



Theater Rental Guide



For Inquiries, Phone: 303.987.7976

LCCRentals@Lakewood.org Fax: 303.987.7250



LAKEWOOD
CULTURAL CENTER

470 South Allison Parkway
Lakewood, Colorado 80226

Lakewood Cultural Center

**City of Lakewood
Department of Community Resources
Heritage, Culture & the Arts Division
470 S. Allison Parkway
Lakewood, CO 80226**

**Tickets and General Information .303.987.7845
Lakewood.org/CulturalCenter
Lakewood.org/Tickets**



/LakewoodCulturalCenter

**Rental Inquiries 303.987.7976
Rentals Fax 303.987.7250
LCCRentals@Lakewood.org**

**Facility's Regular Hours of Operation
Monday - Friday 8 a.m. - 5 p.m.
Saturday 10 a.m. - 2 p.m.
One hour prior to performances**

STAFF DIRECTORY

Facility Coordinator	Kelly Graham	303-987-7976	kelgra@lakewood.org
Box Office Manager	Carol Shelly	303-987-7846	carshe@lakewood.org
Assistant Box Office Manager	Katie Bulota	303-987-7864	katwil@lakewood.org
Technical Director/Sound	Tim Hoffman	303-987-7847	timhof@lakewood.org
Theater Production/Lighting	Jeffrey R. Johnson	303-987-7883	jefjoh@lakewood.org
Cultural Center Assistant	Pam Dorrance	303-987-7893	pamdor@lakewood.org
Cultural Center Administrator	Susan Martin	303-987-7873	susmar@lakewood.org

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Located in the Lakewood City Commons across from the Belmar Shopping Area at Wadsworth and Alameda, the 38,000 square foot Lakewood Cultural Center offers a 320-seat live performance theater, training and seminar rooms, lobby and reception space, rotating juried exhibits and art, dance and performing

arts classes for adults and children. The Civic Center Plaza, just outside the Cultural Center, is also available for use for outdoor performances and events. The venue has free above ground parking and a free well-lit parking garage below the facility. The Lakewood Cultural Center is close to shopping, restaurants, the Belmar Library, Belmar Park and Lakewood Heritage Center.

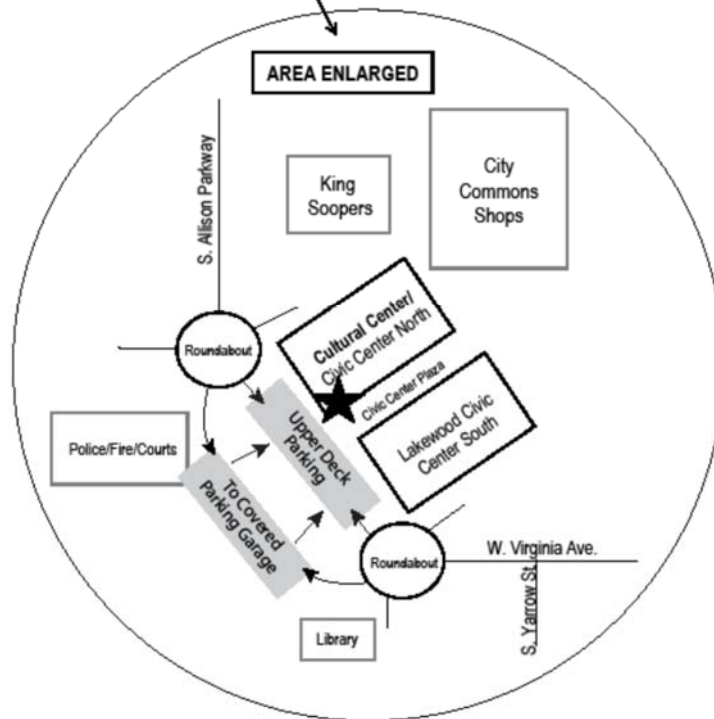
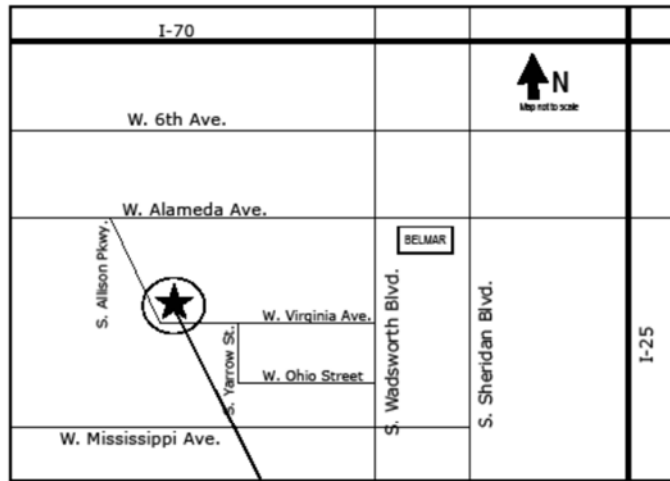
The Cultural Center presents regional, national and internationally recognized artists and is host to community performances, presentations and exhibits featuring work by local performing arts organizations, artists and schools. Tickets for all Cultural Center performances are available through the box office and online at Lakewood.org/Tickets.

