and grounds if this fee has not been paid. **NO EXCEPTIONS WILL APPLY**.

Passing of red wine and/or purple and red beverages by wait staff is strictly prohibited. Bar and table service only is allowed.

AMERICANS WITH DISABILITIES ACT (ADA)
Compliance with Federal ADA standards as they pertain to a performance is the responsibility of the rental user group. For example, if a Sign Language Interpretation is requested, it must be provided for public performances. The cost for providing this service is the responsibility of the user group. However, the theatre staff can assist user groups in arranging such accommodations. Two (2) week notice may be needed to coordinate interpreters.
Potential accommodations include but are not limited to: conversion of printed programs and other materials to alternate formats such as large print, electronic, Braille, or audiotape; arrangements for Point-to-Point Paratransit (i.e. someone to push a wheelchair); and, arrangement for descriptive interpreting for blind persons. The F. Scott Fitzgerald Theatre is equipped with Assisted Listening Devices, wheelchair-accessible parking and seating. For specific

information on available services or to discuss special accommodation requirements, contact the Civic Center Business Office.

NON-DISCRIMINATION

Users may not discriminate against any person because of sex, race, color, ancestry, religious creed, national origin, disability, age, marital status, or sexual orientation.

CAPACITY

The maximum capacity for the Social Hall is 200 people standing and 150 people seated. The capacity for the theatre Lobby is 200 people standing and 100 people seated. The maximum seating capacity for the theatre audience chamber is 474. Due to state laws and fire code regulations, the audience can't exceed this seating capacity. Every person entering the theater must be counted for and allocated a seat, including small children and infants. Seating arrangements (other than fixed seating) must be approved in advance with theatre staff.

STORM POLICY

The safety of all guests at the F. Scott Fitzgerald Theatre and Social Hall is the top priority at all events. If the weather includes lightening or high winds, all guests must remain inside the F. Scott Fitzgerald Theatre and/or Social Hall until the conditions change and support safe use of the outdoor areas is appropriate. Guests may not return to the outdoor area until 30 minutes after the last lightning strike was seen and the last clap of thunder was heard.

SEATING ON STAGE

Audience members are not permitted to sit on-stage during performing arts events. Any exceptions must be approved by the theatre staff prior to the performance and must comply with all applicable fire and building codes.

SAFE EGRESS

All exits and aisles must remain clear and unobstructed. All equipment must be kept clear of all entrances, passageways, and stairways. Exit lights cannot be covered, obscured, or disconnected. Access to utility areas (fuse panels, Amp room, etc.) must be kept clear at all times.

STAGE AREA

The F. Scott Fitzgerald Theatre is a clean performance space and may not be used as a shop space. No construction is permitted inside the venue. All work must occur prior to load-in, or must be done outside the loading dock door in the drive; that door must remain closed in order to keep dust from blowing inside the venue. Painting is not permitted onstage and is only permitted in the loading dock area when painting outside is not an option (ie: rain, temperature, weight of item being painted). User groups must ask City of Rockville staff for approval to painting anything inside the venue. Painting directly onto the stage floor is not allowed without prior written approval. If approved, the additional costs - including restoration, if necessary - must be paid in advance.

The floor of the theatre is two layers of ¼" Masonite overlaid onto tongue and groove hardwood on sleepers. All fasteners must be discussed with city staff prior to being installed. Smaller screws into the floor are typically acceptable. A stock of improved stage screws are kept on hand to support needs of larger fasteners. The user group is responsible to cover the costs for the any damage to the floor from fasteners or other use.

SAFE USE OF EQUIPMENT
If you are unfamiliar with any piece of rigging, lighting, sound or other stage equipment, do not use it until you have received instruction in its safe operation. Do not operate any tools or equipment if safety devices have been defeated or removed. We do not provide appropriate safety equipment (ie: ear plugs, safety goggles, gloves, respirators, etc.), but strongly users provide this equipment to their crew.

LIGHT & SOUND
Any adjustments to sound, lighting, staging, and soft goods must be approved by the theatre staff. Failure to gain approval from the F. Scott Fitzgerald Theatre staff may result in additional charges. Any lighting, sound, drapes or other house equipment that is moved, removed, refocused, or disconnected are to be restored immediately after the production closes and within the group's rental time, unless prior arrangements have been approved by theatre staff.

LIGHTING
All lighting instruments hung overhead are required to have safety cables. Wiring of special lighting must be done according to accepted safety standards and codes and be approved by theatre staff. The user group is required to restore all lighting during their contracted time.

RIGGING
All overhead rigging is to be done according to accepted safety standards, with rated hardware, and inspected and approved by theatre staff in advance of installation.

VIDEOTAPING
Permission from the presenting organization must be obtained prior to any videotaping in the Theatre. Copyright laws, as well other related laws, must be respected. The user group is responsible for the compliance of these laws by individuals and audience members. User groups are expected to provide a statement about videotaping in their program. Locations for videotaping must be coordinated with staff in advance.

STROBES
Strobes may be used on stage. Please note that giving audience members notice about strobes is required by law. Therefore, they must be identified in your Theatre Use Plan, communicated to the Box Office staff prior to ticket sales, acknowledged in the program, and signs must be displayed in the Theatre Lobby to notify and warn audience members who are sensitive to strobes and/or prone to seizures.

ATMOSPHERIC EFFECTS
Smoke, fog, or hazer machines are allowed on stage, but *must be operated under the direction of Theatre staff*. User groups must ensure that the effects do not set off the smoke alarms. Signs must be posted in the Lobby identifying use of smoke, fog, or hazer machines to the audience members.

FACILITY USE
City of Rockville theatre staff has the final authority over the use and the manner of use of both the facility, grounds and any provided equipment. The F. Scott Fitzgerald Theatre is suitable for events with seated audiences only. We do not permit events that are primarily for dancing patrons in this space.

USE/SUBLET

User may not utilize the space(s) for any purpose other than that which is specified in the theatre use contract. The user may not rent or in any way assign the F. Scott Fitzgerald Theatre and Social Hall to any other person or User.

FLAME/FIRE-PROOFING

All materials used for decorations and theatrical scenery, including all drops, must be treated in order to be rendered flame-retardant in accordance with the standards set forth by the National Fire Protection Act. Users are requested to provide documentation certifying that all materials meet this requirement. Without documentation, the management of the F. Scott Fitzgerald Theatre has the right and obligation to perform a field flammability test. This test requires a small sample of the material to be cut off for testing. Materials that fail the test cannot be used onstage. No scenic materials are to be stored backstage once a show has opened. Any and all flammable materials (including paint) must not be stored overnight backstage unless in an approved flammables storage container.

PYROTECHNICS AND OPEN FLAME

No pyrotechnics of any kind are allowed in the F. Scott Fitzgerald Theatre or Social Hall. On stage smoke effects or open flame must be approved in advance. Candles can only be used in the Theatre or Social Hall if written approval is given in advance by Theatre staff.

There is to be no use in or around the premises of any substance of an explosive, corrosive, or flammable nature without the express written permission of the Theatre staff. Any user shall not cause or produce to be caused therein, or to emanate from their equipment any unusual, noxious or objectionable smokes, gases, vapors, or odors. If a permit from the Fire Marshall is required, it is the responsibility of the producing organization to obtain it and comply with its terms.

PROP WEAPONS

Weapons are not allowed at City of Rockville facilities. Weapons include objects or substances designed to inflict a wound, cause injury or incapacitate, including and without limitation and whether real, fake, disabled or rigged: all firearms, BB guns, air guns, pellet guns, switchblades, and knives with blades fixed or folding. This extends to any activity, class, rehearsal or performance. All prop weapons must be hand-inspected and approved by the Theatre Supervisor. In addition, we must receive a digital picture of the weapon and we will file a report with the City of Rockville Police Department. **NO EXCEPTIONS APPLY**.

GLITTER

The use of any type of glitter is highly discouraged and must be approved by theatre staff prior to being brought into the facility. Micro glitter is not acceptable (glitter smaller than a standard sequin) nor is loose glitter in most instances. Any glitter that is part of a set, costume, or makeup applique must be well adhered to avoid the glitter falling off onto the stage or stage curtains and also must be approved prior to use. **NO EXCEPTIONS APPLY**: All users who bring glitter into this facility will be charged for cleanup. This will be billed to your event at the [minimum] additional cost of $300. This cost could be higher as it is based on actual time involved to remove the glitter from the premises. It could be much greater if curtains need to be sent out for cleaning or if the glitter gets into audience seating.

ANIMALS

Personal pets are not allowed in the Theatre facility. Animals participating in a stage performance must be pre-approved by Theatre staff and must be supervised at all times as well

as caged when not on stage. Animal handlers must be identified to theatre staff. Service animals are welcomed within the facility per existing ADA laws.

SIGNAGE

All signs displayed inside the Theatre on any wall or other surface must be hung using "blue" painter's tape that will not damage any wall surface. All signs for exterior display in the park must be pre-approved by Theatre staff for content, location and method to be used for display. No signs may be attached to street signs, lampposts or trees. The user group is responsible for all costs to fix any damage caused by using non-approved tapes/materials.

ENTRANCES & EXITS

All F. Scott Fitzgerald Theatre and Social Hall entrances and exits cannot be blocked or inaccessible in any way.

LOADING DOCK & DRIVEWAY

The drive to the loading dock is for use by delivery and pick-up related vehicles only. No parking is allowed on the loading dock drive at any time. The loading dock door should remain closed at all times other than a rental load-in or load-out.

STAGE ACCESS

The stage and backstage areas are for performers & technical staff only. Parents, relatives, and friends of anyone involved in a production are not permitted on stage at any time.

TECH CONTROL BRIDGE

Please do not exceed the max capacity of 6 people on the tech bridge at any given time. No food or drink of any type are allowed on the tech control bridge area at any time

STRIKE/END OF EVENT

It is the responsibility of the group after the final performance to clean up the stage and backstage areas. The user group must remove all spike tape from the stage and food/other trash must be disposed of in the dumpster located behind the building in the Social Hall parking lot. Please see city staff on hand for direction. Failure to clean up after your event can incur additional charges for city staff to do this for you.

Drawings showing the stock layout of the backstage green room prop room, and dressing room spaces are posted and should be followed as a guide for restoration as part of the post-show load out/clean up

Remove all company property at strike. All scenery, properties and equipment belonging to a company is to be removed from the theatre immediately after the closing performance unless prior arrangements have been made with the building staff. All discarded materials must be removed from the premises. Materials discarded in the dumpster are to be cut up into pieces no longer than three feet or wider than two feet. The user group must leave the theatre in at least as good a condition as you found it. Additional labor required to restore and clean the stage and/or backstage areas to how it was when you arrived will be charged to the user group.

