

**EXHIBIT B**

**Special Terms and Conditions  
[INSIDE] THE FORD**

**Facility Usage**

1. Facility usage is at all times at the discretion of Ford Management. Each company must abide by the schedule as outlined and agreed upon in their contract with Los Angeles County.
2. Use of the facility must be in accordance with the theatrical activities outlined and agreed upon in the signed contract between County and Licensee.
3. No one is to be in any areas determined and agreed upon in advance to be off limits during the initial walk through of the facility and its grounds at any time. Violation of this policy will jeopardize the company's use of the space and may result in the revocation of all rights to the facility and grounds and the surrender of all keys to the Ford facility. Should the Ford deem it necessary to schedule staff supervision at the facility during a company's occupation of the space due to a violation of policy, all associated costs will be the responsibility of the resident company.
4. Facility use by any company must be in accordance with the schedule as defined in the signed contract between County and Licensee. If Licensee wishes to make changes to the approved schedule, County must agree to the changes in advance of Licensee's use of the facility to ensure that, should any facility or equipment damage or loss occur the correct Licensee is held responsible for repair or replacement.
5. Should any damage to the facility or loss of County supplied equipment occur, the Licensee scheduled to be in residence of the space (as outlined in the contract between County and Licensee) will be held responsible for the repair of facility damage or replacement of lost equipment (see End us Usage Procedure above).

**Technical Crew Costs**

Ford Technical crew, if used, will be billed according to the following rate schedule:

Type	First 8 hours in a day	Hours over 8, but less than 12, in a day	Hours over 12 in a day
Ford Technical Crew	\$30.00/hour	\$45.00/hour	\$60.00/hour
Stage Supervisor Audio Engineer Master Electrician	\$35.00/hour	\$52.50/hour	\$70.00/hour

These rates apply for both rehearsal and performance days, and for set-up, rehearsal,

performance, strike and restore. If needed, Ford Technical Crew shall be requested at least two weeks prior to the date needed.

## **Production Policies and Procedures for use of the [Inside] the Ford theatre**

### **Introduction**

When planning and designing the technical aspects of your production, the following policies and procedures must be adhered to and any changes need to be discussed and approved by the Ford's Production Manager in advance of the load in. If you have exhausted every possibility and need to do something that is in conflict with the policies and procedures the Ford Staff will do everything it can to try and work with you to make your event successful.

### **Scenic Elements**

1. All set designs, rigging designs, scheduled load in dates and times must be approved by the Ford's Production Manager at least two (2) weeks before the scheduled load in date. This will help ensure that all policies, procedures and safety considerations are followed during the course of the load-in and run.
2. The Ford's Production Manager will do a complete walk through of the ITF and its adjoining spaces with the representative of each company. This representative will be the point person for the Ford's Production Manager should there be any questions or concerns about ITF policies and procedures.
3. During load in, all carpeted areas must be covered by lay out board or some other protective covering and the house seating area should have painter's plastic draped over the seats to protect them.
4. The elevator is not to be used for transporting any scenic pieces. Small properties and costumes can be transported in the elevator.
5. No major construction or painting may occur at the ITF space. All scenery is to be built off site, transported to, and loaded into the space. Minor touch up painting, moldings, Dutchman's etc. can be done at the ITF space where necessary.
6. If there is any finish carpentry to be done on Ford Theatre premises, all cutting must occur on Edison Plaza. There is to be no cutting of lumber inside the ITF space. All construction debris including saw dust must be controlled or kept in an orderly way so as to reduce the possibility of a trip and fall hazard. All construction equipment and debris must be put away or cleaned up at the end of the work call.
7. If any finish painting is needed all areas must be covered by the appropriate drop cloths. All spray painting must be done in an area approved by the Ford's Production Manager. The most appropriate area is the handicapped parking lot on the third level (drop cloths must be used in this area as well).
8. There can be no attaching of any scenery, props etc. to the stage floor or the buildings

infrastructure by any means. This includes, but is not limited to nailing, stapling, screwing, stage hardware, etc. Without exception, all scenic elements must be free standing or self supported with stage braces and weighting.

9. There may be no painting of the walls, pillars etc. The ITF floor may be painted with a latex base paint only (no enamels, high gloss, or oil paint may be used). Licensee must paint the stage floor with the specified black paint after each company's run and subsequent strike whether or not there was a floor treatment used.
10. The companies must notify the Ford's Production Manager at least 7 business days in advance of the set strike date. A plan of action and a schedule of dates and times must be approved before the strike to accommodate others using the space.