The facility offers the community:

- Performing Arts Programs
- Visual Art, Dance & Historic Exhibits
- Community Events
- Cultural Arts Classes
- Student Activities
- Facility Rentals



Please visit Lakewood.org/CulturalCenter for an up-to-date list of performances, art or recreation classes, heritage or community events, or to find the latest news and happenings in *Bravo*, a cultural events magazine, published three times a year.



**From the intersection of
South Wadsworth Boulevard & West Alameda Avenue:**

<ul style="list-style-type: none"> ◆ Go west on Alameda to first light. ◆ Turn left (south) on S. Allison Parkway to traffic circle. ◆ Go 2/3 around traffic circle and take the second exit to underground parking garage or the third exit onto upper level parking. <i>First exit from circle leads to separate parking for the Public Safety Center.</i> 	<p>OR</p>	<ul style="list-style-type: none"> ◆ Go south on Wadsworth to first light. ◆ Turn right (west) on W. Virginia Avenue to traffic circle. ◆ Go 1/3 around traffic circle and take second exit from circle onto upper level parking or third exit to underground parking garage.
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Theater Rental Fees

<u>Event Period</u>	<u>Standard</u>	<u>501(c)(3) Non-profit *</u>
Mon	Dark	Dark
Tue-Thu	\$580	\$380 per 5 hour event period
Fri-Sun	\$975	\$640 per 5 hour event period

<u>Set-up/Rehearsal/Strike Period</u>	<u>Standard</u>	<u>501(c)(3) Non-profit *</u>
Mon	Dark	Dark
Tue-Thu	\$66	\$48 per hour (4 hour minimum)
Fri-Sun	\$117	\$80 per hour (4 hour minimum)

<u>Seminar/Meeting</u>	<u>Standard</u>	<u>501(c)(3) Non-profit *</u>
Tue-Thu	\$135	\$95 per hour (no minimum)
Fri-Mon - <i>Limited Availability</i>	\$135	\$95 per hour (no minimum)

Rates do not include labor or equipment charges

* A copy of an official acknowledgement from the IRS is required to obtain the 501(c)(3) Non-profit rates.

An Event Period: Five (5) hour maximum period of time when the theater is used to present an event attended by the public, audience or members of a group. Also a period when the facility is used for the purposes of broadcasting, televising, recording or filming an event.

Set-Up/Rehearsal/Tech/Strike Period: A four (4) hour minimum period of time when the theater is occupied by the Tenant but not open to the public or audience. The Lobby may not be open during Set-up/Rehearsal/Tech/Strike Periods, so facility access may be limited to backstage only and entrance to the facility may only be through the stage door. The presence of more than 50 persons in the audience shall convert the Set-up/Rehearsal/Tech/Strike Period to an Event Period.

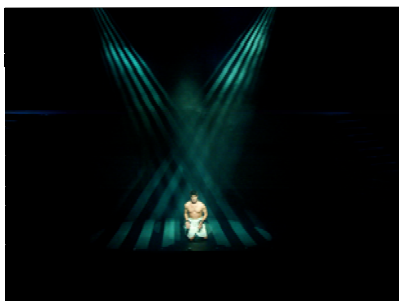
Seminar/Meeting: A period of time where the theater is used to present a meeting, training or seminar, but does not provide a performance of any kind or require backstage access.

Labor Rates

Box Office Attendant	Included
Ushers, Greeters, Ticket-Takers, Will Call	Included
Lead Technician	\$32 per hour
2 nd Technician	\$27 per hour
3 rd , 4 th , 5 th Technician etc.	\$22 per hour
House/Event Manager	\$20 per hour
Additional Box Office Salesperson	\$20 per hour



The initial minimum deposit equal to the estimated rental fee and ticketing set-up fee is due upon execution of the agreement. A Certificate of Insurance listing the City of Lakewood as additional insured and the estimated incidental expense deposit is due at least twenty (20) business days prior to move-in for current tenants. The City accepts Visa, MasterCard, Discover, money order or organizational check made out to the City of Lakewood.



Performance Now Theatre Company



Fiesta Colorado



Photo: Stan Obert

Harp Fantasia

Box Office & Ticketing Policies

The City is the sole distributor of tickets to all Cultural Center events and must be conducted through the Lakewood Cultural Center Box Office. At no time are users allowed to sell tickets to Lakewood Cultural Center performances online other than through Lakewood.org/Tickets.



