F. Scott Fitzgerald Theatre & Social Hall at Rockville Civic Center Park

603 Edmonston Drive, Rockville MD 20851
Phone: 240-314-8660 / Fax: 240-314-8669

LOCATION & BUSINESS OFFICE

F. Scott Fitzgerald Theatre at Rockville Civic Center Park
City of Rockville, Maryland
603 Edmonston Drive, Rockville MD 20851

Civic Center Business Office
Monday to Friday, 8:30am – 5pm
Phone: 240-314-8660
Fax: 240-314-8669

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

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

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

TBD, Theatre Production Supervisor
E-mail: theatre@rockvillemd.gov

Daniel Mori, Theatre Production Specialist
E-mail: theatre@rockvillemd.gov

Marjon Wolfe, Box Office & Marketing Manager
E-mail: theatre@rockvillemd.gov

F. Scott Fitzgerald Theatre at Rockville Civic Center Park & Social Hall

GENERAL INFORMATION

The F. Scott Fitzgerald Theatre and Social Hall is owned by the City of Rockville and operated by the Department of Recreation and Parks. The F. Scott Fitzgerald Theatre is the perfect venue for events such as theatrical productions, musicals, dance performances, concerts, recitals, award ceremonies, speakers/seminars or 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.

The F. Scott Fitzgerald Theatre rental area consists of:

- **A 446-seat Theatre** with a proscenium thrust stage that is 40' wide x 30' deep 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. Please note that our Theatre does not have a fly system.
- **An oversized 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 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.
- **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 established per a fiscal year calendar starting July 1st and ending June 30th. 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.

F. Scott Fitzgerald Theatre at Rockville Civic Center Park & Social Hall

Rental fees are established per the following categories:

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

F. SCOTT FITZGERALD THEATRE RENTAL RATES (per hour)

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

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

SOCIAL HALL RENTAL RATES

Private	**Per Hour 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

Public	**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.

F. Scott Fitzgerald Theatre at Rockville Civic Center Park & Social Hall

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. All prices are per single item, per event:

$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.

$350 Grand piano

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

$300 Dance floor (Marley-type)

$250 Upright piano

$200 LCD front projector

$100 CD recording per show

$75 Per floor monitor (up to 4)

$50 Mic & podium (Social Hall)

$35 Mic & podium (Theatre)

$25 Wireless lavaliere microphone

$25 Wireless hand held microphone

$25 Portable CD/Tape player

$25 Sound system (Social Hall only)

$25 Wireless Clear Com intercom (up to 3)

$20 Clear Com hardwire headset (to augment the 4 free)

$20 Standing chorus riser

$20 Seated riser for musicians or choral groups

$20 Wanger 3-panel acoustic concert sound shell

$10 Per hanging microphone

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ADDITIONAL LIGHT AND SOUND FEES

One (1) hour of lighting adjustments are included in your rental contract. An additional charge of $50 per hour will be made for time spent beyond one (1) hour to install and/or to remove lights to and from the house plot for your event, along with the additional rental fee charged.

Sound adjustments within one (1) hour of service are covered within your rental fee. Changes requiring additional time will be charged at $50 per hour during with rental time.

ADDITIONAL THEATRE TECHNICIAN FEE

Your organization 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/or purple and red beverages are allowed in the Social Hall only if the non-refundable $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.

HOLD POLICY

After discussions with Civic Center Business Office staff to ensure that a specific rental block of time is available and will meet your event needs, we will hold dates on a first-come, first-served basis for up to four (4) business days.

SECURING 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 down payment of $500 per contracted 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 within seven (7) calendar days from the date the contract is received by e-mail.

CONTRACTING POLICIES

ROCKVILLE RESIDENT RATES apply to those organizations and individuals owning property or living within the corporate tax district of the City of Rockville. Proof of residency is required at contracting.

Contracts for the F. Scott Fitzgerald Theatre and Social Hall may be booked up to 24 months in advance.

All renters must adhere to all Theatre House Rules and Regulations.

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PAYING CONTRACT BALANCE

The entire contract balance is due at least 60 days before the contracted event date and final walk through. Payment can be submitted by check, money order or by a MasterCard or Visa credit card.

Personal checks and money orders should be made payable to City of Rockville. Please mail checks to the Glenview Mansion, c/o Civic Center Business Office, 603 Edmonston Drive, Rockville, MD 20851.

A $500 refundable security deposit per performance date in the F. Scott Fitzgerald Theatre and per Social Hall contracted date is also collected at this time 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 person whose name is on the contract. 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, provided that card has not expired.

FINAL WALK THROUGH & THEATRE USE PLAN

A final walk through with Theatre staff is required at least 60 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, tent/structure provider 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. 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
- Prop Room
- 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.

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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 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, 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 Theatre 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.

Other:

- A limited use of tables and chairs can be provided at no cost.
- Most lighting and sound support needs are provided within the standard rental fee.
- Some additional equipment and services are available for a fee per item basis.

CANCELLATION POLICY

Change of event date(s) is considered a cancellation. The Civic Center Manager may approve a change of date that is not considered a cancellation. A $500 fee for each contracted date change will apply.

Cancellations must be received in writing from the person whose name appears on the signature line of the contract. The cancellation date is the date that the written notice is received in the Rockville Civic Center business office.

