



# Rental Information Packet

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## RATES & VENUE INFORMATION

### Facility Rental Rates

(Effective July 2025)

- Brea Residents - \$150/hr.\*
- Non-Residents/Non-Profit - \$195/hr.\*
- Non-Residents/Commercial - \$225/hr.\*

Rates include:

- Use of theatre (lobby, backstage areas, tech booth, and 199-seat house)
- House light plot and basic sound
- One theatre technician to assist you with technical elements

Available for an additional fee:

- Additional technician - \$50/hr.\*
- Front of house staff - \$30/hr.\* (House manager, concessionaire, usher, etc.)
- Box office services - \$200 setup fee plus \$2 per ticket (Additional staff required for show days.)
- Wireless microphones - \$50 each per day (6 available)
- Follow spotlights - \$50 each per day (2 available, must provide operator)
- Rear projection screen and projector - \$200 per day
- Grand Piano (Steinway Model B) - \$200 per day (Renter is responsible for tuning.)

**\*Minimum of four (4) hours per rental day**

### General Venue Information

Location: Brea Civic & Cultural Center - Plaza Level  
1 Civic Center Cir, Brea, CA 92821

### Our Venue's Features:

- Sleek and modern facility
- Expansive stage
- Professionally staffed
- State-of-the-art sound and lighting
- Spacious dressing rooms
- Free parking
- Located near numerous restaurants and shopping centers, including Brea Mall and Downtown Brea



## BOOKING THE VENUE

### Booking the Venue

1. **Contact Us\***: Confirm an available rental date with our staff.  
[CurtisTheatre@cityofbrea.gov](mailto:CurtisTheatre@cityofbrea.gov)
2. **Fill out a Rental Reservation Form**: Provide important details about your organization and event. (This form will be sent to you after you secure a date with Curtis Theatre staff.)
3. **Sign Contract & Submit Deposit**: Return signed contract and submit \$500 deposit to hold your event date(s).
4. **Make Payment & Provide Proof of Insurance**: Make payments based on payment plan set up at time of reservation and submit proof of insurance or purchase insurance through the City of Brea's preferred vendor.
5. **Stage your Event!**

**NOTE: All payments via check must be made out to "CITY OF BREA"**

Deposits in the amount of \$500 shall be made payable to the City of Brea. This deposit in conjunction with a signed contract will hold the reservation. The deposit is in addition to any rental fees and is refundable upon the satisfactory inspection of the facility after completion of the rental, assuming no overages have been incurred.

Cancellations made more than 30 days in advance of a rental date will incur a cancellation fee of \$50.00. In the event that a rental is cancelled 30 or fewer days prior to a reserved date, a \$500 late cancellation fee applies and no refund of the deposit will be issued. In cases where a permit including services requiring a setup fee and/or ongoing fees (such as per-ticket fees) is cancelled, charges for work completed at the time of cancellation will also be deducted from the deposit at their standard rate. In the event that fees associated with a cancellation exceed the total value of the deposit, the client will be billed for these charges.

**Insurance is required. See next page for insurance options.**

## INSURANCE OPTION 1



## Provide your own Special Event Insurance

Certificate of Insurance issued to the **City** shall contain the following language:

***The City of Brea, its elected and appointed officials, employees, and volunteers are included as insured by endorsement. 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 thirty (30) days written notice to the City.***

User shall furnish City with a certificate evidencing such insurance and naming the City, its elected officials, officers, agents, and employees as additional insured no later than thirty (30) days prior to User's use of the Facility. Please include the Endorsement and Waiver of Subrogation along with your certificate of insurance.

Certificates are subject to review and approval by City Risk Manager. If certificate does not meet City requirements, User shall be required to purchase insurance from the City.

