



**F. Scott Fitzgerald Theatre and Social Hall at Rockville Civic Center Park  
603 Edmonston Drive | Rockville, MD 20851**

Civic Center Business Office: Glenview Mansion at Rockville Civic Center Park  
Monday to Friday | 8:30am – 4:30pm  
Phone: 240-314-8660  
Fax: 240-314-8669  
[theatre@rockvillemd.gov](mailto:theatre@rockvillemd.gov)

Box Office: Tuesday to Saturday | 2pm – 7pm and prior to performances  
Phone: 240-314-8690  
Fax: 240-314-8669  
[www.rockvillemd.gov/theatre](http://www.rockvillemd.gov/theatre)



***F. Scott Fitzgerald Theatre and Social Hall***, located in the 153-acre Rockville Civic Center Park, is the perfect venue for events such as theatrical productions, musicals, dance performances, concerts, recitals, award ceremonies, speakers + seminars for 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. Every rental has a customized set-up to support the unique needs of each contract holder.

Whether you are here for a musical or graduation party, we hope you will return again and again. Owned and operated by the City of Rockville, Maryland.

**All information in this packet is subject to change.**

## **THEATRE RENTAL RATE INFORMATION: Valid July 1, 2019 through June 30, 2020**

Rental fees are based on an **hourly rate** with a four (4) hour minimum. 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.

	<b>Monday - Wednesday</b>	<b>Thursday and Sunday Friday until 5pm Saturday until 5pm</b>	<b>Friday after 5pm Saturday after 5pm</b>
<b>Non-Rockville Private</b>	\$245	\$395	\$475
<b>Rockville Private</b>	\$215	\$340	\$400
<b>Non-Rockville Non-Profit</b>	\$185	\$300	\$375
<b>Rockville Non-Profit</b>	\$150	\$265	\$340

**DOWN PAYMENT:** \$750 per performance date

**SECURITY DEPOSIT:** \$500 per performance

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## **SOCIAL HALL RENTAL RATE INFORMATION: Valid July 1, 2019 through June 30, 2020**

Rental fees are based on an **hourly rate** with a four (4) hour minimum. Rental time must include time to set-up and clean-up. One (1) hour of set-up is suggested and one (1) hour of clean-up/breakdown is required.

<b>Private</b>	<b>Rate</b>
Non-Rockville Weekend (Fri-Sat-Sun)	\$350
Non-Rockville Weekday (Mon-Thurs)	\$250
Rockville Weekend (Fri-Sat-Sun)	\$300
Rockville Weekday (Mon-Thurs)	\$200
<b>Non-Profit</b>	<b>Per Hour Rate</b>
Non-Rockville Weekend (Fri-Sat-Sun)	\$200
Non-Rockville Weekday (Mon-Thurs)	\$160
Rockville Weekend (Fri-Sat-Sun)	\$175
Rockville Weekday (Mon-Thurs)	\$125
<b>Rehearsal Rates</b>	<b>Weekdays Only (per hour rate)</b>
Non-Rockville Private	\$120
Non-Rockville Non-Profit	\$90
Rockville Private	\$100
Rockville Non-Profit	\$75

**DOWN PAYMENT:** \$500 per performance date

**SECURITY DEPOSIT:** \$500 per performance

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 4.00 to 6.59 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 7.00 to 8:59 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 9.00 hour or more rental in the F. Scott Fitzgerald Theatre, the Social Hall can be rented for 75% off the appropriate rate.

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## **EQUIPMENT RENTAL RATES: Valid July 1, 2019 through June 30, 2020**

### **Equipment Per Production Run:**

\$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.