### **Lighting Elements**

1. All lighting designs and load in schedule need to be submitted no later than 2 weeks prior to the actual load in date for approval by the Ford's Production Manager.
2. All lighting equipment rentals or any other lighting equipment brought to the ITF space must meet all appropriate safety standards. The Ford's Production Manager reserves the right to inspect and request removal of any electrical equipment that is deemed unsafe.
3. Each company is required to have a qualified Master Electrician (different from a Stage Manager) on their load in and for the run of each show or use of the ITF space. This person must be able to trouble shoot and repair any electrical problem that should occur during the run of a show.
4. The Ford has an inventory that is available for your reference. All groups will be required to strike their lighting after each show and do an inventory check with the Ford's Production Manager or his/her representative to account for all Ford equipment. Any equipment that is missing or damaged must be replaced or repaired to its original operating condition. If missing or damaged equipment is not replaced or repaired by the scheduled company, labor and equipment costs to will be charged to the company to cover cost of replacements and repairs carried out by Ford technical staff.
5. The Ford provides the lighting equipment with a lamp in each fixture at the time of each company's load in. Each company will be responsible for providing and replacing any lamps that blow out during their usage period. It is important and courteous to do this promptly so no other company is without the full lighting package for their usage.
6. The Ford will, when necessary, see to the replacement or repair of the dimming system should the need occur from normal usage. Any equipment damaged due to misuse will be repaired/replaced by and paid for by the company using the ITF space and its equipment at the time of the damage. The replacement or repair of the equipment will be inspected by and approved for usage by the Ford's Production Manager and/or his or her representative before it may go back in to service. This does not include minor repairs like replacing a lamp.

7. Any equipment that is damaged or needs repair should be reported to the Ford's Production Manager and/or his or her representative in a timely manner. If the damage occurs during a Monday through Friday usage period, the Ford's Production Manager should be notified no later than 7am the following business day. If there is a major malfunction of the dimming system that can not be repaired by the Master Electrician on the call, the Ford's Production Manager must be notified immediately via cell phone.

### **End of Usage Procedure**

1. A strike schedule should be provided to the Ford's Production Manager no later than 7 business days prior to the actual strike start. Each company must also schedule a time to meet with the Ford's Production Manager to take inventory of all equipment.
2. No Box Office deposits or receipts may be released to the individual company in residence until the Ford's Production Manager conducts a walk through of the spaces used with the original company representative (as referenced above in this document). The Ford's Production Manager will determine at that time if there are any facility repairs or equipment replacements needed. A detailed list of the repairs or replacements will be provided to the company. If the company completes the repairs or replacements by the deadline provided by the Ford's Production Manager all box office deposits or receipts will be released to them. However, if repair and/or replacement deadlines are not met, the Ford's Production Manager will schedule the repairs and order the equipment replacements at the company's expense. These expenses will be deducted from any deposits or receipts in the Box Office. If the deposits and/or receipts do not cover the expenses incurred, the responsible company will be billed for the remainder and will not have access to the facility until all debts are paid in full.

### **Backstage Catering and Hospitality**

For artists and crew, Licensee may provide its own backstage catering or arrange with the Ford's concessionaire to provide this service.

### **Backstage Clean-up & Exit Walkthrough**

Licensee is expected to keep the backstage areas of the theatre in a clean, neat and ready state (the same as when Licensee arrived) on a nightly basis. Rubbish and debris is to be placed in the trash bins located near the artist entrance. Licensee is responsible for reimbursing the County for any costs the County incurs in returning the premises to a good and clean condition; any such costs will be deducted from the gross box office proceeds at the time of settlement.

### **Facility Access**

Licensee will have access to the facility on the dates and times listed on Licensee's lease agreement. In addition, Licensee shall have access to the facility on other dates during the lease period if requested in advance to the Ford's Public Events Coordinator and then approved by the County. Requests for changes in access time and/or space may be made through the Ford's Public Events Coordinator. Any such requests must be made at least two weeks in advance of the requested change and must receive authorization from the Ford's Managing Director. Once approved, the requestor will be informed and use of the space will be placed on

the Ford's master calendar. The County will make every reasonable effort to accommodate a change request, but cannot guarantee that every change request will be authorized.

**Front-of-House Activity**

The Ford's Event Services Manager or a designated representative will interface with Licensee in all aspects of Licensee's front-of-house requirements, including house staffing, security, crowd control and parking, as well as coordination of all pre-event activities on the plaza or elsewhere on-site, including receptions.

**House Staff**

The Los Angeles County Arts Commission provides a House Manager for Licensee's public events indicated on the lease agreement. If additional paid house staff or security is required or otherwise deemed necessary by the Ford's Event Services Manager in consultation with the Ford's Managing Director, Licensee will be responsible for paying the additional costs billed according to the following rate schedule:

Type	First 8 hours in a day	Hours over 8, but less than 12, in a day	Hours over 12 in a day
Additional House Staff (4 hour minimum)	\$20/person/hour	\$30/person/hour	\$40/person/hour
Additional Security (4 hour minimum)	\$20/person/hour	\$30/person/hour	\$40/person/hour

The additional costs will be deducted from Licensee's gross box office proceeds at the time of settlement.

