

# **MARIN CENTER BOOKING INFORMATION AND POLICIES**

## **Time Periods**

### **Marin Veterans' Memorial Auditorium and Showcase Theatre**

Per performance 8am-5pm or 5pm-12 midnight (whichever applies). The same time period applies to rehearsals, meetings, and religious services.

### **Exhibit Hall**

7am-1am. If an event in the Exhibit Hall requires the set-up of more than 25 exhibit booths, or any other extensive set-up, rental for a set up day will be mandatory. When the Showcase Theatre, Manzanita Room, Friends of Marin Center Conference Room or Kitchen is used in conjunction with an Exhibit Hall event, the 7am-1am time period will apply.

### **Manzanita Room and Friends of Marin Center Conference Room**

The time period for all events will be 8am-5pm or 5pm-12 midnight, unless rented in conjunction with an Exhibit Hall event.

### **Fairgrounds and Lagoon Park**

8am-8pm. Large events may require set-up day.

### **Overtime Charges**

Overtime charge is **\$50 per half-hour** beyond contracted time period, or fraction thereof, for the Friends of Marin Center Conference Room, **\$150 per half-hour** beyond contracted time period, or fraction thereof, for the Showcase Theatre and Manzanita Room, and **\$200 per half-hour** beyond contracted time period, or fraction thereof, for the Exhibit Hall, Marin Veterans' Memorial Auditorium, and Fairgrounds.

## **Performance**

Performance is defined as a contractually stipulated rental period in any day when any of the facilities are used for an event attended by persons other than the participants. Performance is also defined as the use of the facilities for the purpose of recording, filming, or televising of an event for a commercial purpose.

## **Rehearsal or Set-Up**

Rehearsal or set-up is defined as a contractually stipulated rental period in any day when any of the facilities are used for a purpose not defined as a performance. The terms "rehearsal" or "set-up" shall include, but are not limited to, the use of the facilities for rehearsals, moving in or out of equipment, and preparation of the facilities for performance of the event. There is no charge for set-up, rehearsal or take down on the day of performance. All performance events will have booking priority over rehearsals. Rehearsal times may be changed by the County with fourteen (14) days notice.

## **Recording or Taping**

Permission to tape or record must be requested by letter to the Director. This letter must state the purpose for which the taping or recording will be used and the user must hold the County of Marin, its officers, and employees free of any encumbrances or responsibilities resulting from said recording or taping.

## **ASSIGNMENT OF DATES AND DEPOSITS**

### **Marin Center's Scheduling Procedures Include Two Steps**

1. In order to hold a specific date(s), users are required to submit a completed Rental Application and deposit.

Users will be sent a Rental Application; this application should be completed and returned with the rental deposit within ten (10) days. If the completed application and deposit are not received within ten (10) days, the Director will release the date(s) without notice.

Non-refundable deposits are due as follows:

**Marin Veterans' Memorial Auditorium, Showcase Theatre, Exhibit Hall, Fairgrounds, and Lagoon Park**

\$250.00 per facility, per day.

**Manzanita Room and Friends of Marin Center Conference Room**

Entire rental fee.

The Director may require additional deposit monies when extraordinary janitorial services or damages to the facility are a possibility. The Director may deny the scheduling of events when, in his opinion, the event may have the potential to cause cancellation of other events due to excessive cleaning or repair time.

2. **License Agreement**

A License Agreement, which the user signs prior to their event, authorizes use of the Marin Center facilities.

Unless booked on short notice, license agreements are ordinarily sent ninety (90) days before the event date. License agreements and base rental payments are returned within ten (10) days after receipt of the agreement. If not returned by that date, the event is subject to cancellation by the Director, without notice. Additional expenses (equipment rental, I.A.T.S.E. stagehands, Marin Center Box Office, ushers, labor, and clean-up fees, etc.) are deducted at the time of Box Office settlement, or billed to the user following the event.

The Director reserves the right to require the base rental payment and **all** expense monies from a user:

- New, first-time users of the Marin Center facilities may be required to pay all expense monies (box office, stagehand, ushers, etc.) at the time of receipt of the License Agreement.
- If sufficient monies are not held by the Marin Center Box Office to pay all expense monies (box office, stagehands, ushers, etc.) fifteen (15) business days prior to the event date for ticketed events, user may be required to pay all expense monies prior to the event date.

## **BOOKING GUIDELINES**

1. Payments made less than thirty (30) days in advance of an event shall be cash or a cashier's check.
2. A signed License Agreement and base rental payment are required before release of publicity or advertising and use of the Marin Center readerboard.
3. When authorized by the Deputy Director, a date may be tentatively held for forty-eight (48) hours. However, if the date is requested by another prospective user, the original applicant will be so notified and given twenty-four (24) hours to sign a License Agreement.
4. A two (2) year booking guideline is the policy for all events in all facilities. Any event scheduled beyond a two-year period will be considered tentative.
5. Principal sponsors of multiple-date events in the Exhibit Hall, Marin Veterans' Memorial Auditorium, or Fairgrounds in any given year shall have the first option for reservation of the corresponding days of the week in the following year for the same event. Users need to request the Rental Application for the following year's reservations within ten (10) calendar days of the termination of the current year event.

Contact the Deputy Director to confirm the corresponding dates for the following year, as weekends (Saturdays and Sundays) and holidays shift chronologically from year to year - corresponding dates are not the identical chronological days of the year, corresponding dates are generally the corresponding weekends of the following year.