All users shall be required to obtain insurance coverage for the mutual benefit of both City and User. User agrees to submit proof of insurance no less than thirty (30) days prior to the scheduled event. The specific type of coverage is outlined below. Insurance coverage may be obtained through the following two options:

1. User obtains own insurance with coverage limits described below, names the City as additionally insured and submits an insurance certificate to the City containing all information described in this section.
2. User elects to purchase insurance from the City which covers the User and City with coverage limits described below. Fee is based on a per-day rate and type of event.
3. If the User's insurance cannot meet the City requirements listed below, a policy must be purchased from the City.



## INSURANCE OPTION 1 (continued)

The User shall obtain and keep in full force and effect, at User's sole cost, for the mutual benefit of City and User, comprehensive broad form general public liability insurance against claims and liability for personal injury, death or property damage arising from the use, providing protection of at least \$1,000,000 for bodily injury or death for any one person, at least \$1,000,000 for any one accident or occurrence and at least \$1,000,000 for property damage. Insurance is required of all Facility clients. The User shall obtain, and keep at least \$5,000,000 in aggregate.

User may obtain own insurance with coverage limits described above. All insurance required by this Agreement shall be carried only by responsible insurance companies licensed to do business in the State of California. Policies required by this Agreement shall add as insured, by endorsement, City and Agency and their respective elected and appointed officials, officers, employees, agents and representatives. All such policies shall contain language to the effect that: (1) the insurer waives the right of subrogation against City and City's elected and appointed officials, officers, employees, agents, and representatives; (2) the policies are primary and non-contributing with any insurance that may be carried by the City; and (3) they cannot be canceled or materially changed except after thirty (30) days' notice by the insurer to City by certified mail. User shall furnish City with copies of all such policies promptly upon receipt of them, or certificate(s) evidencing the insurance. In the event of any cancellation of, or material change in coverage, any agreement between City and User shall terminate and be of no further force and effect.

User shall furnish City with a certificate evidencing such insurance and naming the City, its elected officials, officers, agents and employees as additional insured no later than thirty (30) days prior to User's use of the Facility.



## INSURANCE OPTION 2

### Purchase Special Event Insurance through the City's Recommended Vendor

**Bene-Marc Special Event Insurance** is proud to partner with the **City of Brea** to help their clients procure insurance for their upcoming events. The insurance requirements listed below meet the standards required to host an event at the **City of Brea**. *Since all insurance options listed below are included in the standard rate, there is no need to select additional coverage options when purchasing coverage.*

Listed below is helpful information to help you complete the online application for the **City of Brea**.

- **Facility Name:** City of Brea
- **Specific Location:** Curtis Theatre
- **Address:** 1 Civic Center Circle, Brea, CA 92821
- **Contact Name at Facility:** Kris Kataoka
- **E-Mail Address of Contact at Venue/Facility:** [KristoferK@cityofbrea.gov](mailto:KristoferK@cityofbrea.gov)

#### PURCHASE COVERAGE:

- Due to the nature of the application, the back button in your browser will not work. If you need to go back to the previous page while you are completing your application, please select the "previous page" button at the bottom of your screen.
- **LOGIN:** <https://bmispecialevents.com>
- **REGISTER:** Choose the [blue](#) button in middle of page
- **COMPLETE BILLING INFORMATION:**
  - Tenant User: This is the person who signed the contract with the venue
  - Billing User: This is the person who is purchasing the insurance
- **SELECT:** Event type from pull down list (**event type**)
- **EVENT INFORMATION:**
  - Please keep the following fields short and concise-
    - Event Name
    - Description of Event
- **ADDITIONAL INSURANCE OPTIONS**
  - GENERAL LIABILITY OPTIONS: ADDITIONAL INSURED
    - **Please leave all of these quantities ZERO and press continue**
      - If you have vendors - They will need to purchase their own insurance through our website
      - If your facility is requiring an Additional Insured Endorsement – Please complete your order then email [bmievents@bene-marc.com](mailto:bmievents@bene-marc.com) with your order number and the name/address of the Additional Insured
  - EXCESS LIABILITY OPTION / THIRD PARTY PROPERTY DAMAGE / EXCESS ACCIDENT MEDICAL OPTION
    - **Please select "I do not wish to purchase this optional coverage" 3 TIMES**