Tickets will be available for purchase no earlier than five (5) business days after a signed contract and deposit have been received by the Lakewood Cultural Center. Please advise the Facility Coordinator of any complimentary tickets, allocated or consigned tickets, season ticket holders, special ticket codes or discounts, photographer or videographer needs, and other special concerns prior to tickets being released to the public for sale. A \$50.00 fee will be assessed for changes to ticketing after it has been programmed into the ticketing system.

Tickets for Lakewood Cultural Center performances are sold on a reserved seat basis. This means that each ticket is assigned a specific row and seat. All persons wishing to view the performance must have a seat and therefore a ticket. Please make sure that backstage personnel who watch all or part of the show have an assigned, complimentary or paid seat and ticket.

The Lakewood Cultural Center Box Office will only issue complimentary tickets at the request of the Licensee's authorized representative via email. Requests for complimentary ('comp') tickets must be made in writing to the box office at least 90 minutes prior to curtain.

Arrangements for videographers or photographers should be made as far in advance as possible in order to accommodate their needs. Seats in the house may be blocked to allocate for these purposes to ensure that these seats are not sold to patrons or create a patron distraction. Seats for videographers or photographers can only be reserved in the back row of the orchestra level or in the balcony boxes, but generally videographers and photographers use three locations in the sound booth.

Cultural Center tickets can be purchased in person, via phone, fax or online Lakewood.org/Tickets (additional service or handling fees may apply). Ticket Policy - No Refunds. Exchanges are \$5/ticket.

Children ages 3 and older must have a ticket. Guests under the age of 3 years may sit in a ticketed guests' lap.

Generally, two pricing structures occur are used. 1) One price for the entire seating area with discounts for senior (age 65+), Child (ages 3-12) and Student (ages 13-21 with a valid student ID) or 2) a tiered pricing structure in which each ticket is the same price within a given seating area regardless of age.

Cultural Center tickets are printed on pre-printed ticket stock. Limited space on the ticket front is available for Tenant use and requested use must be made when the show is programmed into the ticketing system prior to going live.

Ticketing and Box Office policies are continued on the next page

Box Office and Ticketing Policies

(continued from previous page)

Unless purchased in person or within a few days of the event, tickets will be mailed or sent to an email. Otherwise, tickets are available prior to curtain at Will Call. Postage charges are included in the patron paid service fees.

A Box Office Attendant is provided at no additional charge to the tenant one hour prior to each performance through intermission. Ushers, Greeters, Ticket-Takers and Will Call personnel are staffed by City of Lakewood volunteers, and arrive 45 minutes prior to the performance at no additional charge to the Tenant.

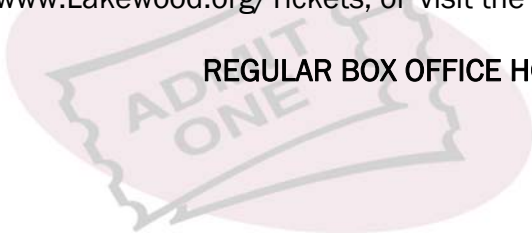
The Lakewood Cultural Center has a maximum capacity of 320 ticketed patrons. Please see included seating chart on page 15.

A set-up fee of \$180.00 for the first performance and \$80.00 for each additional performance of the same program is assessed in the initial fee deposit. Each complimentary or paid ticket incurs a \$0.70 per ticket issued fee assessed in the Event Settlement. The Lakewood Cultural Center accommodates Tenants requesting an allocation/consignment of tickets to be sold through other channels (other than online) provided that the reserved seat policy is strictly maintained. Tenant accepts full responsibility for allocated/consigned tickets. Consigned/allocated tickets will incur an additional \$0.50 per ticket fee, for a total of \$1.20 per ticket. If any allocated/consigned tickets remain the day-of-show, these tickets may be returned to the Cultural Center Ticket Office at least one hour prior to curtain to return to the ticketing system for sale at the door. These returned tickets will still be assessed the additional \$0.50 per consigned ticket fee.

If an event is cancelled by the Tenant prior to 180 days of the Tenant's first scheduled use, the minimum rent plus any incidental deposit received less out-of-pocket expenses, ticketing set-up fees incurred and an administrative fee of \$50.00 will be reimbursed to Licensee. If Tenant cancels between 120-180 days of Tenant's first scheduled use, half the minimum rent deposit plus any incidental deposit received, less out-of-pocket expenses, ticketing set-up fees incurred and an administrative fee of \$50.00 will be reimbursed. If Tenant cancels less than 120 days prior to the Tenant's first day of scheduled use, Tenant is not entitled to any rent or ticketing set-up fee refund and will reimburse the City of Lakewood for an administrative fee of \$50.00 and any out-of-pocket expenses. Should any tickets be sold for a cancelled event, the City will refund each ticket order in full to the patron including service or handling fees. The Tenant will be subject to a \$10.00 per order handling fee for each patron refund processed, plus all service or handling fees refunded to the patron.