\$300 Stage extension thrust (sized to cover orchestra pit only)

\$300 Dance floor (Marley-type)

\$100 Set-up and breakdown of 50 to 85 music stands and/or chairs

\$50 Set-up and breakdown of 16 to 49 music stands and/or chairs

\$0 Set-up and breakdown of 15 or less music stands and/or chairs

### **Equipment Per Day:**

\$350 Grand piano (includes tuning) for 1<sup>st</sup> day  
\$200 for subsequent days

\$250 Upright piano (includes tuning) for 1<sup>st</sup> day  
\$100 for subsequent days

\$200 LCD front projector with screen (ceiling mounted at back of house)

\$120 Wenger 3-panel acoustic concert sound shells (6 shells cover the full stage width)

\$100 Spotlight for 1<sup>st</sup> day  
\$75 for subsequent days

\$75 Supertitles projector (mounted on catwalk)

\$75 Per floor monitor (up to 4 units with 4 separate mixes)

\$50 Mic & podium (Social Hall)

\$35 Mic & podium (Theatre)

\$25 PA system with one (1) wireless handheld microphone (Social Hall only)

\$25 Per wireless lavalier or handheld microphone (up to 4 units of either types)

\$25 Per wired microphone

\$25 Hanging microphone (for 4 units total)  
\$25 Per additional hanging microphone

\$25 Wireless Clear-Com intercom system (up to 4 units)

\$0 Wired Clear-Com intercom system (up to 6 units)

**Equipment Per Item:**

\$35	Standing chorus riser (up to 3 risers)
\$35	4ft x 8ft seated platform for musicians or choral groups (up to 12 risers)
\$35	Gaffer tape
\$25	Spike tape
\$25	Glow tape

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**HOLIDAY SURCHARGE:** There is a \$1,000 surcharge added to any rental rate at the F. Scott Fitzgerald Theatre and Social Hall on a holiday, regardless of the number of hours contracted. Holidays are Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. Rentals on Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Day depend upon staff availability.

**RED WINE & PURPLE/RED BEVERAGE FEE:** \$500

**EVENT TABLES AND CHAIRS:** Complimentary

**THE LIGHT & SOUND PACKAGE:** \$75 per 30 minutes (minimum of 30 minutes)

**ADDITIONAL THEATRE TECHNICIAN FEE:** \$50 per hour (minimum of three hours)

**CUSTOMIZED SEATING MAP (for ticketing purposes):** \$300

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**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](mailto:theatre@rockvillemd.gov) to set-up your appointment.

**THEATRE PRODUCTION & BOX OFFICE STAFF**

Daniel Mori, Theatre Supervisor

Matthew Bailey, Theatre Production Specialist

Toni Goldberg, Box Office and Marketing Manager

For general rental, box office, and production inquiries, please e-mail [theatre@rockvillemd.gov](mailto:theatre@rockvillemd.gov).

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**GENERAL INFORMATION**

The F. Scott Fitzgerald Theatre rental area consists of:

- **428 to 474 seat Theatre (4 seats must be held back for ADA seating only)** with a proscenium thrust stage that is 40' wide by 30' deep and 12' in height 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. Our Theatre does not have a fly system. **Please review the Box Office & Marketing section for details on the various available house seating options.**
- **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.

- **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 e-mail 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.

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## **ROCKVILLE RESIDENCY**

Rockville resident rental rates apply to those owning property or living within the corporate tax district of the City of Rockville. The contract must be in the name of the Rockville resident(s). Proof of residency is required at contracting and includes driver’s license, lease agreement, deed to house, utility bill, and homeowner or renter’s insurance. Rockville resident rental rate is only available at the time of booking.

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## **TO RENT WITH US**

All rental contract holders must:

- Be at least 18 years old of age;
- Have a valid form of ID; and
- Ensure the name on the valid form of ID matches the name(s) on the contract

The contract and/or addendum holder is the main point of contact during the contracted rental period and is the only person who can make changes to an existing contract and/or addendum. With a request made in writing, the contract holder may grant City of Rockville staff permission to discuss by telephone or e-mail the contract, addendum, or rental details with individuals who are affiliated with the rental (i.e. event coordinator, caterer, etc.). Please send all requests to [theatre@rockvillemd.gov](mailto:theatre@rockvillemd.gov).

## **MAXIMUM CAPACITIES**

The capacity for the theatre Lobby is 200 people standing and 75 people seated. The maximum seating capacity for the theatre audience chamber is 474. Due to state laws and fire code regulations, the audience can't exceed this seating capacity. Every person entering the theater must be accounted for and allocated a seat, including small children and infants. Seating arrangements (other than fixed seating) must be approved in advance with theatre staff. The maximum capacity for the Social Hall is 200 people standing and 150 people seated.