**House Policies**

Tickets and Admittance: With the exception of babies sitting on laps, every person, no matter the age, must have a ticket to enter the Ford Theatres' public areas on event days. Backstage passes do not allow entry to the house.

Programs: Licensee is responsible for providing audience members with a printed program for public performances.

Still Cameras: Audience members are not allowed to take photographs during events. Exceptions to this policy will be handled on a case by case basis and must be discussed with the Ford's Managing Director at least 30 days prior to the event.

Video Cameras: Audience members are not allowed to enter the facility with video cameras at any time. If discovered, tape will be confiscated. Producers wishing to videotape a performance for archival purposes must notify the Box Office and House Manager at least two weeks in advance. Camera/tripod placement must be pre-approved by House Manager.

Audio Recording Equipment: Audience members are not allowed to enter the facility with audio recording equipment at any time.

Opening the House: The gates to the entranceway picnicking area and the lobby of the theatre

are opened for the public one hour prior to all events at [Inside] the Ford. The house (theatre) doors are to be opened at least fifteen minutes before the event is scheduled to begin. The start of the event may not be delayed for more than five minutes – more time may be allowed only in extreme cases, as authorized by the Ford's Event Services Manager or designated representative. Any more than a reasonable delay in opening the house and/or beginning the event is subject to a \$250.00 penalty which will be deducted from gross box office proceeds at the time of settlement. Licensee is required to inform the Ford's House Manager on duty the desired times for seating latecomers.

Intermission: Except for events that are less than ninety minutes in duration, all events must have a minimum of one fifteen (15) minute intermission unless Licensee has received special permission from the Ford's Managing Director in advance of the event. Licensee must inform the Ford's Public Events Coordinator at least 30 days in advance of the length of the event and the approximate time of intermission. This information will be posted on the Ford's web site for the convenience of ticket buyers.

Food Concessions: Licensee may control and operate a minimal food, drink and concession services in the [inside] the Ford lobby. No food or drink, excluding bottled water, is permitted inside the theatre seating area. Licensee will keep all proceeds from sales.

Merchandise Sales: Licensee's merchandise (CDs, T-shirts, videos, etc.) may be sold by Licensee's representative(s). The seller is responsible for collecting and paying sales tax on all items sold. Licensee will keep all proceeds from sales.

Parking: There is no cost to patrons or Licensee for parking. The County of Los Angeles leases the Ford Amphitheatre parking lots to the Los Angeles Philharmonic Association, which in turn exclusively manages and operates the lots as part of its Hollywood Bowl operations. The Ford's Event Services Manager or designated representative will work with Philharmonic staff to assure that the lots are available for Licensee's event(s) and rehearsals.

Licensee's staff should park in one of the three parking areas:

- 1) On the north side of the service road running up the hill to the backstage artist entrance (approximately 15 spaces are available);
- 2) Under the trees in the "everglade" area alongside the road connecting the main lot to the south box office lot; or
- 3) In the spaces directly adjacent to the blue bungalow building in the main parking lot.

No one is allowed to park vehicles in front of, or otherwise block, any fire lane or disabled parking spaces. Any vehicles left in the fire lane, or parked in disabled parking spaces without disabled placards, will be towed.

Pre- and Post- Show Activities: All pre- and post-show activities must be approved by the Ford's Managing Director and Event Services Manager at least **30 days in advance** of the event. All outdoor activities on Edison Plaza or elsewhere in the theatre must end by 11:00 P.M. unless Licensee has received special permission from the Ford's Managing Director and Event Services Manager in advance of the event.

## **TICKETING AND BOX OFFICE RIDER**

### **Admission Tickets**

With the exception of babies sitting on laps, every person, no matter the age, must have a ticket to enter the Ford Theatre on event days. Further, Licensee shall not distribute more tickets than the venue's capacity (87) as configured for Licensee's event.

### **County and Press Complimentary Tickets**

For each event, 4 complimentary tickets are reserved and held by the County Arts Commission for County use. Press tickets are held for select performances; numbers vary by show and are arranged through the Publicist and the Box Office. Producer seats may be held by the Box Office to accommodate the Producer Comp List; the Box Office must immediately be informed if the size of the Producer Comp List changes. The County may distribute complimentary tickets to charitable organizations – best efforts will be made not to interfere with tickets that might otherwise be sold.

### **Ford Ticket Setup Form**

The Los Angeles County Arts Commission operates the in-house Ford Amphitheatre box office which handles phone, internet, fax and mail orders, as well as advance and day-of-event walk-up window sales. Licensee shall complete and return a Box Office Event Information Form to the Ford's Box Office Manager to initiate use of the Ford Box Office. The form also includes information to enter Licensee's ticket holds information. All Partnership Program Licensee's are required to use the Ford Box Office as their primary ticketing source unless written permission to use another source is given by the Ford's General Manager at the time of contract signing.