Event Settlements usually occur within two weeks of the last date of a performance run and a check for Tenant proceeds is mailed within two weeks of Tenant approval of the Event Settlement.

Please direct patrons to call the Box Office for tickets at 303.987.7845, purchase online at www.Lakewood.org/Tickets, or visit the Lakewood Cultural Center Box Office at 470 S. Allison Parkway.



REGULAR BOX OFFICE HOURS: Monday – Friday, 8 a.m. – 5 p.m.
Saturday, 10 a.m. – 2 p.m. and
One hour prior to performances



Theater Front-of-House



Lakewood Cultural Center performances start on time. Please be aware that performances are rarely held more than a few minutes.

Free Assistive Listening Devices are available to patrons for pickup at the Box Office.

A Front-of-House Manager is present for all theater performances and arrives two hours prior to curtain, unless otherwise negotiated. This person will remain until the last patron has left the Lobby. Actual House Manager labor will be assessed to the Tenant at billable labor rates in the Event Settlement.



The Lakewood Cultural Center reserves all food, beverage and merchandise concession rights. See page 12 for details.

Ushers, Ticket Takers, Greeters and a Will Call Attendant are City of Lakewood volunteers and are provided at no additional charge. These volunteers are trained in Lakewood Cultural Center evacuation procedures. Any special requests of these volunteers must be requested through the House Manager at least 90 minutes prior to curtain.

Provide programs to the House Manager 90 minutes prior to curtain. Ushers will distribute programs while seating patrons.

Beverages are allowed in orchestra and balcony seating areas of the Cultural Center Theater; however, no glass bottles or food is permitted.

- Box Office Attendant, Ushers, Greeters, Ticket-Takers and Will Call Attendant provided at no additional charge.
- Ticketing Services Provided
- Online Ticketing Provided
- Full Bar Service Available
- Beverages Allowed in Theater
- Fully ADA Accessible and Compliant
- Free Assistive Listening Devices

At least 90 minutes prior to curtain, the House Manager will discuss performance specifics with the Tenant and theater technical team how to handle latecomer seating, photography and videography, timing of first and second halves, unique performer entrances, etc. to inform staff and patrons.

An intermission of 15-20 minutes is strongly suggested for all theater performances. Please notify the Facility Coordinator a minimum of two weeks

prior to the event if no intermission will be held. If no intermission will be held, concessionaire may not be present.

Normal lobby and theater cleaning is included in Tenant rental fees. Excessive cleaning will be charged at billable rates.

Theater Technical Information

The City of Lakewood determines crew calls and schedules staff based on the nature of the event, technical requirements and attendance. All personnel are charged based on a four-hour minimum for public performances. Labor rates are straight-time hourly rates. The City of Lakewood's workweek is Sunday-Saturday. If labor hours exceed 40 in a given week for a single staff person, Tenant will be charged time and a half for hours worked by that person in excess of 40 hours.

The actual labor charges are dependent upon the technical requirements of the event and appropriate staffing will be determined by the LCC Theater and Front-of-House staffs. If event specifics require additional staffing after the contract is signed, additional labor charges will be assessed to the Tenant at billable labor rates.

A one (1) hour on-site technical ("tech") meeting and labor is included in your rental fees. Scheduling will be at the technician's availability. Additional time will be assessed at applicable rates.

A City of Lakewood employee must be present at all times while Tenant is in the theater regardless of activity. Tenant will be charged at the billable labor rates for the employee.

Sets must be constructed off-site and can only be assembled at the Lakewood Cultural Center. This 'tech time' will be charged at non-event use rates and billable labor rates.

Only City of Lakewood staff may operate theater equipment. No Tenant staff members are allowed in the followspot booth or catwalks.

Casts with a large amount of underage persons will be required to provide backstage chaperones. If chaperones are not provided, the City will provide staff and Tenant will be charged billable labor rates.

Pyrotechnics or other special effects such as torches, flash pots, other limited smoke effects and small explosions require permits from the West Metro Fire Protection District (WMFPD), who should be contacted at least thirty (30) days prior to the event date for required permits. All permit fees will be paid by the Licensee directly to WMFPD at the applicable rates. Please notify the Lakewood Cultural Center Production Department of intentions to use pyrotechnics or special effects.

Temporary power installation equipment, inspections permits and fees may be subject to a City of Lakewood Permit and Inspection fee. The amount of the fee will depend on the amount of power needed and number of installations. All permit/inspection fees and additional equipment required to insure the installation complies with all code requirements will be assessed to the Tenant at applicable rates. The Lakewood Cultural Center Production Department should be contacted at least thirty (30) days prior to the event to process necessary permits.