ACCIDENTS/ SAFE CONDITIONS

Please report accidents and equipment problems to city staff as soon as possible. Any accidents resulting in injury, no matter how small, must be reported immediately to the city staff. Any unsafe conditions or broken, damaged, or malfunctioning equipment must be reported to the city staff.

OPENING ANNOUNCEMENT TO AUDIENCE

Every rental user group must make an announcement to the audience prior to their show/presentation that includes the following:

- Welcome to the F. Scott Fitzgerald Theatre.
- For your own safety, please locate the nearest exit. In case of an emergency – walk, do not run, to this exit.
- Please turn off your cell phone and electronic devices.
- NO food, drink, gum or candy is permitted in the Theatre house – enjoy these items in the Lobby only.
- Smoking is prohibited
- Photography and video rules at the discretion of the user group

PARKING

There are two free parking lots available at Rockville Civic Center Park. One parking lot is behind the Theatre, and the second parking lot is to the left when entering the Park. The second parking lot is shared with events at Glenview Mansion. In addition, there is also an ADA parking located behind the Social Hall with an access hallway that runs through a Social Hall corridor to the elevators and the Theatre lobby. Depending on weather, additional field parking can be offered in the grass area adjacent to the parking lot behind the theatre.

- Theatre users expecting sold-out audiences and presenting large casts are asked to work with Theatre staff and their performers to make use of field parking or carpool to maximize the parking lots.

- Theatre users may also be requested to help provide parking staff/attendants to ensure Theatre guests are guided to appropriate parking spaces.

Parking in the drive directly in front of the Theatre is restricted to brief drop off or pick-up needs at events. Any other parking occurring in this area or illegal parking anywhere in the park is subject to parking enforcement regulation by the Rockville City Police.

FOOD & DRINK RESTRICTIONS & RESPONSIBILITIES

Appropriate disposal of trash into trash cans and/or recycling bins is required of all rentals and their audience members. No red wine, cranberry juice, red or purple punches are allowed inside the facility. Food and Drink are only allowed in select Theatre spaces. This applies during any use including rehearsal, performance, etc.

Please refer to the list below:

- Lobby – Food and drink permitted
- Theatre House – NO food, drink, (except water) and NO gum or candy allowed
- Main Stage & Wings – NO food or drink (except water) at any time
- Dressing Rooms & Green Room – Based on the discretion of the user group food and drink can either be permitted or restricted
- Social Hall – Food and drink permitted

AED/FIRST AID KIT

The AD and first aid kit are located the concession area in the theatre Lobby. They must remain visible and accessible at all times.

ALCOHOL PERMITS

- Alcohol licenses are required and must be obtained through Montgomery County for all events where the user group sells alcohol or for all events that charge admission and alcohol is provided at no additional charge.
- Requests for alcohol permits must be made at least 30 days prior to the event date and will be granted at the discretion of Montgomery County Department of Liquor Control.
- Montgomery County Department of Liquor is located at 201 Edison Park Drive, Gaithersburg, MD 20878.
- Please contact them directly at 240-777-1900 or online at: www.montgomerycountymd.gov/dlc for more information.

FOOD LICENSE PERMITS

- A Special Food Service License must be obtained and displayed on site for all events which the public is invited to and food is offered regardless of if food is free, donation based, or sold.
- Applications must be submitted at least 2 days prior to the event to the Montgomery County Department of Health and Human Services located at 255 Rockville Pike, 1st floor, Rockville, MD, 20850.
- A Montgomery County food inspector may visit the site to ensure food service rules are being followed.
- Please contact them directly at 240-777-3986 or online at: http://www.montgomerycountymd.gov/HHS-Special/LandRLicensingSpecialFood.html

HEATING AND AIR CONDITIONING

The F. Scott Fitzgerald Theatre and Social Hall has heating and air conditioning. Each year, the City of Rockville usually turns on the heat on November 1 and the air conditioning on April 1. Temperature settings in all facility locations are pre-determined by the City of Rockville and cannot be adjusted by on-site staff.

CLIENT AND CATERER RESPONSIBILITES

All vendors who work on City of Rockville property are required to have an operating license and certificate of insurance. This includes caterers, restaurants, support staff, bartenders, DJs, live bands, tent and structure providers, florists, etc. A copy of their insurance and operating license must be on file with the Civic Center Business Office by the date of the final walk through.

Bartenders:

For all events at Glenview Mansion where alcohol is served, a licensed bartender must be present and serving the alcohol at each beverage station throughout the event.

Alcoholic beverage passing by wait staff and bar service is prohibited 30 minutes before the end of the event. This means last call for alcoholic beverages is 45-60 minutes before the end of the event to allow guests time to get their alcoholic beverage. Non-alcoholic beverages can be served anytime to guests during the set-up and event time.

For private events held free of charge for guests, where alcohol is provided as an optional beverage served at an open bar, no alcohol permit is required.

An alcohol permit must be obtained from Montgomery County Events where alcohol is included in the price of admission to the event or if a cash bar is set-up. Requests for alcohol permits must be made at least 30 days prior to the event date. Please contact Montgomery County

Dept. of Liquor Control located at 201 Edison Park Drive, Gaithersburg, MD 20878, Phone: 240-777-1999.

Food Permits:
For events that are open to the public, with or without an admission charge, where food is served, a Temporary Food Service License is required by Montgomery County. This does not apply to events where a licensed caterer is providing food. Please contact Montgomery County Health and Human Services Licensure Services office at 240-777-3986 for information and application forms.

Caterers and Support Staff:
There are no preferred caterers at the F. Scott Fitzgerald Theatre and Social Hall – any caterer is welcome if they meet our insurance and licensing requirements.

Caterers are responsible for all food related service and clean-up. This includes restoring the kitchen to the clean condition as it was upon arrival, removing of all trash and recycled items to the appropriate containers outside, removing all food and equipment brought to the site for the event, wiping off the kitchen counter tops and mopping the kitchen floors. Restaurants may be contracted to drop-off food to events, but client(s) is responsible for all facility clean-up indicated below if additional support staff is not hired by your organization.

Caterers, restaurants, and support staff that work events at the F. Scott Fitzgerald Theatre and Social Hall must agree to and comply with the following rules and responsibilities. Your caterer will be asked to sign the Caterer Responsibilities Agreement before or during your final walk through as a reiteration of these policies. If a restaurant is dropping off food for the event, the client must sign the Caterer Responsibilities Agreement before or during the final walk through and assume responsibility for the duties.

The Caterer Responsibilities Agreement must be adhered to by all the guests, clients, vendors, subcontractors, etc., when applicable.

Caterer Responsibilities Agreement:

- Caterer and other auxiliary services permitted to enter the building and rental supplies may be delivered on the day of the event(s) during contracted hours. Please provide enough staff to set up, breakdown and clean up within the specified hours.

- No organized events can be held on the front or side lawn of the F. Scott Fitzgerald Theatre/Social Hall.

- F. Scott Fitzgerald Theatre/Social Hall storm policy will be enforced by City of Rockville staff and must be adhered to for all events taking place out of doors.

- Any false fire alarm caused by a caterer, guest, or subcontractor during your rental period will cause the client to be held liable for any charge imposed by the fire department. Fines for false alarms could exceed $250.

- The caterer and/or client is to provide all goods, services, equipment and consumables to support the event, which includes but is not limited to, linens, utensils, dishware, food, beverages, etc.

- No cook-to-order, frying or cooking in the facility.

- Red wine and/or purple and red beverages are allowed in the Social Hall only if the $500 red wine fee has been paid, per your contract, to our Civic Center Business Office. If no fee has been paid, red wine and/or purple and red beverages are strictly prohibited throughout the Social Hall and grounds.

- Red wine and/or purple and red beverages are strictly prohibited in the F. Scott Fitzgerald Theatre/Social Hall lobby.

- Passing of red wine and/or purple and red beverages by wait staff is strictly prohibited. Bar and table service only is allowed.
- No food or drink is allowed in the F. Scott Fitzgerald Theatre house or stage.

- No pyrotechnics, including but not limited to fireworks, sparklers, bonfires or tiki torches, are allowed on the property.

- Alcoholic beverage passing by wait staff and bar service is prohibited 30 minutes before the end of the event. This means last call for alcoholic beverages is 45-60 minutes before the end of the event to allow guests time to get their alcoholic beverage. Non-alcoholic beverages can be served anytime to guests during the set-up and event time.

- Event tables and chairs are not allowed to be taken out of and/or used outside of the F. Scott Fitzgerald Theatre/Social Hall or Social Hall.

- No pets or animals allowed (service animals permitted).

- No posting of outside signs on light poles, street signs, trees, etc. Any signs indoors must be posted using special painter's tape that will not cause damage to F. Scott Fitzgerald Theatre/Social Hall and Social Hall walls or ceilings.

- No open candles.

- Smoking and vaping is prohibited on City of Rockville property and/or grounds.

- Real or silk flower petals, birdseed, glitter, rice and/or confetti are not permitted inside the F. Scott Fitzgerald Theatre/Social Hall or outside on the property. Bubbles may be used outside only.

- Facility Supervisor and/or House Manager will be available throughout the event. The Facility Supervisor and/or House Manager is the City's official representative and has complete control of how the facilities and grounds are used during your function.

- Caterer and/or client is responsible for busing and removing trash from the F. Scott Fitzgerald Theatre/Social Hall and grounds. Caterer and/or client is responsible to remove all trash to the dumpster in the rear of the F. Scott Fitzgerald Theatre/Social Hall and Social Hall. Please be sure to place trash, boxes, bottles and cans in the appropriate bins; do not leave piles outside of receptacles.

- Caterer and/or client is responsible for removing all items brought onto City property during the rental period. All items must be removed by the end of the contracted time, including but not limited to floral decorations, musical equipment, party favors, catering and other rental equipment. The City is not responsible for items left on the property.

TECHNICAL INFORMATION

STAGING Fixed Proscenium Stage: 29’9” deep from Plaster Line to Cyc Backing Wall (Cyc Wall: 39’8” wide x 14’ high). Addl. Curved Downstage: From 2’ at far left and right to 5’5” at Center. **CONTROL/MIX POSITIONS** All located on Technical Bridge, located 12’ above audience level at back of house. Stage Manager/Director: Far HL of center Audio: HL of center Lighting: HR of center Video: Far HL of center **STAGE POWER** Stage left: (2) Separate 20-Amp duplex. Stage right: (4) Separate 20-Amp duplex. **PYROTECHNICS / FIRE ONSTAGE** No Pyrotechnics permitted. No open flame or smoking in venue.	**GREEN ROOM** 46’x16’ Multi-use room, stage level. Location: behind stage, USL. Complementary use of tables, chairs, hanging racks, & storage areas. Audio and Video Monitoring of Stage. Refrigerator & Freezer. **LOADING DOCK** Dedicated driveway, direct back up. Raised dock: 3’6”. Ramp: 8’ load ramp provided upon request. Covered: No. 1 truck accommodated, may stay in position. Extra parking available nearby. 1 roll-up door: 9’4” wide x 11’11.5” high. **NOTE**: Load-in is directly offstage SL. **BUS PARKING** In upper lot only. No shore power.