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## **HOLD POLICY**

Contracting an available date at the F. Scott Fitzgerald Theatre and Social Hall is on a first-come, first-served basis. An available date may be put on hold for five (5) calendar days. Failure to initial and sign a contract and present the down payment before the close of business on the fifth day will result in the date becoming available to the public effective immediately. Contracts for the F. Scott Fitzgerald Theatre and Social Hall may be booked up to 24 months in advance.

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## **ACCEPTABLE FORMS OF PAYMENT**

Acceptable forms of payment include MasterCard, Visa, cash, money order or personal check payable to "City of Rockville." We do not accept Discover or American Express. If a check is returned to the City of Rockville, a \$35 fee will be added to the contract holders' account for immediate payment.

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## **CONTRACTS & ADDENDUMS**

All contracts include the entire use of F. Scott Fitzgerald Theatre, the lobby, green room and dressing room for an event restricted to the times indicated in the contract and/or addendum. Events in the F. Scott Fitzgerald Theatre or Social Hall can be contracted between the hours of 7:00am and 1:00am – a contract and/or addendum cannot start earlier than 7am or end past 1:00am. Our event tables and chairs are complimentary in the Lobby and Social Hall.

### **Set-up & Clean-up:**

An event contract must include time for set-up and clean-up. Patrons should not be present during set-up and clean-up.

### **Event Overtime:**

If you go into overtime for whatever reason, the absolute cut off time for the event must be 2:00am. This absolute cut off time of 2:00am includes clean-up. The City of Rockville staff will shut down the F. Scott Fitzgerald Theatre and Social Hall at 2:00am and no patron, vendor, contract holder, support/service staff, caterer, etc. can remain in the facility. The contract holder will be charged for all overtime incurred during the event by any patron, vendor, contract holder, support/service staff, caterer, etc.

### **To Secure 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 security deposit of \$500 per performance or social event 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 by the date indicated on the contract.

The contract balance, security deposit, red wine & purple/red beverage fee, the light and sound fee, equipment and any other outstanding fees must be paid in full no later than 60 days prior to the date of the event.

**Contracting Policies:**

All renters must adhere to all F. Scott Fitzgerald Theatre and Social Hall House Rules and Regulations.

**Paying Contract Balance:**

The entire contract balance is due at least 60 days before the contracted event date and final walk through. Please mail checks and money orders to the Glenview Mansion at Rockville Civic Center Park, c/o Civic Center Business Office, 603 Edmonston Drive, Rockville, MD 20851.

**For Non-Company/Non-Organization Social Events (i.e. weddings, birthdays, anniversaries, etc.):**

The PRIMARY name and contact information is the individual who paid the security deposit and is considered the account holder in our financial system.

**For Company/Organization Social Events (i.e. corporate events):**

The organization name must appear on the contract and/or addendums. The PRIMARY name and contact information is the individual who paid the security deposit and is considered the account holder in our financial system. The PRIMARY must have the authority to deposit checks on behalf of the organization. The other name(s) appearing on and initialing and signing the contract and/or addendums must work directly for the company or organization. They must also have the authority to execute a contract and/or addendums on behalf of the company or organization. The contract down payment, contract balance and addendums must be paid by a company or organization issued check or credit card. It cannot be paid by personal check, personal money order or on a personal credit card.

**Security Deposit:**

A \$500 refundable security deposit per performance date in the F. Scott Fitzgerald Theatre and a \$500 refundable security deposit per performance date in the Social Hall is also collected 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 PRIMARY name and contact information on the contract since this individual paid the security deposit. The company or organization name will also appear on the check, if applicable. 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 (if card has not expired), without exception.

**PLEASE NOTE:** Due to our financial system, when a security deposit is paid by credit card, it must go back to the PRIMARY on the contract by check if the payment is 120 days or older. We are not able to process these security deposit refunds back to the original credit card.