Sound levels must be kept under 90 dB average, 96 dB peak. A fine of \$500 will be assessed for each time the decibel level exceeds 96 dB. The level will be monitored by City staff.

All parking spaces used in the dock area must be pre-approved and authorized by the Production Department, including vehicles, buses and trucks which are loading in or out for the event. Personal vehicles are only authorized to park in the loading dock area when active load-in or load-out of event equipment is in progress. Regular parking is located on the upper deck or in the underground garage parking lot.

Safety is of the utmost importance. Safety of the Tenant's cast, crew and patrons will be monitored by City of Lakewood staff. If at any time safety becomes a concern, City staff will attempt to rectify the situation. If the situation cannot be corrected to the City's satisfaction, use of the facility will halt until the situation is corrected.

Lakewood Cultural Center

Theater Equipment Rental Fees

Facility fees include available inventory of house stage lighting and repertory ('rep') plot, speakers and handheld microphones, house curtains and legs (on an 'as is, where is' basis); heating, ventilation and air conditioning; and routine custodial cleaning.

No extra equipment charge will be assessed for the following items as available and requested prior to event: music stands, music stand lights, musician chairs, conductor's podium, stage tables and chairs. All changes, movements or modifications to equipment will be at the Tenant's expense.

Listed below, subject to availability, are items that can be provided by the facility for an additional rental fee.

Spike Tape	\$7/roll
Gaffer tape	\$20/roll
Choral Risers (3)	\$15/each/run of show
4'x8' Drum Risers or Platforms (4): 8" and 16" legs (with skirt)	\$15/each/run of show
20" Mirror Ball	\$5/use
Followspot (2) <i>Does not include labor</i>	\$25/each/day + labor; \$75/each/week + labor
Wireless Lavalier Microphones <i>Tenant must provide 9-Volt batteries or \$5 per battery will be assessed</i>	\$25/1 st use each; \$10/additional uses on subsequent days/each
Hazer (1) (includes fluid)	\$50/each/run of show
Fog (2) <i>Tenant must provide dry ice</i>	\$50/show
Audio Recording (<i>archival grade only - We strongly recommend hiring a professional recording company</i>)	\$50/show
Piano: 5½' Yamaha Baby Grand	\$100/use; \$50/additional uses, same location
Piano Tuning (house tuner) <i>Must Pay Tuner Directly</i>	Estimated \$100 (varies with tuner rates)
Acoustic Shell, Wenger Travelmaster 7-piece with Adjustable Legs	\$100/run of show
Dance Floor (gray or black) (<i>does not include tape</i>)	\$150/run of show
Motorized Theater Projector Screen (24' x 20')	\$50/single day use; \$150/1-week rate; \$250/2-week rate; \$350/3-week rate
Eiki LC-X85 Video Projector, 7000 ANSI Lumens	\$150/single day use; \$450/1-week rate; \$750/2-week rate; \$1050/3-week rate
Portable Sound System with Powered Speakers	\$35/day
Beacon All-Inclusive System (small)	\$50/day
6-channel EAW/Dual CD/Portable System	\$50/day
Power distributions: breakdown 3 - phase switches, 400 amp, 200 amp, 100 amp	\$125 each/event
Trash removal (excess)/Clean-up Fee	\$20/cubic yard or \$25 hourly cleaning fee

Fees subject to change without notice.

Catering and Merchandise

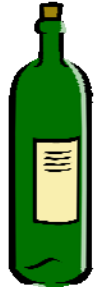
The Lakewood Cultural Center reserves all concession rights for its own benefit including sale of food, beverages and merchandise at all times.

Public Performance Food and Beverage Concessions

For performances, the Cultural Center contracts with the Facility Concessionaire/Liquor Licensee to provide food and beverage during the performance at no cost to the Tenant for the benefit of the City, as long as an intermission is held. A guarantee may be required from the Tenant outside this contracted time or for special circumstances. Service time is 45 minutes prior to curtain through intermission.

Liquor Service During Other Events or for Special Circumstances

State of Colorado regulations requires that no alcoholic beverages be brought into the facility by anyone except the Liquor Licensee. Tenants may not purchase liquor for themselves to serve, but may procure donated liquor as long as special arrangements are made with the Liquor Licensee. Any liquor backstage must also be arranged through the Liquor Licensee. Please contact the facility Liquor Licensee, the Village Roaster, at (303) 238-8718 for reception or backstage liquor sales and service. Notification of plans for alcohol that is not directly associated with a performance must be provided to the Cultural Center no later than thirty (30) business days prior to the event date.