STAGE LIGHTING SYSTEM INFORMATION

CONSOLE
ETC ION XE
(1) Universal Fader Wing
Location: fixed control desk, on Technical Bridge, 12' above audience level.
Software updated as released from ETC.
(2) Touch screen ELO monitors.
(1) Radio Focus Remote Unit (iPad).

DIMMERS
96x2.4k ETC Sensor 1 (Classic).
12x2.4k Strand CD80.
All hard-wired to lighting positions.

SPOTLIGHT
One (1) Strong Canto 1200 Followspot is available for use in house. *Please provide operator or request an op from the house in advance.*

CABLING
On floor surface or overhead in fixed grid.

ELECTRICS
All electrics are on a fixed-height pipe grid, at 14' above the stage deck.
No fly space or moving electrics in venue.

FIXTURE INVENTORY
Hanging House Stock Plot
40 ETC Source 4 750w/575w
24 ETC Source 4 PARs 750w
10 ETC Selador Cyc Lights
1 Altman 6x22 ERS *(Conductor Special)*
5 Reveal LED Spots
4 Martin MAC Viper Profiles
2 Martin MAC Quantum Profiles
10 Martin MAC Auras
10 Altman PAR 64 500w
28 Altman 65Q 6" Fresnel 575w

Stock Plot Intelligence Accessories
18 Apollo Color Scrollers (most on Source 4 PARs)
2 I-Cue Intelligent Mirrors
1 DMX Iris

More instruments are in our stock; please inquire as to availability.

A wide variety of gel and lighting templates (gobos) are also available.

PLEASE DISCUSS YOUR NEEDS DIRECTLY WITH THEATRE PRODUCTION STAFF.

LIGHTING NOTES

- All fixtures are 20-Amp 2P&G / Stage Pin.
- We can add/move/remove/refocus fixtures to meet the specific needs of your event.
- All lighting changes take place during contracted rental time and must be restored during the time of your facility rental (i.e. back to stock/rep plot positions).
- Productions requiring color media (Gel) must provide their own.
- Our stock plot uses all except eight (8) spare dimmer circuits, available per your needs.
- Our stock plot includes eight (8) unfocused specials for your use, each with an available circuit in addition to the above.
- **Changes to the stock lighting plot must be discussed with theatre staff in advance of the show or event.**

AUDIO SYSTEMS

FRONT OF HOUSE
Located on Bridge 12' above audience at rear of house.
(1) Mixer is Allen and Heath GL2800

- 40 channel (2 inputs are Stereo)
- 4 mute groups
- 5 Assignable Groups
- ¼" balanced direct outs per channel
- 3 Matrix mixes
- 10 Aux Sends (9&10 Stereo)
- Separate rack mount power supply

(1) Tascam CD Player CD01U Pro
(1) Tascam CD Player/ Recorder CD/RW 2000
(3) Audio Technica Series 3000 Wireless Receivers
(2) Yamaha SPX990 Multi Effects Processor
(All Equipment) Furman Power Conditioners

Available upon request in advance:
(1) DBX 166 Dual Compressor/ Gate
(2) White 28 Band Graphic Equalizers

MONITORS
(3) JBL MR 802 Stage Monitor Wedges

SPEAKERS (PERMANENT INSTALL)
(4) JBL Venue Series 3-Way Mains- L/R/Center
(4) JBL Venue Series 3-way (Delay 1)
(4) EAW UB12Si (Delay 2)
(4) EAW UB12Si (Under Balcony)
(2) JBL Subwoofer 128S (Dual 18")

MICROPHONE OPTIONS
(6) Shure SM58
(2) Shure Beta 58
(7) Shure SM57
(2) Shure Beta 57
(2) Shure SM81
(1) Shure Beta 52
(2) Neuman KM184
(3) Crown PCC 160 Floor Mic
(3) Shure QLX-D Series, Wireless Handheld
(3) Shure QLX-D Series, Wireless Lavalier
(1) Sennheiser E609
(1) Sennheiser MKH 30 P48
(3) Sennheiser MKH 40 P48
(5) EV RE90 Hanging/Choir

SUPPORT EQUIPMENT
Supply of variable length XLR cables, ¼" instrument and patch cables, speaker cables, & adapters.
(2) Whirlwind PCDI Direct Boxes
(2) Whirlwind Director DI
(1) Whirlwind Imp 2 DI
(2) Whirlwind Direct2 DI
(1) Rapco DP-100 DI
(2) Whirlwind Imp 1x3 Isolated Splitters
(12) Audio Technical AT8681 2x1 XLR Signal Combiners
(10) Tripod Boom Microphone Stands
(10) Straight Microphone Stands
(4) Round Base Boom Stands

SNAKES
(2) Whirlwind 12-Channel 4-Return XLR Snake installed to FOH (Proscenium DSL & DSR)
(4) Whirlwind 6-Channel Sub/Stage Snakes 50'
(1) Whirlwind 6-Channel DI Snake 50'
(2) Whirlwind 16-Channel 4-Return XLR Snake 100'
(2) 8-Channel XLRM-XLRF 10'

ISOLATED STAGE SPLIT
(1) Whirlwind SB20T11G XLR Splitter

HOUSE AMPLIFIERS (PERMANENT INSTALL)
(8) QSC RMX Series, 2-channel.

MOBILE AMPLIFIERS (Flexible Use)
(2) QSC RMX 850
(1) Crown XLS 1500
(1) Crown CDi 4000

AUDIO MONITORING
Built into the ceiling over the stage we have monitors (split Left and Right).
A stage audio feed is routed into the backstage areas. Individual volume control in dressing rooms, green room, and prop room.

CLEAR-COM
2-channel Clear-Com Party line communications system.

- Hard-wired plug-in points located in: Lobby Concessions, Box office, Down Stage Left, Down Stage Right, Mid Stage Right, Light board, Sound Board, Follow Spot, Stage Manager Platform, Video Control.

	• Additional wired Com stations available and may be installed as needed. • HME Wireless Com System with (4) Headsets/Beltpacks available, patched into wired Clear-Com. • Additional charges apply for wireless Com use.

VIDEO INFORMATION

PROJECTORS **Christie DWX951 (8900 Lumen)** Position: Hanging at rear of house Inputs: HDMI, VGA Focus: Rear Cyc (Standard Zoom Lens); 12'x12' Electric drop-down screen (Long Zoom Lens) Control Position: FOH/Tech Bridge **Dukane Image Pro 6532A (3200 Lumen)** Position: Catwalk Inputs: VGA Focus: Supertitle screen (hung along top of stage proscenium arch) Control Position: FOH/Tech Bridge **Dukane Image Pro 8800 (1500 Lumen)** Position: Variable/No Fixed Position Inputs: VGA (Focus & Control Position flexible) **SCREENS** • 12'x12' Electric drop-down screen located upstage of the main teaser but in front of the main curtain. Switch for operation is in the DSR wing. • Rear cyc may be used as a projection surface. • Portable tripod-leg flip screen 6' wide. • (2) Fastfold 7'6" x 10' front-projection surface screens with frames & Legs. • Supertitle/Surtitle Screen, 2'x12', White, high-value, hard surface, typically installed hung downstage in front of main valence/border. *Note: Our video offerings may be augmented by numerous local rental resources.*	**CABLING** *Available for flexible use:* • Selection of 50' & 25' VGA cables • Selection of HDMI cables • VGA Splitter Amplifier 1x 2 • Various adapters, BNC, RCA, VGA **VIDEO MONITOR SYSTEM** A separate video monitoring system is installed consisting of: • Camera mounted on front of Control Bridge for full stage image • Sends/Splits to: Production Office, Green Room, Box Office, Social Hall, SL and SR. • Screens provided in Green Room, Social Hall, Production Office. • Additional screen available in Lobby upon request. **VIDEO RECORDING** Venue does not provide Video Recording services. Multiple camera setup locations available: • Far Downstage Left or Right • House Right Row K10&12 • House Left Row K 11&13 • From Technical Bridge, raised, at rear of house Audio feed from main house system can be provided upon request—XLR or ¼". *All Video Recording locations and set ups are subject to approval by Theatre Production Staff, and must remain in compliance with Fire Code and ADA regulations at all times.*

CURTAIN/RIGGING/HANGING SCHEDULE

STOCK SOFT GOOD HANG

(1) Main Curtain, Plum, Lined, Side-Draw Manual from DSR
(1) Main Valence, Plum 40"H x 40'W
(4) Pair of Black Legs, 14'-6"H x 10'W, tracked w/ brakes & pitch angle swivel
(4) Black Borders, 2'-6"H x 48'W
(2) Sets of Bi-Directional Travelers
(1) White Seamless Muslin Cyc Curtain, 14'-6"H x 46'W

ADDITIONAL AVAILABLE GOODS

- (1) Pair of Black Legs 14'-6"H x 10'W
- (4) Pair of Pale Blue Legs 14'-6"H x 10'W
- (1) White 'filled leno' Curtain, 14'-6"H x 46'W
- Limited Selection of 8' high Black Pipe and Drape available

Note: Our soft goods offerings may be augmented by local rental resources.

RIGGING OPTIONS

Stock Battens:

- 3 Aluminum Sch. 40 Battens without counterweight rigged onto drop lines and pulleys operated from tie-off point Mid SL, Max Capacity 100 lbs.

-Items may be rigged from existing roof support members—requires prior approval from house staff.

-All hung/flown material must be flameproofed. Venue staff will test all material before hanging.

-No personnel may be flown from overhead structure.

Note: This is a low-roof, fixed-roof venue. The bottom of the steel roof trussing is 15' to 15'-3" above the stage floor.

This is not a fly house.