Money can be withheld from the security deposit if any patron, vendor, contract holder, support/service staff, caterer, etc. cause any property, grounds, furnishings or equipment damages; arrive or depart outside of contracted hours; clean-up of the property by City of Rockville staff or contractors; and/or if any of our City of Rockville, Civic Center or F. Scott Fitzgerald Theatre and Social Hall policies and rules are not followed. The Civic Center Business Office determine fees. If the security deposit(s) is not enough to cover the full amount of the

incidentals, the contract holder will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

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### **CANCELLATION POLICY**

Change of event date(s) is considered a cancellation. A \$500 fee for each contracted date change will apply. Cancellations must be received by the Civic Center Business Office staff in writing from the person(s) whose name(s) appears on the signature line of the contract. The cancellation date is the date in which written and signed notification is received in the Civic Center Business Office. We will accept an e-mail as a written cancellation request only if a Civic Center Business Office staff member responds to the e-mail. Sometimes e-mails can get lost in spam folders – be sure to follow-up with a telephone call if we have not responded to your e-mail cancellation within 48 hours. Please send e-mail cancellations to [theatre@rockvillemd.gov](mailto:theatre@rockvillemd.gov).

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 and the remaining fees and security deposit(s) are returned to the contract holder.

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 remaining fees and security deposit(s) will be refunded for each cancelled event date.

If the F. Scott Fitzgerald Theatre/Social Hall cancels the contract for any unforeseen reason (i.e. weather-related conditions or loss of power), the contract and addendums will be reviewed and amended with a change of date or consideration of a partial or full refund.

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### **INDEMNIFICATION**

Contract holders, guests, and vendors are required to abide by all applicable Federal, State, County, and/or City public laws and ordinances when using City of Rockville facilities and property.

Contract holders, guests, and vendors shall indemnify the City of Rockville, and all of its employees, agents, representatives, and assigns, and shall save them harmless from and against many and all claims, damages, liability and expense, and/or damage to property arising from or out of any occurrence in, upon or at the rented facility and/or property or any part thereof, or occasioned wholly or in part by any act or omission of the contract holders, guests, and vendors, its agents, servants, employees, assignees or invitees. Contract holders, guests, and vendors waives all rights and claims against the City of Rockville in connection with any and all such injuries or damages alleged to have arisen during the term of the rental contract and/or addendum.

The City of Rockville shall not be liable for any accident, theft or damage whatsoever caused to the property of contract holders, guests, vendors, its agents, servants, employees, assignees, and invitees, resulting from the use of operation of the rented facility or property by the contract holder, its agents, servants, employees or invitees. All personal property of contract holders, guests, vendors, its agents, servants, employees or invitees, stored or otherwise left in the rented facility or property shall be at its (their) sole risk. The City of Rockville assumes no liability or responsibility whatsoever with the respect to the conduct and operation of contract holders', guests', and vendors' business.

City of Rockville shall not be liable for loss or reimbursement due to cancellation or termination of a scheduled event due to force majeure, act of God, or inclement weather. If the F. Scott



Fitzgerald Theatre and Social Hall cancels the contract and/or addendum for any unforeseen reason, the contract and addendums will be reviewed and amended with a change of date or consideration of a partial or full refund.

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### **CITY OF ROCKVILLE STAFF**

During your rental period, two (2) Theatre Technicians will be on-site throughout all contracted hours to provide production support for your event, in addition to one (1) Theatre House Manager for the front of house during performance times. City of Rockville staff members ensure that patrons, vendors, and contract holders follow all rules and regulations while on-site. City of Rockville staff will be on duty during the contracted hours to assist with production/technical needs, facility concerns, monitor restrooms, answer vendors' and contract holders' questions, and ensure that the renter and all auxiliary services vacate the property by the end of the contracted time.

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### **SPECIAL PACKAGES**

#### **The Light & Sound Package – \$75 per 30 minutes with a minimum 30 minutes**

The Light and Sound Package can be added on immediately before the beginning of the rental contract to allow the user group to install, remove, or make light and/or sound adjustments with our technical staff on-site. Up to two (2) representatives from the user group can be on-site during use of this package. No guests, deliveries, vendors, set-up, rehearsals, etc. of the theatre are allowed during this timeframe. The F. Scott Fitzgerald Theatre will open for the lighting and sound representatives only and then close again after arrival. All other services must take place during your contracted rental period.