Catering/Receptions



All Food and Beverage served in the Cultural Center must be provided by a licensed caterer. Caterer must be a professional company, licensed and in good standing with the City. No food can be sold within the Lakewood Cultural Center other than by the Facility Concessionaire. No 'potluck' food may be served. The Cultural Center has a kitchen for staging, but is not a catering kitchen or cooking facility. Tenant is liable for caterer at all times. Staff retains the right to refuse caterers who violate Cultural Center policies.

Notification of chosen caterer must be provided to the Cultural Center no later than ten (10) business days prior to the event date. A 10% Food and Beverage Commission will be assessed on the Fair Market Value or purchase price of food and beverage served in the Cultural Center.

Souvenirs/Merchandise Sales



Tenant souvenirs/merchandise sales are subject to state and local sales tax and a negotiated commission after tax on all souvenirs/merchandise sold in the facility. Payment of commission and taxes must be made the day of the event. The cash bank and sellers must be provided by the Tenant. Notification of plans for merchandise sales must be provided to the Cultural Center no later than ten (10) business days prior to the event.

Silent and Live Auctions

If your organization would like to conduct a silent auction during your event, please discuss with the Facility Coordinator no later than thirty (30) days prior to the event. State and local sales tax must be collected on tangible silent auction items. Additional rent and/or labor fees may be assessed if the auction occurs outside of contracted rental times. Contact a tax professional regarding tax write-off guidelines.



Raffles/Drawings



The definition of a raffle is a competition where patrons purchase a ticket to possibly win a prize from a random drawing of tickets. The State of Colorado requires a Bingo/Raffle License to conduct this type of gambling. Provide a copy of the license upon confirmation. Free entry to win a prize is considered a drawing.

Marketing and Promotions

The Tenant is responsible for all marketing and promotions of their event. If a signed contract and the deposit is received by a pre-determined deadline, a complimentary listing for publicly ticketed events may be included in that timeframe's *Bravo*, a Lakewood cultural events magazine which is published three times a year and mailed to approximately 30,000 households and available in most City of Lakewood venues.

Website: The Lakewood Cultural Center requires Tenant websites to include a link to www.Lakewood.org/Tickets for ticket purchases. All tickets to Cultural Center performance must be sold through the Cultural Center Box Office. Tenants may not sell tickets online to any Lakewood Cultural Center events. A photo and write-up can be included for your online listing.

Don't forget to create programs! Ushers will distribute before each performance.

All marketing and promotional materials that reference the Lakewood Cultural Center must be reviewed and approved by Cultural Center staff for accuracy of information in advance of printing or publication. Please use this checklist to ensure that all necessary information (with correct facility name, address, website and box office telephone number) is listed in Tenant promotional materials. Tenant retains artistic control over these documents.

Facility: Lakewood Cultural Center
470 S. Allison Parkway
(Wadsworth & Alameda)

Box Office: www.Lakewood.org/Tickets
(303) 987-7845

Program Title: *Your event title*

Presenting organization: *Your organization name*

Date(s) and Time(s): *Your event dates and times*

Ticket prices: We recommend listing ticket prices by category or by starting ticket price:

*Adult \$15, Child \$10, etc. or Tickets \$15. Senior and Student/Child discounts available
or
Tickets starting at \$15.*

We strongly **discourage** listing ticket prices in a one-price house as follows:

Tickets: \$10 - \$15

Patrons often misinterpret this to mean that \$10 adult tickets are available somewhere in the theater when \$10 tickets are only available for children.

A brief description of the event: *A description of your event.*

Again, the Cultural Center requires review of promotional items before they are distributed.

Please fax material to (303) 987-7250, present a copy to the Facility Coordinator, or email LCCRentals@Lakewood.org.

Insurance Requirements

Any individual or organization (“Licensee”) renting the Lakewood Cultural Center Theater is required to provide a Certificate of Insurance (COI) identifying required insurance coverages to the City of Lakewood . The Licensee is also required to name the City as an Additional Insured (AI) on required liability policies.

Insurance coverages required shall be with companies authorized to conduct business in Colorado and acceptable to the City. The required insurance coverages shall be primary and not excess to any insurance coverages the City may carry. Jurisdiction and venue for any claims against the insurer(s) shall be in Jefferson County, Colorado, or the United States District Court for the District of Colorado located in Denver, Colorado.

The Certificate of Insurance must comply with the following:

- ◆ The named insured and the name on the Licensee Agreement must match. Therefore, please advise us as to the correct name of the Licensee when making contract arrangements.
- ◆ The Licensee name must be the official, legal name of the organization.
- ◆ The Licensee name cannot be a trade name. If the Licensee desires to use a trade name, it must be as a d/b/a (doing business as a trade name).
- ◆ A Licensee who is not an individual must be registered with the Colorado Secretary of State.
- ◆ The Certificate of Insurance must reflect a policy number, not a binder number.
- ◆ The Certificate of Insurance shall identify, at minimum, the following Limits for General Liability insurance:

General Aggregate	\$1,000,000
Products – Completed Operations Aggregate	\$1,000,000
Personal Injury	\$500,000
Each Occurrence	\$500,000
Damage to Premises Rented to You	\$100,000
Medical Expenses (Any One Person)	\$5,000
- ◆ The Insurance coverages shall not exclude coverage for damages or injuries related to or resulting from fire.