HANGING SCHEDULE

Measurements from DS edge of Proscenium (1'6" DS of Plaster Line)

1'-9"	Main Border / Valence
1'-11"	Projection Screen (electric. 10'W)
2'-7"	Main Drape
4'-6"	1st Electric
6'-2"	Legs #1
7'-6"	Track A (Bi-Directional Travel)
8'-8"	Pipe A1
10'-0"	Batten #1
10'-4"	Border #1
10'-11"	Track B
11'-6"	2nd Electric
13'-0"	Legs #2
15'-10"	Pipe A2
16'-2"	Track C
16'-6"	Batten #2
17'-0"	Border #2
17'-4"	Mid Stage Traveler (Black)
18'-0"	3rd Electric
19'-9"	Legs #3
22'-2"	4th Electric
23'-2"	Batten #3
24'-0"	Border #3
25'-4"	5th Electric
27'-0"	Legs #4
29'-6"	Track D
30'-3"	Upstage Traveler (Black)
31'-0"	White Cyc
31'-2"	Hard Cyc Backer Wall

Upstage Crossover Directly upstage of Hard Cyc Backer wall.

TRACKS

(3) Single Direction Tracks (SR to SL)
(1) Bi-Directional Track

- All tracks ADC 160 w/ Mains and Carriers
- All tracks operate from SR
- Heights from floor vary, 14'-7" to 14'-10"

SET-UP OPTIONS/EQUIPMENT

Please ask when contracting; additional charges may apply.

STANDING / CHORUS RISERS

(3) Wenger Tourmaster 6' Three-Tier Fold-out Standing Chorus Risers.

- Form a semi-circle when used together
- Gray Carpet Surface
- Back railings for each unit

PORTABLE ACOUSTIC SHELL

(7) Stage Right Alla Brieve portable, adjustable shells units available for use.

- Color: Sand

SOCIAL HALL

Located directly below the Fitzgerald Theatre Stage.

This is a separate rental venue which may also be added on to Theatre rentals at a reduced rate. Suitable for receptions, meetings, rehearsals, talkbacks, and use as additional dressing room/backstage area.

Room occupancy is 150 persons seated or 200 persons standing.

PIANOS

Three pianos are available for use in house. Pianos are tuned regularly, and the cost of a tuning on or near the date of use is included in the equipment rental rate.

On Stage Only:
Steinway 9' Black Model D Concert Grand
Serial#: 543109

Green Room:
Kawai Upright Black Model KS-1F
Serial#: M1223890

Social Hall:
Kawai Upright Black Model *Special* TP-125
Serial#: K1478890

ORCHESTRA PIT / THRUST

24' wide x 10' deep area between stage and audience.

Flexible Configurations Include:

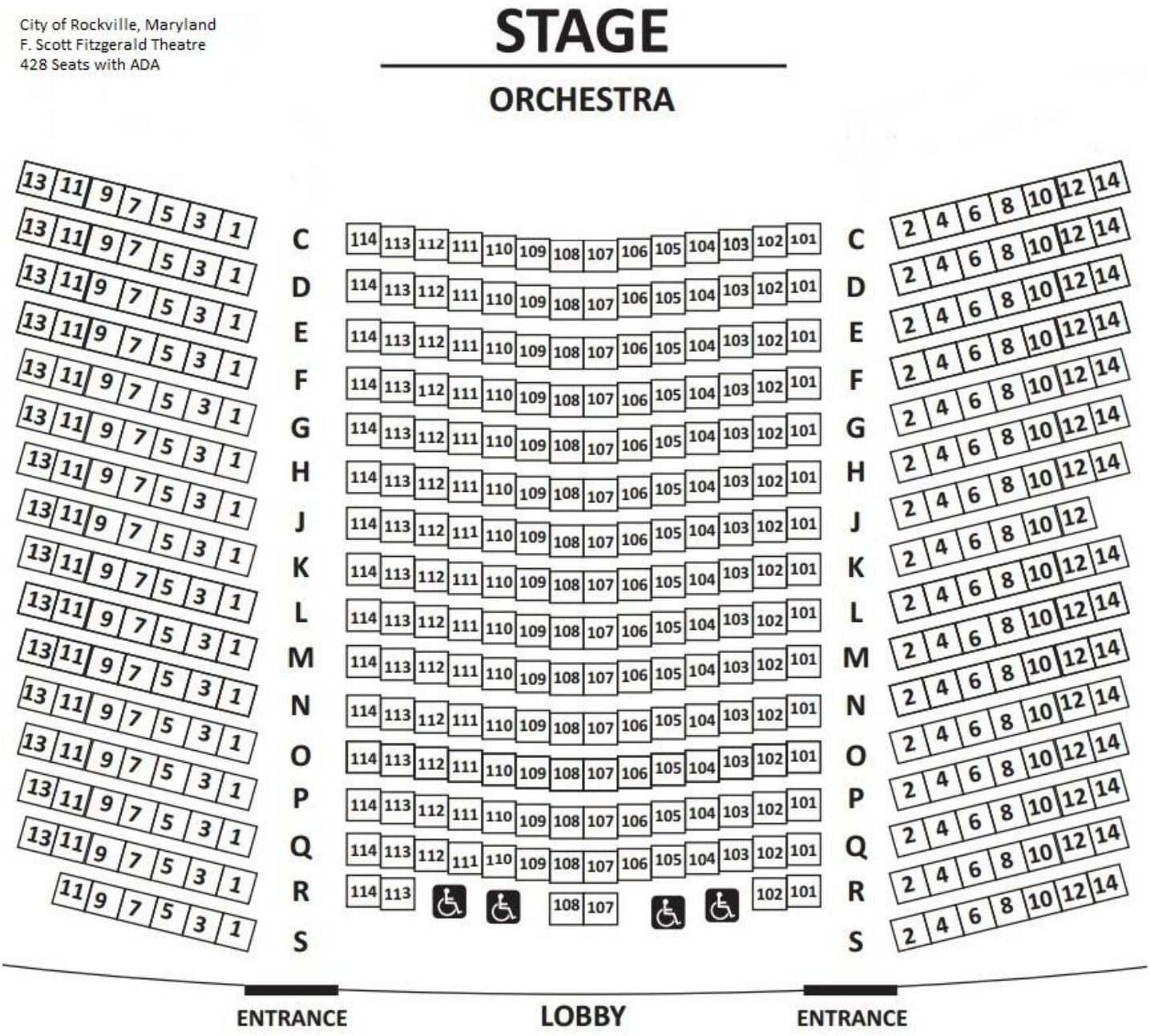
- *No Pit*: Pit top is covered in platforms at height even with floor at audience level of the house (Standard Configuration).
- *Orchestra Pit*: 12" deep in front of the stage with 3'-6" acoustically treated hard walls surrounding.
- *Stage Level Narrow Thrust*: Central platforms may be set at a height even with stage level to act as a thrust extension.
- *Stage Level Wide Thrust*: the above configuration may be set with further platforms following the full width of the downstage edge 8' wider SL and SR 5' deep.
- *Mid-height Narrow Thrust*: Platforms may be set up 1/2-way between audience floor and stage level. Custom, curved, 2-step stair units (24' deep) may be installed across the front width of the stage for safe access between the thrust and stage.
- *Mid-height Wide Thrust*: Same as above but at the mid-height.

RISERS/ DECKS/ PLATFORMS

(12) Stage Right 4'x8' all-purpose stage platforms are available for use.

- Fixed height options (4 of each height): 8",16", & 24"
- Surface: Double sided Black Laminate or Gray Carpet
- 8' & 4' Side and Back Railings available
- 8' & 4' Chair rails available

F. SCOTT FITZGERALD THEATRE SEATING MAPS

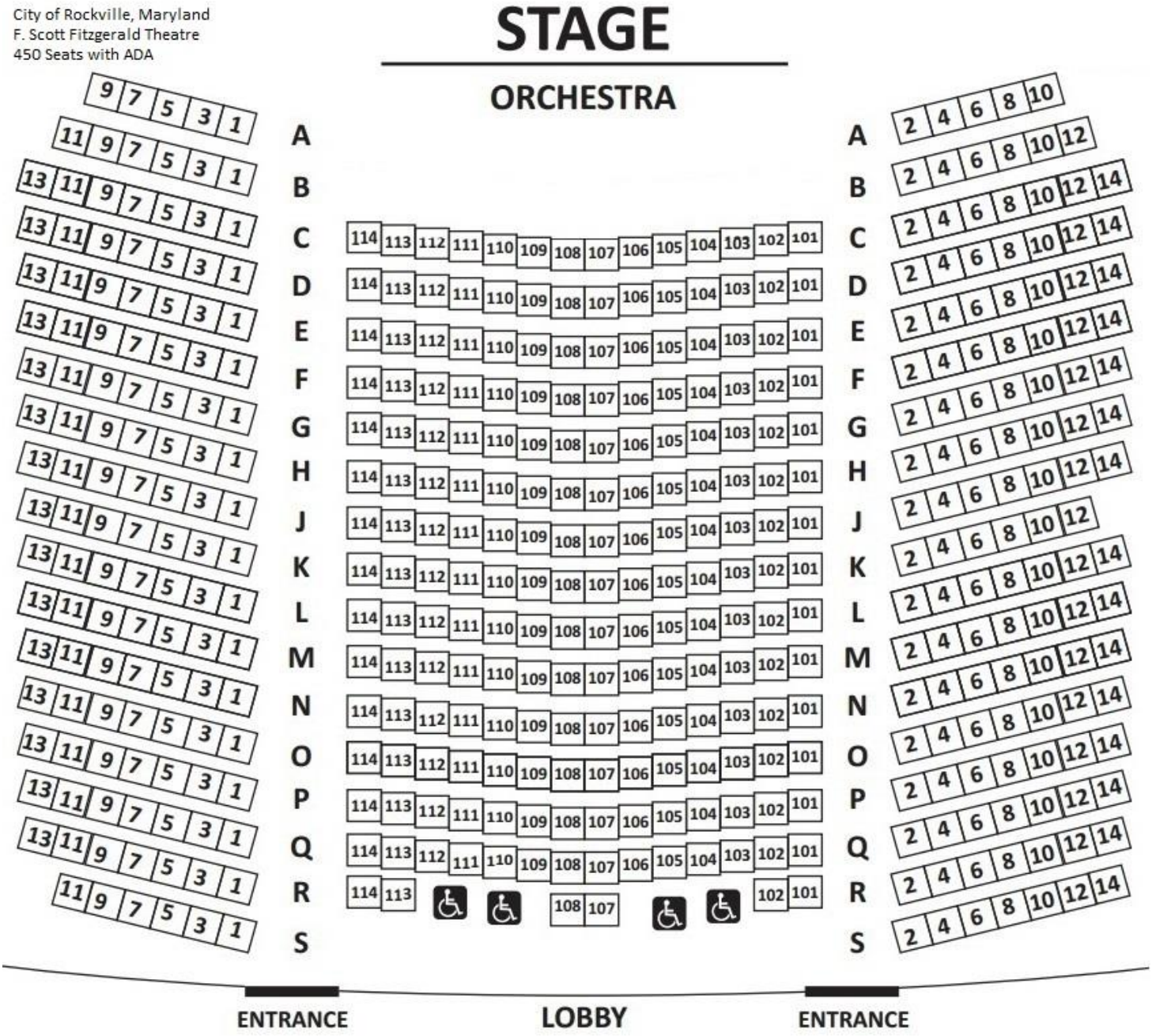


Seats R114, R113, R108, R107, R102, and R101 are reserved for Americans with Disabilities Act (ADA) seating.