**NO EXCEPTIONS APPLY:** Not adhering to The Light and Sound Package policies will result in the package defaulting to the appropriate per hour rental rate fee. If the security deposit is not enough to cover the full amount of the incidentals, the contract holder(s) will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

#### **Additional Theatre Technician Fee – \$50 per hour with a minimum of three (3) hours**

The user group 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 and Purple/Red Beverages – \$500**

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 30 days or less from the contracted event date, it must be paid immediately by credit card (Visa or MasterCard). Passing of red wine and/or purple and red beverages by wait staff is strictly prohibited. Bar and table service only are allowed.

**NO EXCEPTIONS WILL APPLY:** Red wine and purple/red beverages are strictly prohibited anywhere on the property and grounds if this fee has not been paid and will result in a \$500 charge. If the security deposit is not enough to cover the full amount of the incidentals, the contract holder(s) will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

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## **FINAL WALK THROUGH & THEATRE USE PLAN**

A final walk through with F. Scott Fitzgerald Theatre and Social Hall staff is required at least 30 days prior to your event. At this walk through, the plans for your use of the Theatre will be established. The final walk through must include the contract holder, producer, director, designers, caterer 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. The final walk through must take place **Monday through Thursday between the hours of 9am – 4pm and are available by appointment only.**

Any changes to the contract, addendums or equipment must be sent to the Civic Center Business Office and acknowledged by City of Rockville staff by **10am eleven (11) business days before the contracted event date.** If there are changes to the contact, addendum or equipment 30 days or less from the contracted event date, it must be paid immediately by credit card (Visa or MasterCard). Please send all requests to [theatre@rockvillemd.gov](mailto:theatre@rockvillemd.gov).

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
- 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.

### **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 City of 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, food, blood, fight sequences, weapons, pets, 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 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 (2 required, minimum of 4 suggested):**

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) ushers 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 inappropriate times

NOTE: The Box Office only sets aside seats for ushers as requested in advance.

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**BOX OFFICE & MARKETING****Seating Options**

The F. Scott Fitzgerald Theatre offers three (3) types of seating options in the theatre house:

**428 seats total:**

- Includes four (4) ADA seats\*
- Compatible with all stage thrusts, stage stairs, and orchestra pit configurations

**450 seats total:**

- Includes four (4) ADA seats\*
- Includes Rows A & B on House Right and House Left
- Rows A & B House Left and Right are **not** an option if using side stage stairs, any stage thrust, or the orchestra pit wide width
- Rows A & B House Center are **not** an option if using any stage thrust or orchestra pit at any width

**474 seats total:**

- Includes four (4) ADA seats\*
- Includes Rows A & B on House Left, House Center, and House Right
- Rows A & B in House Center are temporary plastic chairs with metal interlocking legs
- Rows A & B House Center are **not** an option if using any stage thrust or orchestra pit at any width

\*The four (4) ADA seats are spaces without a seat.  
Seats Q101, Q114, C1, C2, and R2 have moveable arms.

**Customized Seating Maps**

The F. Scott Fitzgerald Theatre can make any seat map we offer into general admission seating. However, we have two (2) available seat maps for tiered seating. If you require a customized seat map to be created for your event, there is an additional **\$300 flat-fee** for administrative time and it will take seven (7) to ten (10) business days to complete. Payment must be received and processed before the customization of the new tiered seating map can begin.

**Full Ticketing Services through the F. Scott Fitzgerald Theatre Box Office**

We encourage you to utilize the F. Scott Fitzgerald's full-service ticketing services for your event. It's a great way to reach your potential audience in Rockville, Montgomery County, and the greater DC-area.

We will handle all your ticket sales directly through the F. Scott Fitzgerald Theatre's Box Office. In conjunction with our ticketing service providers, 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.

Our Box Office & Marketing Manager will contact you once your contract is executed and the down payment is processed to get the ball rolling on your ticket sales through the F. Scott Fitzgerald Theatre Box Office.

**We will ask you to complete an Information Needed Form for Ticketing so we can gather all the important details needed to get your ticket sales live.**

In exchange for marketing and ticketing services, the F. Scott Fitzgerald Theatre will retain ticket fees. 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 visibility for your event. In addition to publicity, increased visibility, and online sales support, your group will receive a manifest of all event buyer information after the performance.