## INSURANCE OPTION 2 (continued)

- **ORDER SUMMARY:** Verify your grand total matches the quote you received
  - If you are not seeing the continue button at the bottom of your screen, please press the “previous page” button and ensure you followed the directions listed above
- **PAY:** Pay online via credit card or check
- **SELECT “ORDER CONFIRMATION”**
- **CERTIFICATE:** A certificate of insurance will be sent to you and the facility within 24 hours
- **RELAX:** Enjoy your event knowing you are covered

### **POLICY COVERAGE LIMITS INCLUDED:**

General Aggregate Limit	\$5,000,000	Each Occurrence Limit	\$1,000,000
Products & Completed Operations Limit	\$2,000,000	Personal/Advertising Injury Limit	\$1,000,000
Fire Damage Limit any one fire	\$300,000	Medical Payment Limit -Spectator	\$5,000
Abuse or Molestation Occurrence	\$50,000	Abuse or Molestation Aggregate	\$100,000
Abuse or Molestation Deductible	\$250	Each Common Cause Limit	\$1,000,000
Liquor Liability Aggregate Limit (OPTIONAL)	\$1,000,000	Participant Legal Liability	Excluded
Third Party Property Aggregate Limit (OPTIONAL)	\$1,000,000	Excess Accident Medical for Spectators (OPTIONAL)	\$10,000

The Bene-Marc Special Event Insurance team is available to assist you **M-F 8:00 a.m. – 5:00 p.m. (CST)** Please call the toll free number below for additional assistance. We look forward to helping clients from the **City of Brea** with their special event needs.

**BENE-MARC, INC.**  
**Sports and Special Event Insurance**  
 6301 Southwest Blvd., Suite 101, Fort Worth, TX 76132  
 Ph: (800) 247-1734, Fax: (817) 738-1811

## TECHNICAL SPECIFICATIONS

### Lighting Equipment System

- 200 Circuits
- Dimmer per circuit
- NEMA L5-20 Twist-lock connectors
- Grid approximately 21' above stage floor

### Control

- ETC Ion 1000 Console 1024 Outputs
- ETC Universal Fader Wing 2 x 20
- 5 Single Port Net3 DMX/RDM Gateways
- 1 Dual Port Net3 DMX/RDM Gateway
- iPad Air with ETC iRFR

### Instruments

#### House Plot

- 28 Elation SIXPAR 100
- 6 50° Source Four 750w
- 62 36° Source Four 575w
- 16 36° Source Four 750w w/ SeaChanger XG Accessory
- 1 36° Source Four 750w w/ I-Cue w/ Rosco DMX Iris
- 17 26° Source Four 575w
- 19 Source Four PARNel 575w
- 4 K9 Bulldog 25-degree
- 5 ETC ColorSource CYC
- 4 Chauvet Rogue 2 Wash
- 4 Chauvet Rogue 1 Wash

#### Spare Instruments

- 12 Source 4 Ellipsoidal 575w/750w
- 18 Source Four ParNel 575w
- 8 K9 Bulldog 45°
- 14 K9 Bulldog 26°
- 6 Elation SIXPAR 100
- 5 ETC ColorSource Cyc

## Lighting Accessories

- 6 50° Source Four Lens
- 20 36° Source Four Lens
- 12 26° Source Four Lens
- 12 19° Source Four Lens
- 9 7.5" Barn Doors
- 6 7.5" Top Hats
- 2 8' Booms
- 4 8' Threaded Pipes
- 4 4'6" Threaded Pipes
- 4 Threaded Weighted Bases
- 6 Floor Mounts
- 4 48" T-Bars
- 1 12" Mirror Ball with 120v Motor
- 2 Gam Twin Spins
- 6 A size Pattern Holders
- Gel Frames
- Assorted Cable
- Assorted Adapters
- Assorted Gel and Gobos
- 12 Two-fers