The four (4) designated wheelchair user seats are spaces without a seat.

Seats Q101, Q114, C1, C2, and R2 have moveable arms.

City of Rockville, Maryland
F. Scott Fitzgerald Theatre
450 Seats with ADA

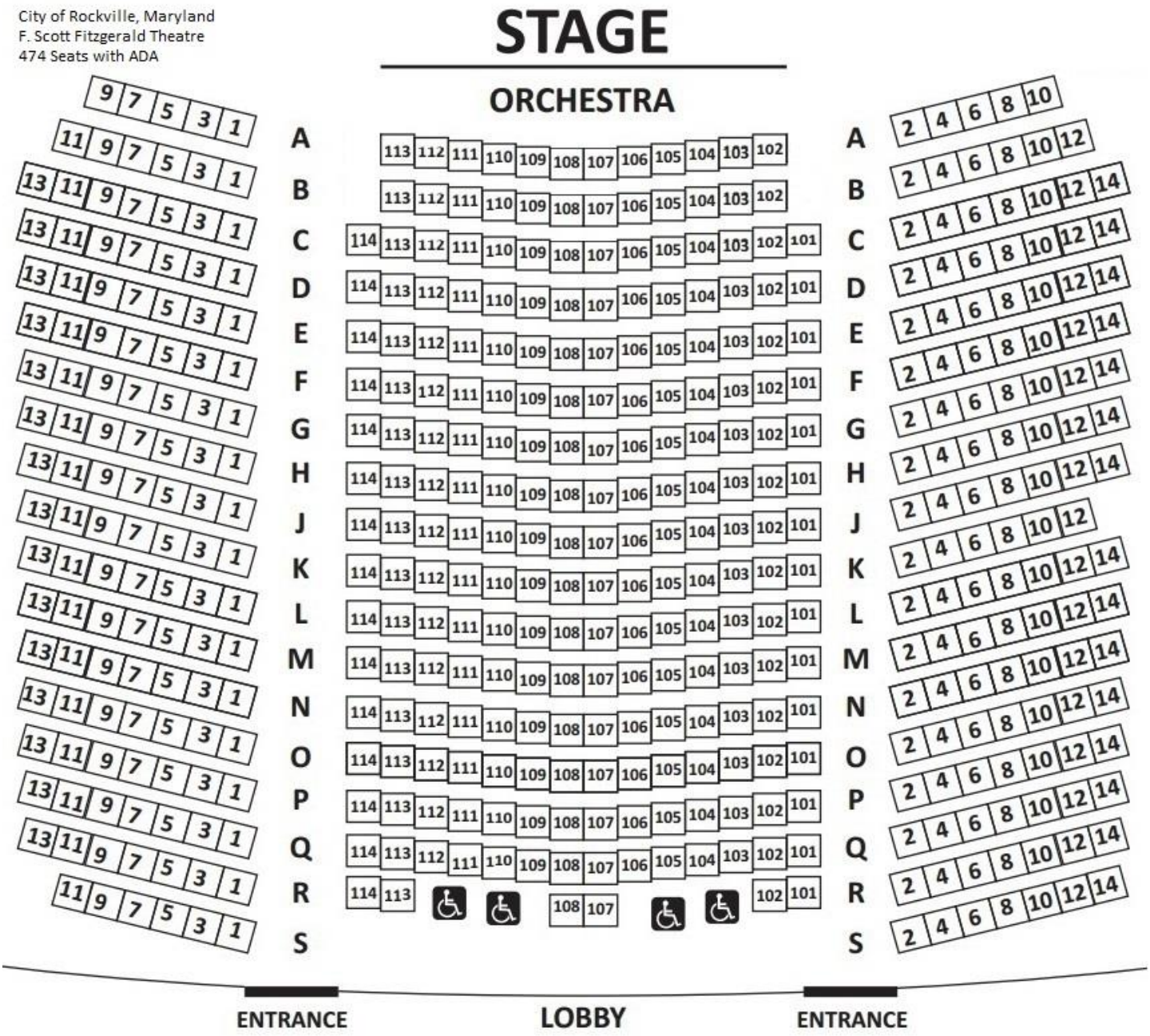


Seats R114, R113, R108, R107, R102, and R101 are reserved for Americans with Disabilities Act (ADA) seating.

The four (4) designated wheelchair user seats are spaces without a seat.

Seats Q101, Q114, C1, C2, and R2 have moveable arms.

City of Rockville, Maryland
F. Scott Fitzgerald Theatre
474 Seats with ADA



This tiered map includes 478 seats and can be adapted to 428 or 450 seats.

Seats R114, R113, R108, R107, R102, and R101 are reserved for Americans with Disabilities Act (ADA) seating.

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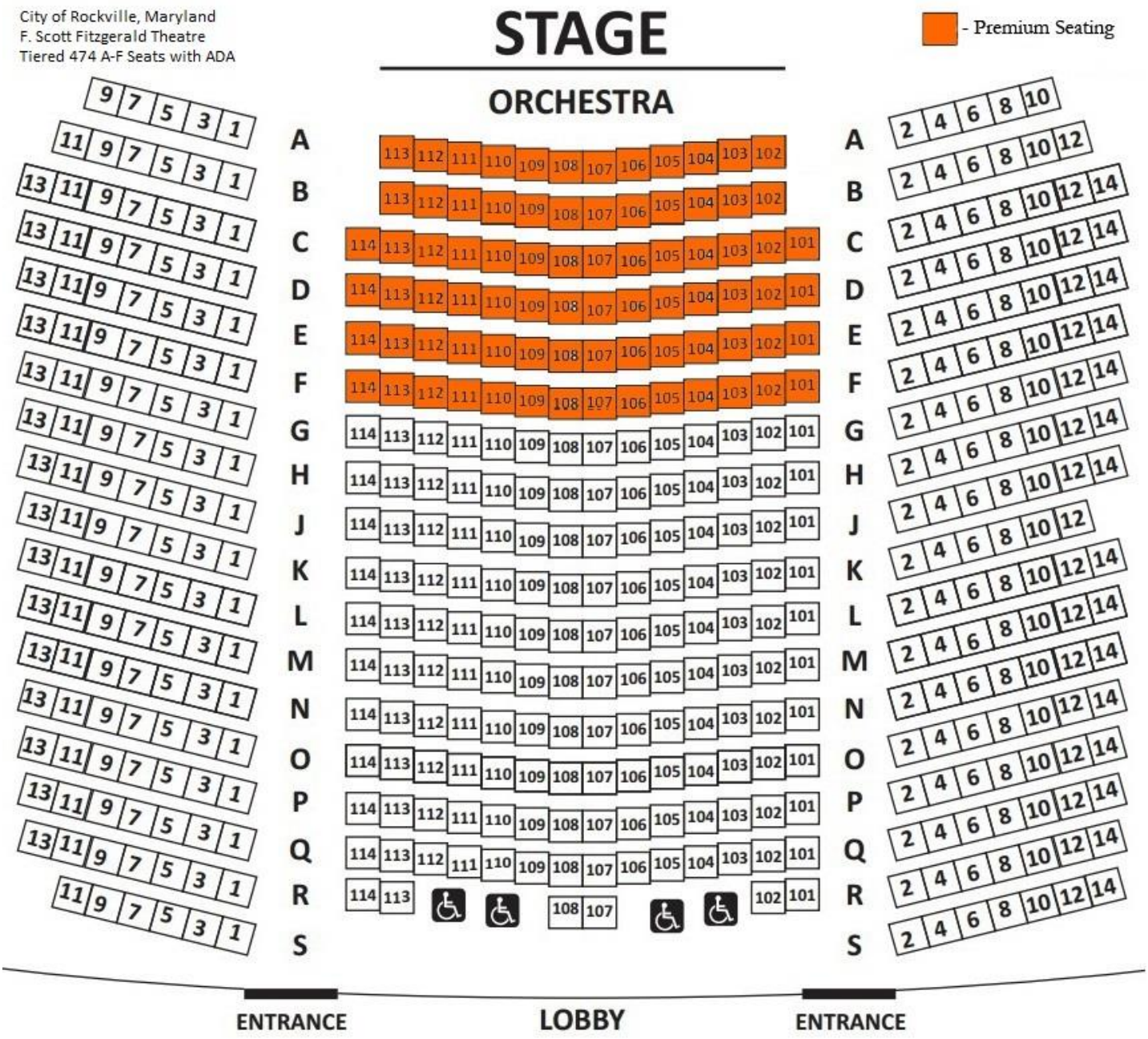