The F. Scott Fitzgerald Theatre has an exclusive contract with ticketing service providers for all online sales. If you would like the box office to sell tickets to your event on Goldstar or any 3<sup>rd</sup> party channel or vendor, we will most likely be able to accommodate this request – please contact the box office for more information. **You may market events online and direct buyers on how to contact your organization for information, but our organization may not sell online through any provider other than our ticketing service providers.**

**NO EXCEPTIONS APPLY:** If this service provider policy is not followed, a \$500 fee will apply. If the security deposit is not enough to cover the full amount of the incidentals, the contract holder will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

**We require a W-9 for the organization to be on file with the Civic Center Business Office to get your information into our financial system for processing ticket revenue payouts to your organization. It takes approximately two (2) to three (3) business weeks to receive a ticket revenue payment from the City of Rockville, Maryland.**

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

All patrons purchasing tickets online are subject to an online processing fee per order. In addition, if the patron would like their tickets mailed through USPS, there is a mailing fee. The online processing and mailing fees are subject to change.

**Per Ticket Fees (Full Ticketing Services Only)**

- \$3.50 Assigned seating
- \$3.00 General admission
- \$3.00 Goldstar\*
- \$3.00 3<sup>rd</sup> party channel or vendor such as LivingSocial, Groupon, etc.\*\*
- \$0.75 Complimentary ticket

\*Goldstar retains a 10 percent commission fee from all ticket sales, which they charge to the F. Scott Fitzgerald Theatre. Subsequently, we charge back this commission fee directly to contract holder. The Goldstar charge back will show on the ticket revenue memo you receive from the City of Rockville. The commission fee is subject to change.

\*\*Same rates apply for any 3<sup>rd</sup> party channels.

**Cancellation of Ticket Sales**

If you are selling tickets through the F. Scott Fitzgerald Theatre box office and you want to stop ticket sales of any kind for any reason, we will refund patrons the full ticket price they paid. We will not refund the online processing fee or mailing fee. **NO EXCEPTIONS APPLY:** A \$500 fee will apply and be charged directly to the contract holder. If the security deposit is not enough to cover the full amount of the incidentals, the contract holder will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

**Box Office Buy-out Fees**

If you request that the F. Scott Fitzgerald Theatre Box Office close for your private event or if you decide to opt out of using our ticketing and marketing services for your event that is open to the public, there is a box office buy-out fee.

Private Events Only (closed to the public)

Option A: \$0 per event

- Theatre box office will maintain regular business hours and operations.

Option B: \$200 per event

- Theatre box office windows are closed to the public; box office staff will work inside the box office.

Option C: \$300 per event

- Theatre box office is closed during your rental times; staff is not on-site.

Public Events Only (open to the public)

Option D: \$0 per event

- Your event is open to the public with free admission.
- Theatre box office will maintain regular business hours and operations.
- Theatre does not provide any advertising or marketing opportunities.

Option E: \$0 per event

- 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 F: \$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 G: \$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 H: \$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.

**Ticket Printing through the F. Scott Fitzgerald Theatre Box Office**

The F. Scott Fitzgerald Theatre box office can print tickets for your organization to sell directly to your patrons. If you choose this option, we will not close our box office in any way for your event or provide you with advertising or marketing services. The Box Office Buy-out fee will be waived.

**All printed tickets must be requested in writing by contacting the F. Scott Fitzgerald Theatre Box Office at [theatre@rockvillemd.gov](mailto:theatre@rockvillemd.gov).**

**All printed tickets must be paid for in advance and are non-refundable.**

**If you decide to cancel your event with the F. Scott Fitzgerald Theatre, all printed tickets must be paid for in-full and your organization must handle all cancellation communication and refunds to your patrons.**

The following rules must be followed to avoid activities such as ticket resale, scalping or touting. The face value of the ticket must be printed on the ticket. No individual(s) or group(s) can sell the tickets at any price that differs from the face value of the ticket or what each specific ticket sells for on the F. Scott Fitzgerald Theatre VisionOne ShoWare ticketing site or marketing materials.