## **Audio Equipment**

### System

- 1 Yamaha QL5 Soundboard
- 1 Yamaha Rio 32 Input 16 Output
- 2 Nexo PS15U-R2 Main Speakers
- 1 Nexo PS10U-TD-V3 Mains processing
- 2 JBL VRX918S Main Subs
- 2 Nexo PS10U-TD-V3 Subs processing
- 1 QSC PLD4.5- Main Amplifier
- 4 Nexo PS10U-R2 Monitor Wedges
- 1 QSC PLD4.5- Monitor Amplifier
- 2 QSC K8.2 - Powered Monitor/Speaker
- 2 Yamaha DBR10 – Powered Monitor/Speaker
- XLR inputs & monitor outputs on stage

### Microphones

- 1 Shure Beta 52A
- 6 Shure SM 57
- 7 Shure SM 58
- 1 Shure SM 58 w/ Switch

- 2 Shure SM 81
- 2 Sennheiser e614
- 2 Audio-Technica ATM41a
- 3 Crown PCC
- 5 Mono DI
- 2 Stereo DI

## **Playback**

- 1 iMac with iTunes, QLab, Powerpoint

## **Accessories**

- 8 Straight Microphone Stands
- 20 Tripod Microphone Stands
- 7 Short Microphone Stands
- 1 Table-top Microphone Stand
- 20 Microphone Stand Boom Arms
- Assorted Microphone Clips
- Assorted Microphone and Monitor Cable
- 1 50' 8-Channel Snake
- 1 100' 8-Channel Snake
- Assorted Audio Adapters
- 4 Telelock speaker Tripod Stands

## **Communication Equipment**

- Wired Clear-Com System (Single Channel)
  - 10 Headsets
  - 20 Belt Packs
- Solidcom M1 Wireless Base Station
  - 8 Wireless Beltpacks
  - 8 Solidcom Headsets
- 10 Assisted Listening devices

# CURTIS THEATRE

Additional Equipment

## Miscellaneous

- 1 20'x 20' Front Projection Screen
- 1 10.5'x 14' Rear Projection Screen
- 10 Folding Chairs
- 30 Orchestra Chairs
- 12 Music Stands
- 2 36" Black Stools
- 2 36" Black Stools (Padded)
- 6 6' Folding Tables

## Available at an Additional Fee

Inquire about current rates

- 6 Shure ULX Wireless Microphones (Hand-held or Lavalier)
- 4 Shure UR4D Wireless Microphones (Lavalier Only)
- 1 Epson H372A LCD Projector/Da-Lite 10.5' x 14' rear projection screen.
- 2 Lycian Starklite 1275 Follow Spot
- 1 Steinway Model B Grand Piano
- 1 Amhaze Eco Haze Machine