Following are additional details of using Ford Amphitheatre Box Office Services. For more complete information, contact the Ford's Box Office Manager at (323) 856-5788.

**Subscription & Other Discount Tickets:** As part of the partnership program, Licensee's event is automatically part of the Ford's subscription program in which orders for three or more events, or orders received from "Friends of the Ford" donors prior to tickets going on sale to the general public, receive a discount on each adult ticket. Licensee may offer additional student, child, group sale or other discounts. All discounts must be approved through the Box Office before they are made available to the public.

**Producer Complimentary Tickets:** Licensee may request complimentary tickets for its own use and distribution; tickets will be coded complimentary and are not to be sold; ticket printing charges may apply.

**Consignment Tickets:** Licensee may request consignment tickets in accordance with the Ford Theatre Box Office Ticket Consignment Guidelines. Consignment tickets may be issued at full or discounted prices to be sold throughout the community by the producing organization. Licensee may consign as many tickets as it would like. Any unsold consignment tickets may be returned, at least 24-hours before show time, to be sold through the Box Office. The ticket value of all distributed consignment tickets are included in calculating gross box office proceeds. Ticket printing and other fees may apply (see Consignment Guidelines for details).

In the case of an event cancellation, patrons seeking refunds or exchanges for consignment tickets will be directed to the Licensee; the Ford Box Office can not provide refunds on consigned tickets.

Requests for consignment tickets must be made via email to the Ford Box Office Manager and confirmed at least 24 hours prior to when the tickets are needed. Licensee must provide list of buyers. Additional conditions apply – see the Ford Theatre Box Office Consignment Guidelines for details.

Refunds And Exchanges: There are no refunds for ticket purchased; exchanges may only be made for another performance within the same event, if approved through the Box Office Manager.

### **Marketing Policies**

Event Listings on Ford Theatre Web site: Initially Web site listings for the [Inside] season will be posted by the Communications Office based on copy and images approved for the season brochure. Updates should be requested on a Web site Information Form and submitted to the Communications division at [communications@arts.lacounty.gov](mailto:communications@arts.lacounty.gov) before the date the update should be posted online. All Web images must comply with the specifications outlined on the Web site Information Form. To obtain the Web site Information Form, please contact the Productions Marketing Manager at (213) 202.5934 or [communications@arts.lacounty.gov](mailto:communications@arts.lacounty.gov).

Event Representation on the Ford Electronic Sign:

### **ELECTRONIC SIGN INFORMATION & GUIDELINES FOR COPY**

According to CalTrans, approximately 1.9 million people per week driving through the Cahuenga Pass see the electronic billboard in front of the Ford Amphitheatre. The electronic billboard is operated continuously on a 24-hour basis, 7 days a week. More detailed specifications are posted in the Artist Workbook.

**Information on your individual production will appear on the electronic sign starting at least 1 month prior to your opening night.** Frames must be submitted at least 6 weeks before your show to [communications@arts.lacounty.gov](mailto:communications@arts.lacounty.gov).

Use of [Inside the Ford] Branding on Promotional Materials:

### **STANDARD [Inside] the Ford COPY FOR INCLUSION IN ADS AND FLIERS**

The copy below needs to be included in the ads you run or fliers you produce for your event at [Inside] the Ford.

Please remember that **all ads and fliers must be checked** with both the Communications Department ([communications@arts.lacounty.gov](mailto:communications@arts.lacounty.gov)) and the Box Office Manager ([boxoffice@arts.lacounty.gov](mailto:boxoffice@arts.lacounty.gov)) BEFORE they run/are printed. Please allow 48 hours for approval.

We prefer you to use the type faces used here if possible  
The theatre name is in Franklin Gothic Heavy.

The address and TICKETS are in Franklin Gothic Medium.  
The phone number and web site address are in Franklin Gothic Demi.  
A JPEG file of the branding strip is also available. Please contact  
communications@arts.lacounty.gov to request this file.

**[Inside] the Ford**

The 87-seat indoor theatre in the John Anson Ford Theatres complex.  
2580 Cahuenga Blvd. East, Hollywood, CA 90068  
Just off the 101 (Hollywood) freeway across from the Hollywood Bowl

**TICKETS:**

**www.FordTheatres.org**  
**323 461-3673**

**Crediting the [Inside] the Ford in promotional materials**

If the world premiere of a play is produced at the [Inside] the Ford, the following credits must be run in the printed program and published copies of the script:

*The world premiere of (title and author) was co-produced by (name of company) and the Los Angeles County Arts Commission at the [Inside] the Ford, Hollywood, CA.*