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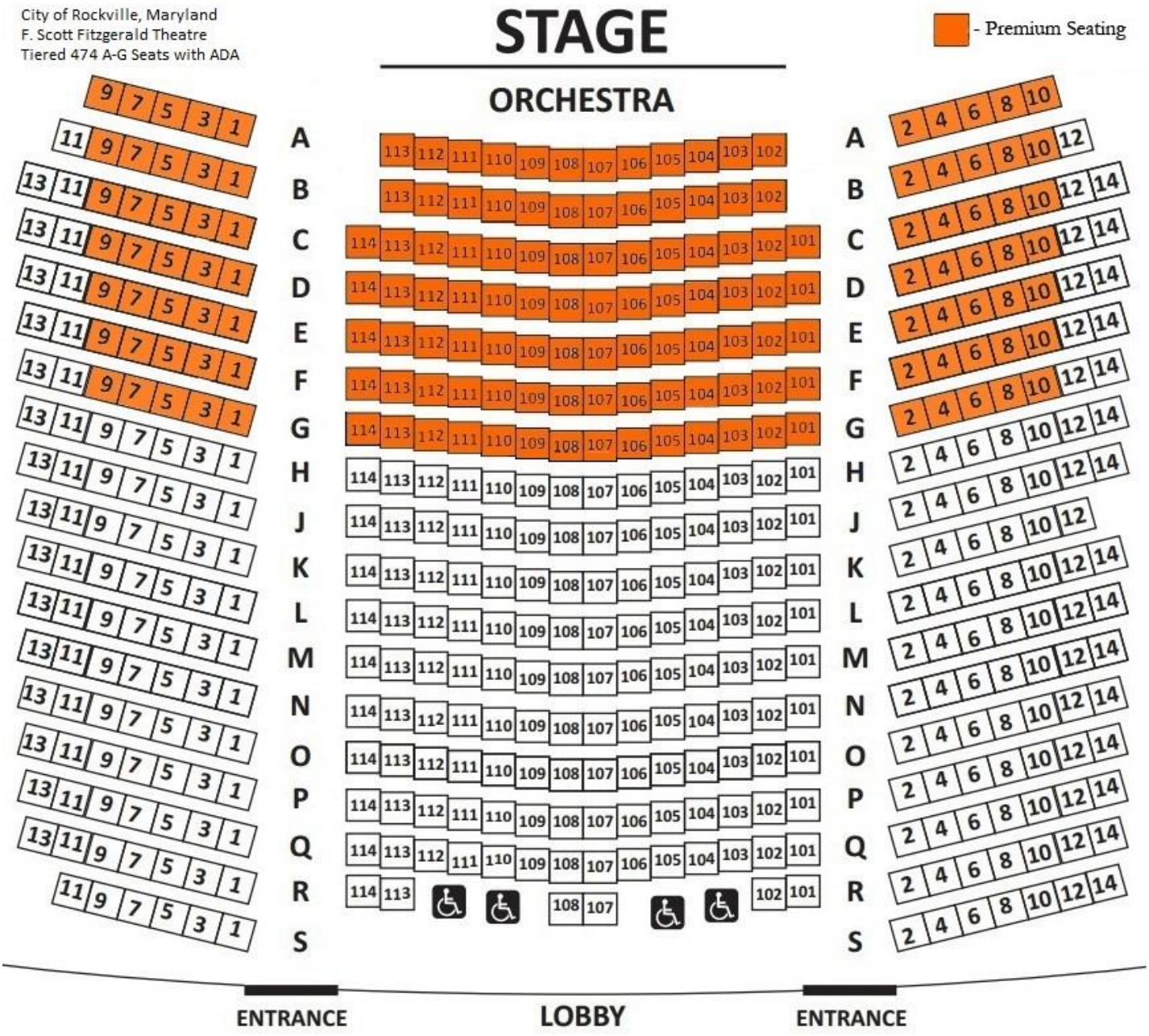

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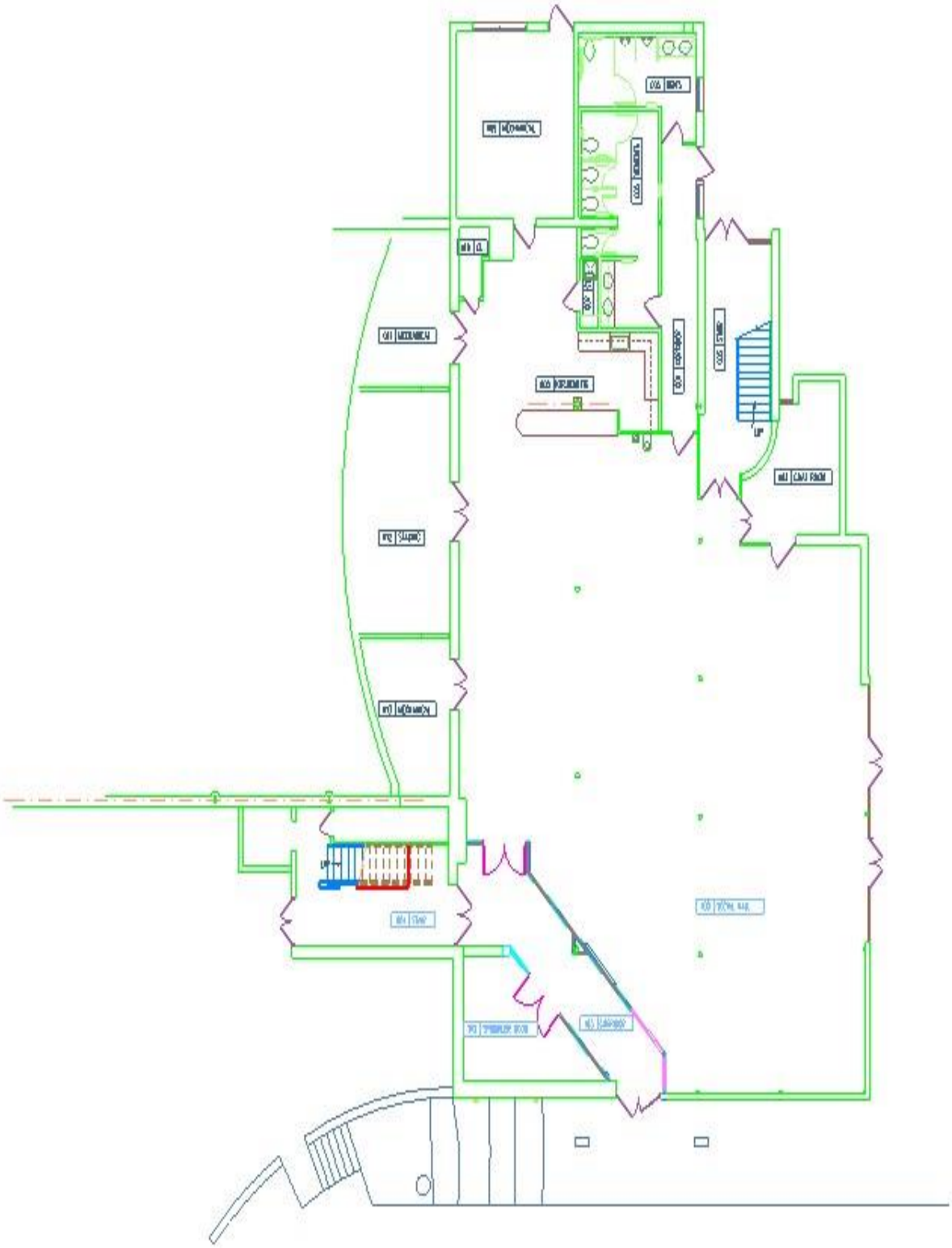
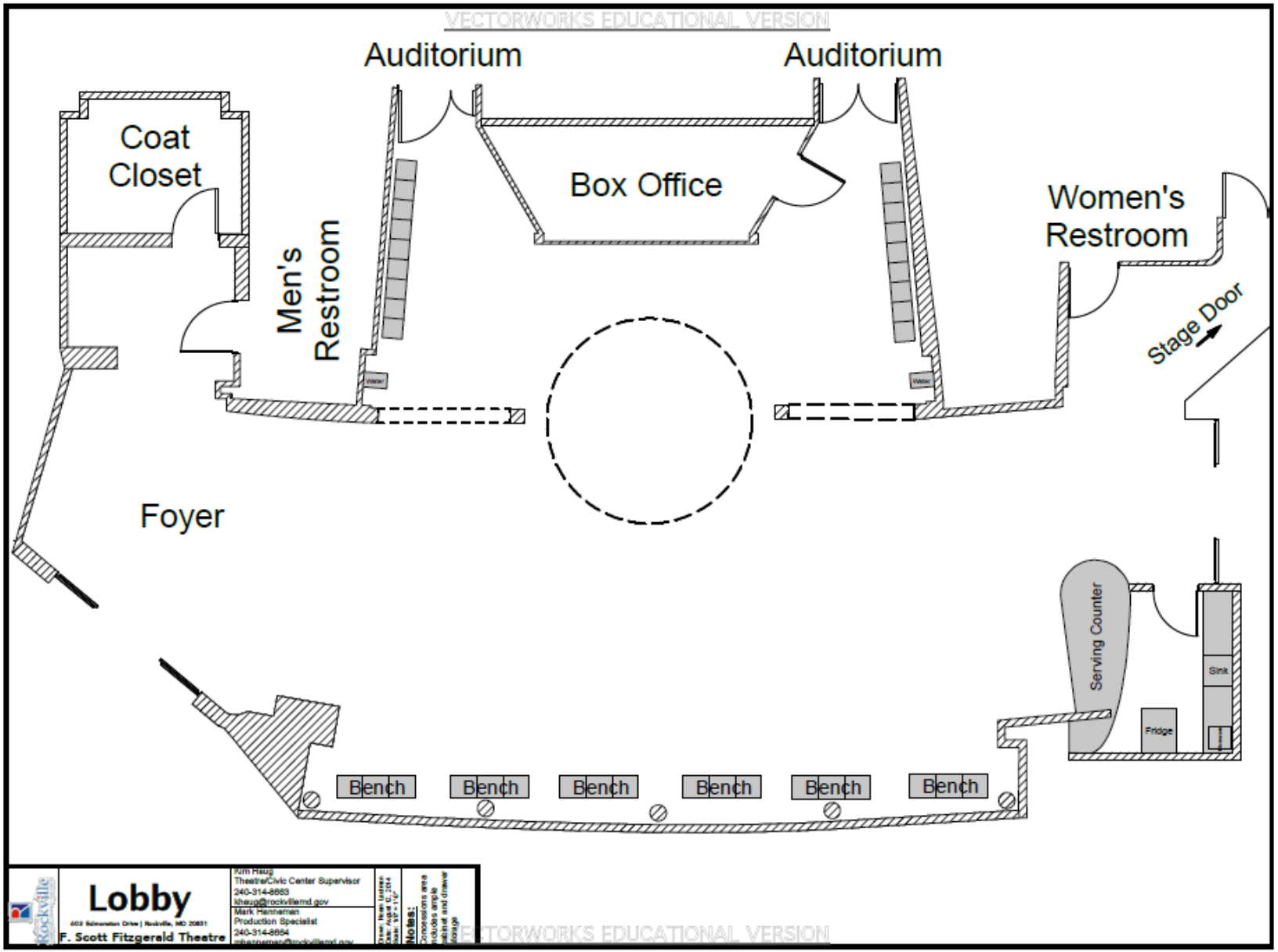
Seats Q101, Q114, C1, C2, and R2 have moveable arms.