# CURTIS THEATRE

## HOUSE PLOT MAGIC SHEET

Vectorworks Educational Version

**Brea Curtis**  
Plot: 5-17-22 rev: 1  
Drafter: Heather Harless

**House: 222**  
**Works: 220-221**

181	182	183	184	185
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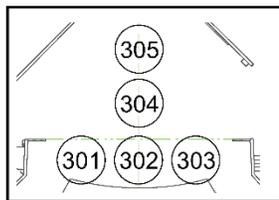
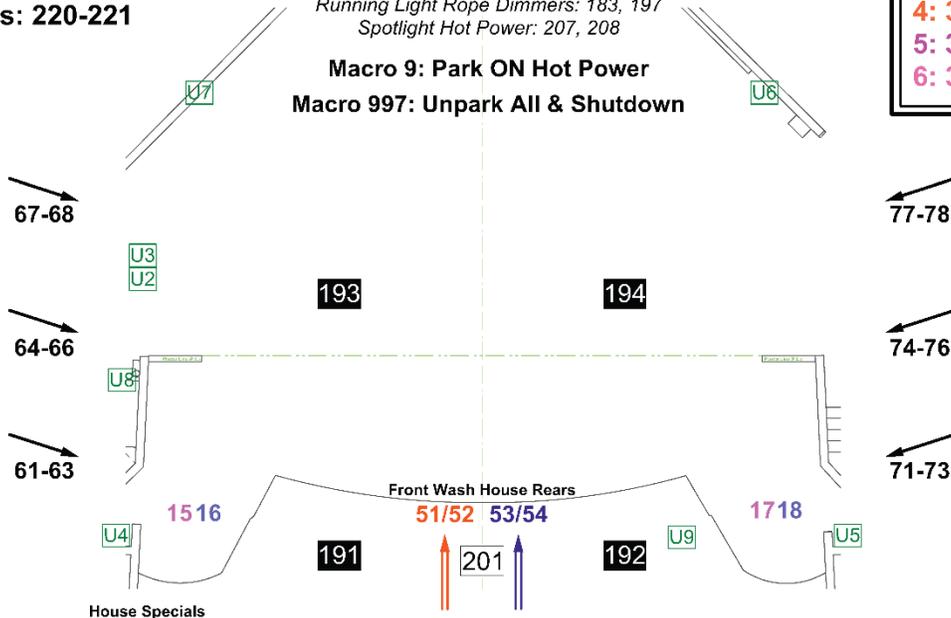
**Cyc**

LED Hot Power: 63,64,117,118,163,164  
Running Light Rope Dimmers: 183, 197  
Spotlight Hot Power: 207, 208

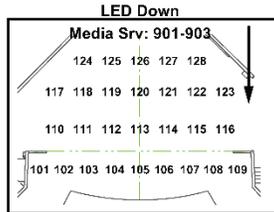
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**Macro 997: Unpark All & Shutdown**

Follow Spots

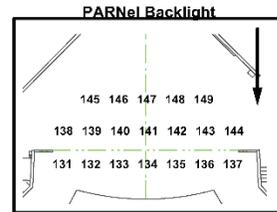
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2: 65
3: 355
4: 318
5: 37
6: 33