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.

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 entire security deposit will be refunded for each cancelled event date.

BOX OFFICE & MARKETING

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 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.

F. Scott Fitzgerald Theatre at Rockville Civic Center Park & Social Hall

In exchange for marketing and ticketing services, The F. Scott Fitzgerald Theatre will retain ticket fees. Consignment ticket sales are prohibited. 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.

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

In addition to publicity, increased visibility, and online sales support, your group will receive a manifest of all event buyer information at the conclusion of the performance. The opportunity to display up to two (2) public appropriate event posters in the Theatre Lobby is offered to every user group presenting to a public audience and selling tickets through our Box Office. The posters sizes must be 11" x 17" tabloid or 24" x 36". Please note, we can only hang one (1) poster with the dimensions of 24" x 36".

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 in order to meet fire code regulations. It is imperative that the Box Office be informed of use of the steps or thrust in order to ensure sale of only appropriate seats.

The F. Scott Fitzgerald Theatre has an exclusive contract with a ticketing service provider for all online sales. You may market events online and direct buyers on how to contact your organization for information, but may not sell online through any provider other than our ticketing service provider. In addition to providing marketing services, our box office will also set-up your online sales with our ticket service provider and provide you with the sales link. In addition, we can also sell a portion of your online ticket sales through Goldstar, if you wish. Groups may opt out of using the marketing and ticketing services at the F. Scott Fitzgerald Theatre by paying a box office buy-out flat-fee. Per ticket fees and box office buy-out fees are below:

FEES PER TICKET

$3.00 General admission
$3.50 Assigned seating
$3.00 Goldstar
$3.00 3rd party channel or vendor such as LivingSocial, Groupon, etc.*
$0.75 Comps
No consignments ticket sales are allowed.

*Same rates apply for any 3rd party channels.

Goldstar Commission: 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, Maryland. The commission fee is subject to change.

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BOX OFFICE BUY-OUT FEES

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; 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.

AVAILABLE THEATRE EQUIPMENT

The following equipment is available at no additional charge for your event in the Theatre.

Tables:
Rectangular – 30” x 72” with 30” drop
Round - 6’ in diameter, 5’ in diameter

Chairs:
Musician chairs
Metal folding chairs

Music Stands:
Standard adjustable music stand (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.

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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 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 - stage left	1 - sound board

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.

One (1) hour of lighting adjustments are included in your rental contract. An additional charge of $50 per hour will be made for time spent beyond one (1) hour to install and/or to remove lights to and from the house plot for your event, along with the additional rental fee charged.

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.

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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.

Sound adjustments within one (1) hour of service are covered within your rental fee. Changes requiring additional time will be charged at $50 per hour during with rental time. The house sound system consists of front/left/center/right with additional delay speakers.

Allen & Heath 40 channel soundboard:
(1) Dual tape cassette player
(1) 5-Disc CD player
(1) Mini disc 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
(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:
(4) SM 58
(3) PCC Floor

Microphone cable and stands included for in-house equipment.
Limited hanging and wireless available with a fee.

Floor Monitors:
(up to 4) Floor monitors
Available upon request and for a fee

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

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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 Purchasing Division, 111 Maryland Avenue, Rockville MD, 20850 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.

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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.

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Certificate Holder
The Mayor and Council of Rockville
(Contract #, title)
City Hall
111 Maryland Avenue
Rockville, MD 20850

COMPLIANCE WITH LAWS
The 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. Sixty (60) days advance 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.

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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 446. 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 Glenview Mansion is the top priority at all events. If the weather includes lightening or high winds, all guests must remain inside Glenview Mansion until the conditions change and support safe use of the outdoor areas including tents and/or structures. 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). Please ask for approval of theatre staff prior 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.

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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 strike.

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.

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. Exceptions to this policy must have prior written permission from theatre staff in advance of your arrival at the Theatre.

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.

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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. **WE STRONGLY DISCOURAGE THE USE OF ANY GLITTER IN THIS FACILITY**.

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. Spike tape must be removed from the stage and sweeping and mopping where appropriate should be done by the user group. 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

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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. Please 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.

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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

CONCESSIONS

The theatre user group is solely responsible for the provision and supervision of concessions for audience members. There is a concession area in the Lobby that includes a refrigerator and two coffee urns. The following rules apply:

- Concessions must be overseen by an adult who is not an usher or lobby coordinator.
- Appropriate handling of food and beverages for public consumption must meet the safety practices and regulations set forth by Montgomery County and the State of Maryland.
- AED and First Aid 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

F. Scott Fitzgerald Theatre at Rockville Civic Center Park & Social Hall

CLIENT AND CATERER RESPONSIBILITES

F. Scott Fitzgerald Theatre and Social Hall requires all caterers to be licensed and insured. There are no preferred caterers. Any caterer is welcome. 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.

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 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 during your final walk through as a reiteration of these policies:

1. 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.

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

3. 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, including tents.
4. 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.

5. 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.

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

7. 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.

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

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

10. No food or drink is allowed in the F. Scott Fitzgerald Theatre house or stage.

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

12. 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.

13. 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.

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

15. 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.

16. No open candles.

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

18. 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.

19. 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.

20. 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.

21. 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.