The Licensee must provide to the City, with return of the Certificate of Insurance, a Policy Endorsement naming the City as Additional Insured. Sample Policy Endorsements are included on the page 15.

- ◆ The correct wording naming the City as additionally insured must appear as follows:
The City of Lakewood, its officers, officials and employees are named as Additional Insured.
- ◆ Any deviation from this language must receive prior approval from the City.

3. The Certificate Holder and Policy Endorsement should be identified as follows:

City of Lakewood
480 South Allison Parkway
Lakewood, CO 80226

These are general requirements. Your specific requirements may vary. The City retains the right to review the entire Insurance Policy upon request.

Certificates of Insurance and Policy Endorsements are due a minimum of 20 business days prior to load-in. Documents may be emailed to LCCRentals@Lakewood.org or faxed to (303) 987-7250. Please call the Facility Coordinator Kelly Graham at (303) 987-7976 with any questions.

Sample Policy Endorsements

COMMERCIAL GENERAL LIABILITY CG

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

Policy Number:
Insured:

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
City of Lakewood 480 S. Allison Parkway Lakewood, CO 80226
Information required to complete this Schedule, if not shown above will be shown in the Declarations.

Section II - WHO IS AN INSURED is amended to include as an insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions of the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

To the extent that any of the additional insureds named herein are liable for occurrences arising out of the named insured's negligent acts or omissions, the insurance afforded to the additional insureds under this endorsement is primary insurance over any other valid or collectible insurance which the additional insureds may have with respect to loss under any of the listed policies. Other insurance of any additional insured applicable to loss is non-contributory and excess over the coverage provided by this endorsement, and the amount of the company's liability under this policy shall not be reduced by the existence of such other insurance.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED

This endorsement modifies insurance provided under the following:

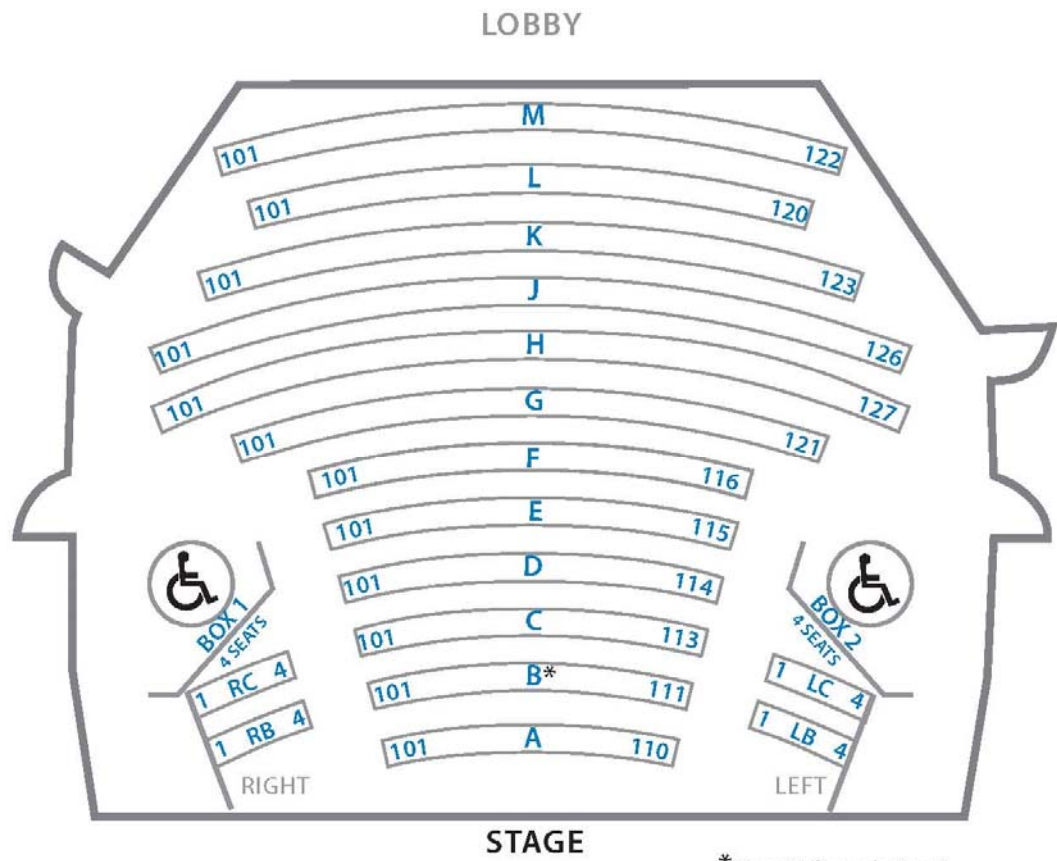
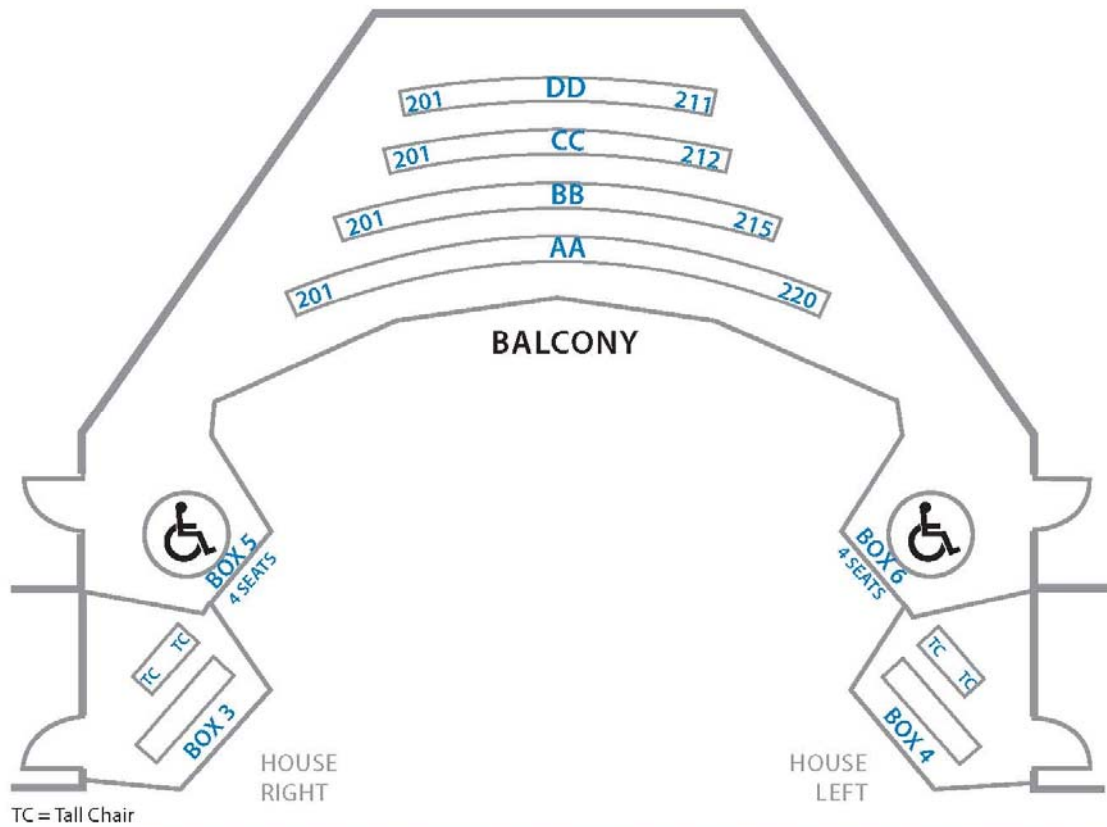
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM
TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

The following is added to the **Section II - Liability Coverage**, Paragraph A.1. **Who Is An Insured** Provision:

Any person or organization that you are required to include as additional insured on the Coverage Form in

a written contract or agreement that is signed and executed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period is an "insured" for Liability Coverage, but only for damages to which this insurance applies and only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Section II.



* Row B is formerly Row A



Lakewood Cultural Center has accommodations for patrons with disabilities including wheelchair accessible seating areas and assisted listening devices.

Theater Rental Checklist

- ___ Date(s) secured via written request from Tenant and written confirmation from the Lakewood Cultural Center with the Facility Coordinator
- ___ Event Information Form completed and returned to the Cultural Center
- ___ Two copies of signed agreement returned to the Cultural Center with rental and ticketing set-up fee deposit
- ___ Advised Cultural Center of complimentary tickets, seat "holds", Tenant season ticket holders and special concerns
- ___ Contacted the Technical Director regarding theater technical requirements
- ___ Liquor backstage or at a private reception - Contacted Village Roaster and notified the Facility Coordinator
- ___ Incidental deposit and Certificate of Insurance received by the Cultural Center
- ___ Lobby set-up, reception, silent auction or merchandise sales needs sent to the Cultural Center

Facility Coordinator
(303) 987-7976 Phone
(303) 987-7250 Fax
LCCRentals@lakewood.org