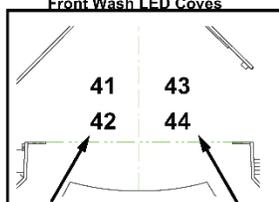
House Specials



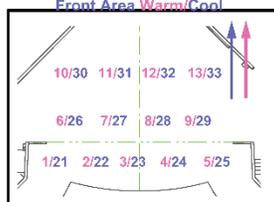
LED Down



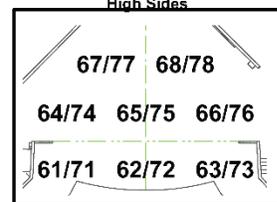
PARnel Backlight



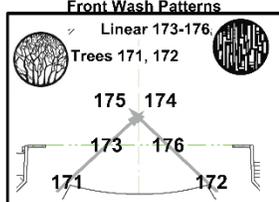
Front Wash LED Covers



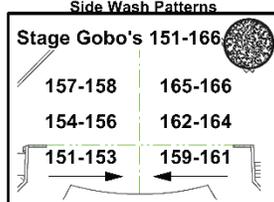
Front Area Warm/Cool



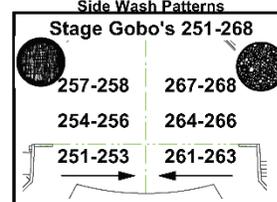
High Sides



Front Wash Patterns



Side Wash Patterns



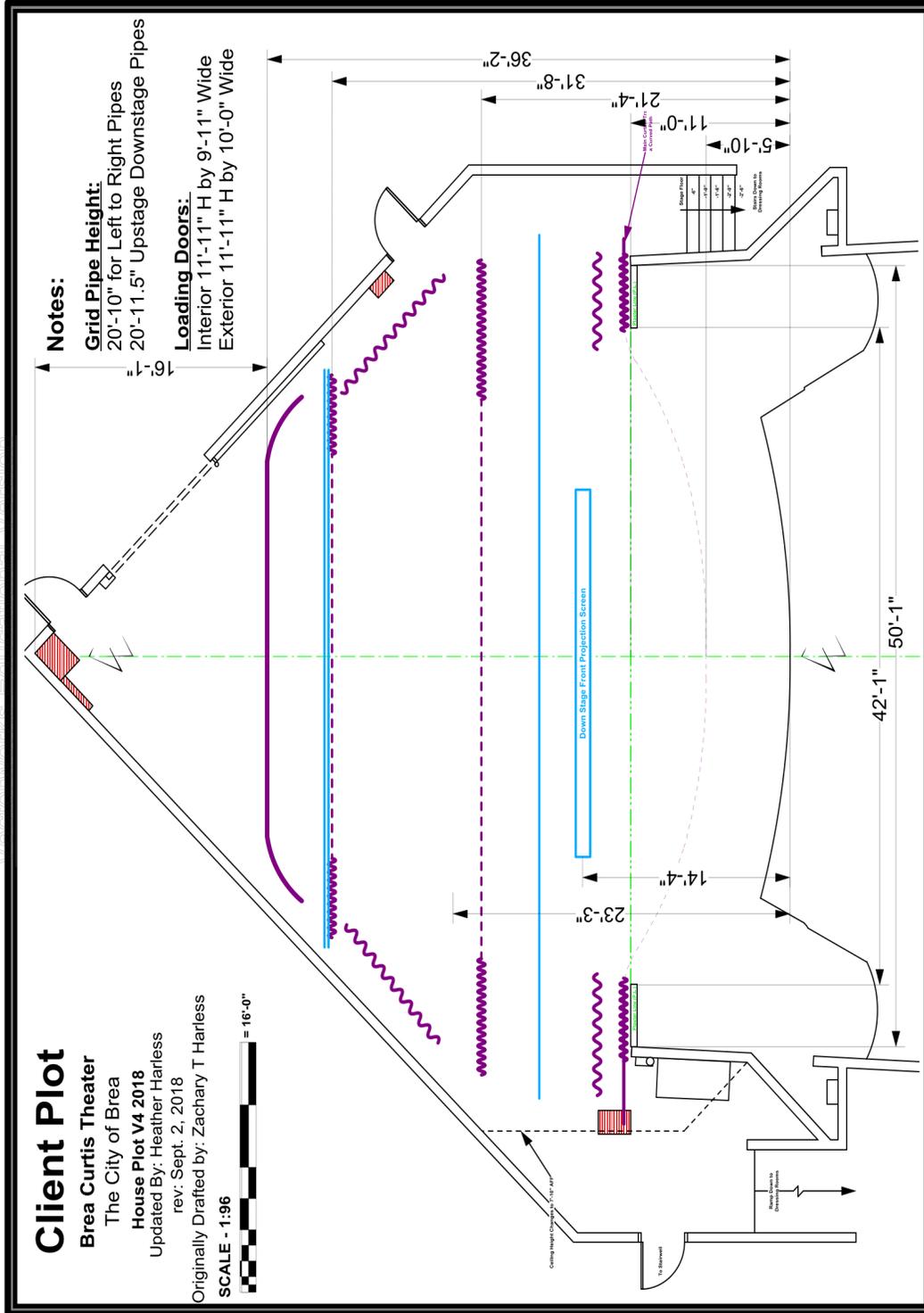
Side Wash Patterns

Vectorworks Educational Version



# CURTIS THEATRE

## STAGE DIAGRAM





### **How do I reserve a date for my event?**

Reservations for use of the Curtis Theatre are recommended at least six (6) months in advance of the actual event date(s). Many available rental dates (especially weekend dates) tend to get booked about a year in advance. A tentative reservation will hold a date(s) for two weeks. After the two-week hold, the reservation will be removed if the booking has not been confirmed with a signed contract and deposit. Contact the theatre administration team at [CurtisTheatre@cityofbrea.gov](mailto:CurtisTheatre@cityofbrea.gov) to reserve the date. Be aware that times are limited as there are many activities booked in the facility. Your \$500 deposit will hold the date for you once theatre staff confirms that the date you need is available.