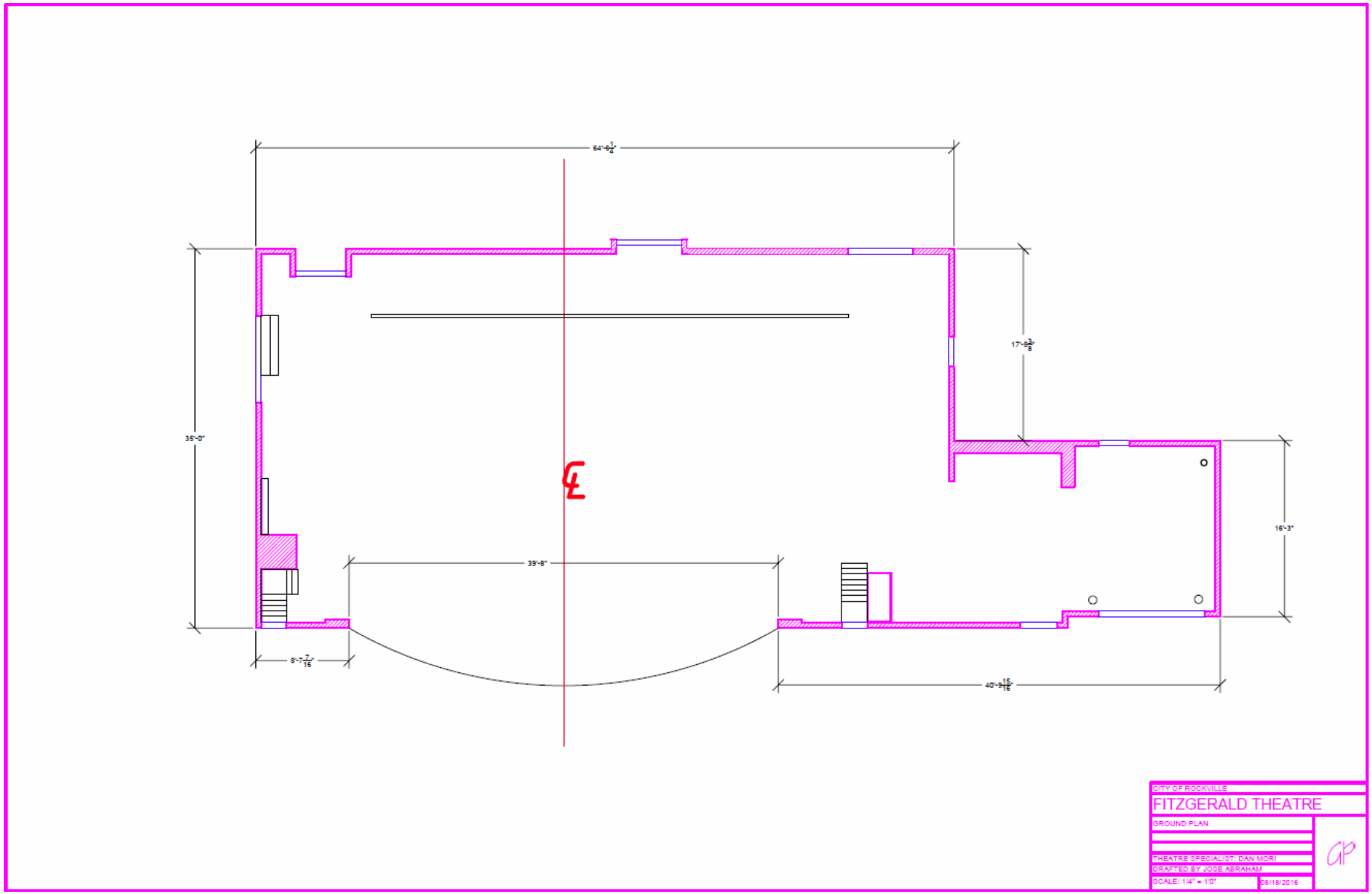
SOCIAL HALL FLOOR PLAN



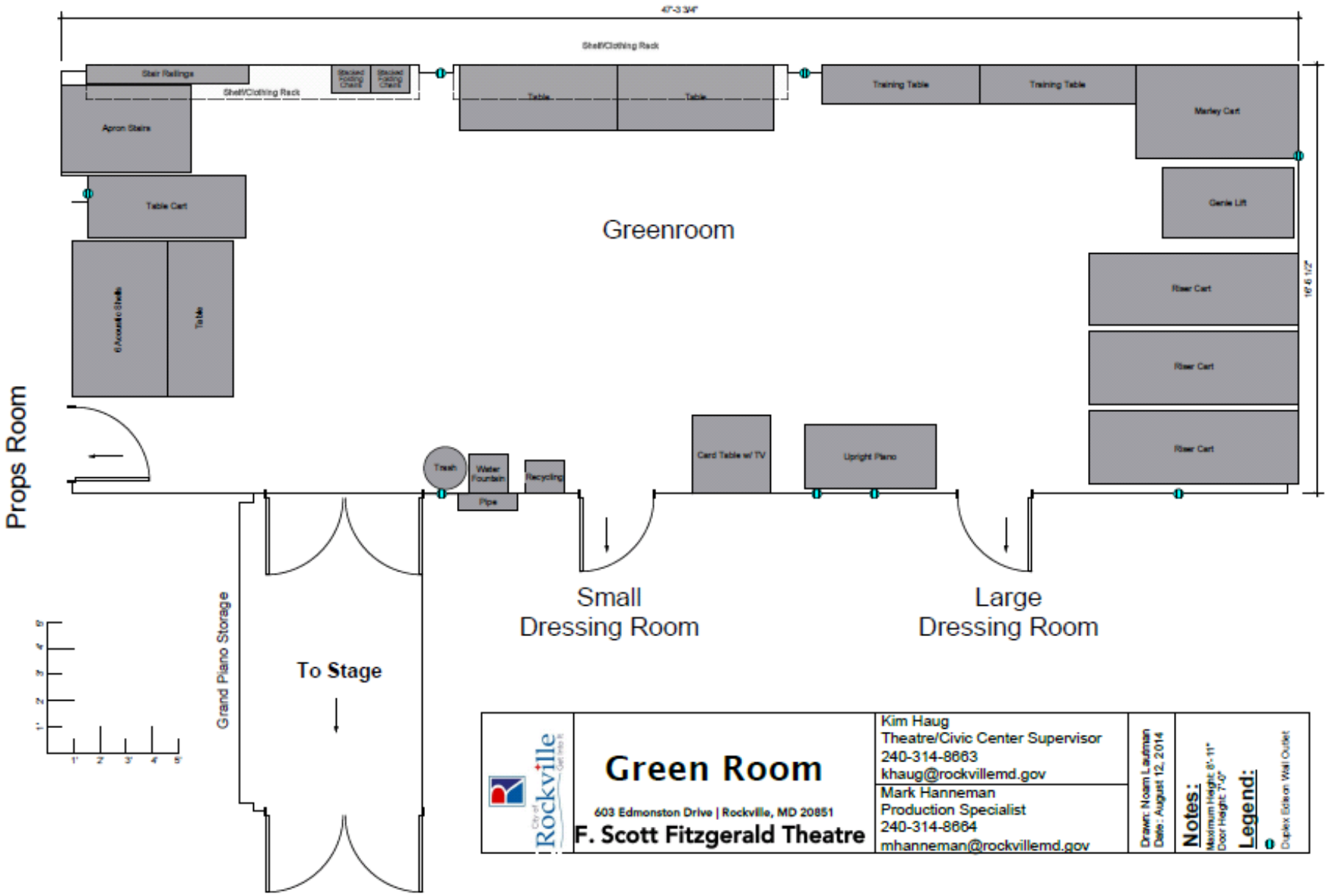
LOBBY FLOOR PLAN



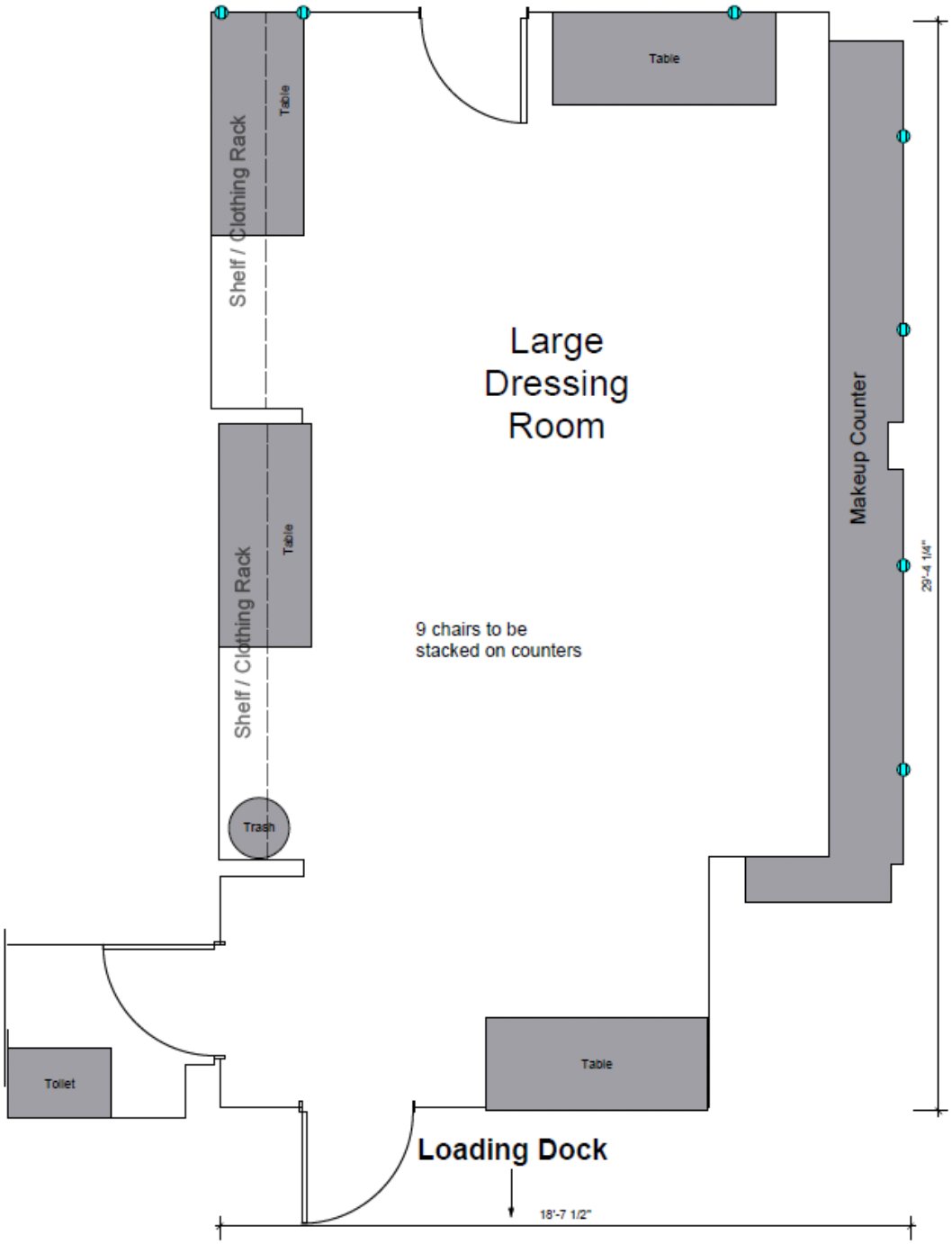
STAGE DRAWING



GREEN ROOM FLOOR PLAN



LARGE DRESSING ROOM FLOOR PLAN



City of Rockville
Get Into It

F. Scott Fitzgerald Theatre
603 Edmonston Drive | Rockville, MD 20851

Large Dressing Room

Mark Hanneman
Production Specialist
240-314-8664
mhanneman@rockvillemd.gov

Kim Haug
Theatre/Civic Center Supervisor
240-314-8663
khaug@rockvillemd.gov

Drawn: Noam Lautman
Date: August 12, 2014

Notes:
Maximum Height: 8'-11"
Door Height: 7'-0"