### **How do I confirm my rental?**

Once your signed contract and \$500 deposit are received, your reservation will be confirmed. The deposit is in addition to any rental fees and is refundable upon satisfactory completion of rental assuming no overages have been incurred. Cancellations made more than 30 days in advance of the rental date will incur a cancellation fee of \$50.00. In the event that a rental is cancelled 30 or fewer days prior to a reserved date, a \$500 late cancellation fee applies and no refund will be issued.

In cases where a permit including services requiring a setup fee and/or ongoing fees (such as per-ticket fees) is cancelled, charges for work completed at the time of cancellation will also be deducted from the deposit at their standard rate. In the event that fees associated with a cancellation exceed the total value of the deposit, the client will be billed for these charges.

Final payment of your rental balance is due 30 days prior to your event. Proof of insurance naming the City of Brea as additional insured is also required at this time. You may elect to purchase insurance from the City's preferred vendor or submit existing insurance. All insurance certificates are subject to approval from the City's Risk Management team.

### **My show is only two (2) hours. Do I schedule the facility for two (2) hours?**

The minimum rental time for the Curtis Theatre is four (4) hours. This will allow sufficient time to load all props, costumes and set pieces. Remember, if there are any special sound or lighting needs, the technician will need time to setup and prepare for your show. Even if your event is two (2) hours, you would need to book the facility for four (4) hours.

### **Can the Curtis Theatre Box Office sell tickets to my production?**

Yes. There is a \$200 Box Office ticket setup fee and a \$2 per ticket handling fee charged to the renter. These fees are in addition to any handling fees charged to the patrons. If you plan to contract Box Office Services, make sure to note it on your Rental Reservation Form. Additional Curtis Theatre box office staff will automatically be added to your rental for show days. Current hourly rates apply.

# CURTIS THEATRE



## FAQ (cont.)

### **How many technicians do I need?**

It is recommended that you have at least two technicians for any production; one for lighting and one for sound. This will allow each technician to concentrate on your specific needs for each performance. One City technician comes with the rental of the theatre that can operate lights or sound. Each additional technician requested is billed to the renter at \$40 per hour.

### **Can I bring in technicians to work my show?**

Yes. However, each technician you bring in will need to run through the operations of our technical equipment to ensure that they are competent in its operation.

### **How do I qualify for the discounted rental rates?**

For non-profit organizations, proof of non-profit status must be noted at the time of reservation either with a copy of your organization's 501(c)(3) filed with the State of California or the EIN associated with the organization.

Resident rates are for Brea-based organizations are defined by having a Brea address for the primary point of contact.

### **Can we serve refreshments?**

Yes. If you choose to sell your own concessions you must use your own concession inventory. All concession inventories are subject to approval by the City of Brea Theatre Staff. You may also opt to have theatre staff sell concessions inside the Curtis Theatre. The cost for this is \$30 per hour with a four-hour minimum. All revenue generated from Curtis Theatre concession sales belong to the City. Available items are soft drinks, water, coffee, tea, and assorted snacks. If you wish to include beer and wine sales, there is an additional fee of \$100 to cover the cost of an Alcoholic Beverage Control permit. If you are selling your own concessions that include alcohol, you will need to obtain and provide your own permit from that Alcoholic Beverage Control

### **Can we promote our event at the Civic Center?**

Marketing promotion of a theatre rental is prohibited on City property. In addition, the City does not provide any marketing staff for rental uses.