Legend:
Duplex Edison Wall Outlet

SMALL DRESSING ROOM FLOOR PLAN

City of Rockville
Get Into It

F. Scott Fitzgerald Theatre
603 Edmonston Drive | Rockville, MD 20851

Small Dressing Room

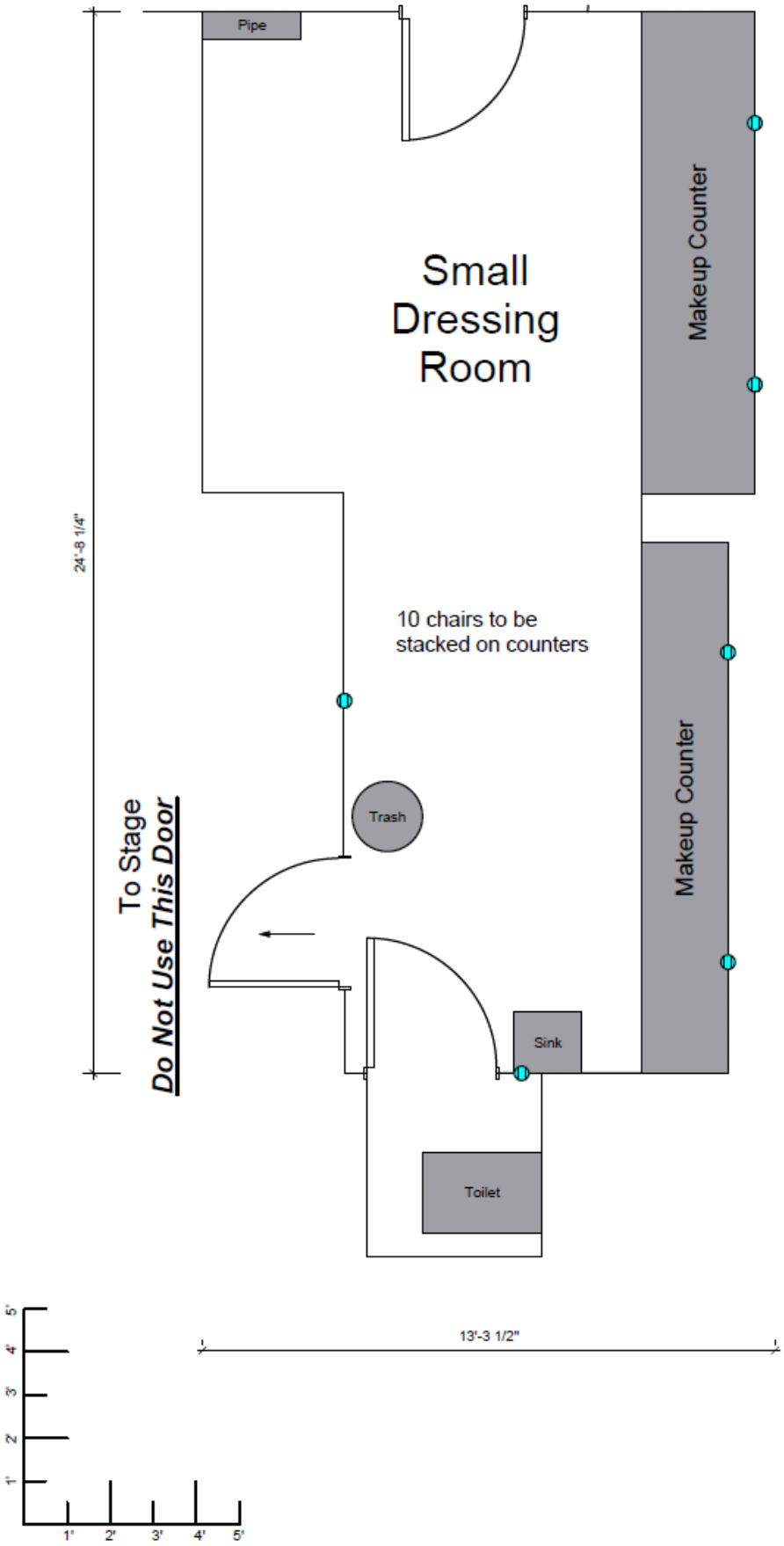
Mark Hanneman
Production Specialist
240-314-8664
mhanneman@rockvillemd.gov

Kim Haug
Theatre/Civic Center Supervisor
240-314-8663
khaug@rockvillemd.gov

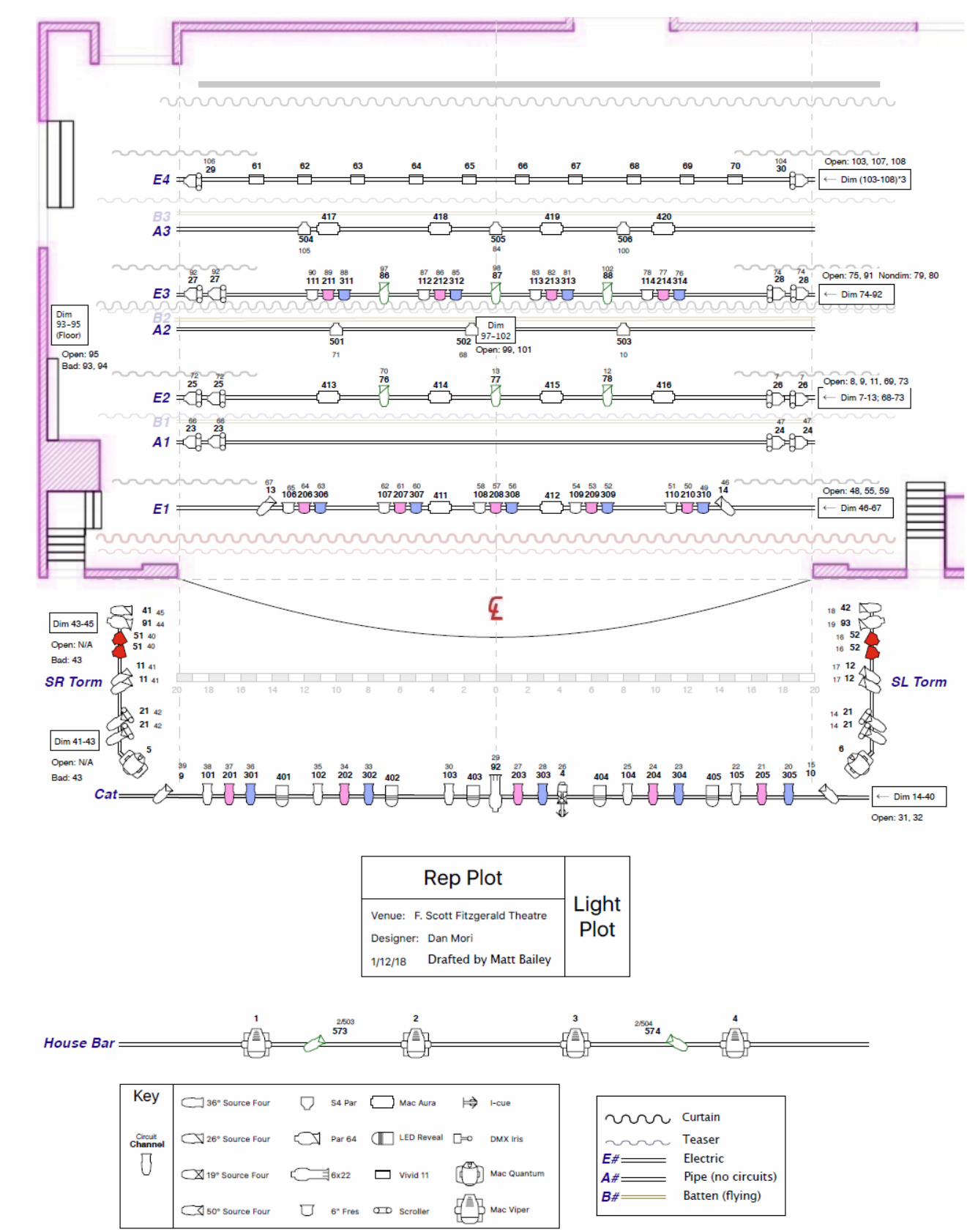
Drawn: Noam Lautman
Date: August 12, 2014

Notes:
Maximum Height: 8'-11"
Door Height: 7'-0"

Legend:
Duplex Edison Wall Outlet



LIGHT PLOT


E4
Open: 103, 107, 108
Dim (103-108)*3
A3
E3
Open: 75, 91 Nondim: 79, 80
Dim 74-92
Dim 93-95 (Floor)
Open: 95
Bad: 93, 94
A2
Dim 97-102
Open: 99, 101
E2
Open: 8, 9, 11, 69, 73
Dim 7-13; 68-73
A1
E1
Open: 48, 55, 59
Dim 46-67
Dim 43-45
Open: N/A
Bad: 43
SR Torm
SL Torm
Dim 41-43
Open: N/A
Bad: 43
Cat
Dim 14-40
Open: 31, 32
Rep Plot
Venue: F. Scott Fitzgerald Theatre
Designer: Dan Mori
1/12/18 Drafted by Matt Bailey
Light Plot
House Bar
Key
Circuit
Channel
36° Source Four
26° Source Four
19° Source Four
50° Source Four
S4 Par
Par 64
6x22
6" Fres
Mac Aura
LED Reveal
Vivid 11
Scroller
I-cue
DMX Iris
Mac Quantum
Mac Viper
Curtain
Teaser
E#
Electric
A#
Pipe (no circuits)
B#
Batten (flying)