**NO EXCEPTIONS APPLY:** If any of the ticket printing policies are not followed, a \$500 fee will apply. If the security deposit is not enough to cover the full amount of the incidentals, the contract holder will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

**Per Ticket Fees (Printed Tickets Only)**

- \$2.50 Ticket printing for assigned seating
- \$2.00 Ticket printing for general admission

**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 from the Civic Center Business Office.

**INSURANCE REQUIREMENTS**

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.

These requirements are mandated by the City of Rockville, Maryland Department of Human Resources, Risk Management.

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.

Type of Insurance	Amounts of Insurance	Endorsements and Provisions
1. Workers' Compensation	Bodily Injury by Accident:	Waiver of Subrogation:

<b>2. Employers' Liability</b>	\$100,000 each accident  Bodily Injury by Disease: \$500,000 policy limits  Bodily Injury by Disease: \$100,000 each employee	WC 00 03 13 Waiver of Our Rights to Recover From Others Endorsement must be signed and dated.
<b>3. Commercial General Liability</b> 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.

**Certificate Holder**

**The Mayor and Council of Rockville**

**(Contract #, title)**

City Hall  
111 Maryland Avenue  
Rockville, MD 20850



## **COMPLIANCE WITH LAWS**

The F. Scott 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.

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## **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. Artists, vendors, and contract holders shall obtain all necessary licenses and/or approvals for use of copyrighted or other protected materials prior to the date of the event. The artists, vendors, and contract holders shall indemnify and hold the City harmless in the event it violates a copyright or similar law or fails to obtain the appropriate license(s).

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## **SMOKING OR VAPING IS PROHIBITED**

All City of Rockville, Maryland properties are smoke and vape free.

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## **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. Two (2) week 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. Please see seat maps for ADA and companion seat locations.

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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.

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## **NOISE ORDINANCE**

Any complaint received from another park user or neighbor must result in the volume of the music being immediately turned down and retained at the lower level throughout the remainder of the event. When in doubt, turn it down.

### Maximum Allowable Noise Levels in Montgomery County, Maryland

	<b>Daytime</b> Weekdays: 7am - 9pm Weekends & Holidays: 9am - 9pm	<b>Nighttime</b> Weekdays: 9pm - 7am Weekends & Holidays: 9pm - 9am
Non-Residential	67 dBA	62 dBA
Residential	65 dBA	55 dBA

Source: <https://www.montgomerycountymd.gov/DEP/contact/noise.html>

dBA = A-weighted decibels, which are an expression of the relative loudness of sounds in air as perceived by the human ear.

**NO EXCEPTIONS APPLY:** There is a \$300 charge if your event violates the City of Rockville Noise Ordinance and/or results in a citation by police. City of Rockville staff will monitor all noise levels and guests, contract holders, and vendors must comply immediately with staff requests to reduce the decibel levels or stop the noise completely. Non-compliance may result in outdoor music or other noise being turned off by City of Rockville staff. If the security deposit is not enough to cover the full amount of the incidentals, the contract holders will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

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### **STORM POLICY**

The safety of all guests at the F. Scott Fitzgerald Theatre and Social Hall is the top priority at all events. If the weather includes lightening or high winds, all guests must remain inside the F. Scott Fitzgerald Theatre and/or Social Hall until the conditions change and support safe use of the outdoor areas is appropriate. 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.

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### **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.

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### **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.

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### **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 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 (i.e.: rain, temperature, weight of item being painted). User groups must ask City of Rockville staff for approval 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. The user group is responsible to cover all costs for 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 personal protective equipment to contract holders or user groups (i.e. ear plugs, safety goggles, gloves, respirators, etc.), but strongly advise their crews to use such equipment.

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### **LIGHT & SOUND**

Any adjustments to sound, lighting, staging, soft goods, or any other theatre equipment 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.

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### **LIGHTING SAFETY**

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 their contracted time.

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### **RIGGING SAFETY**

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.

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### **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 and approved by F. Scott Fitzgerald Theatre staff in advance. All video equipment locations must comply with ADA and fire code regulations.

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### **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. Any false fire alarm caused by the contract holder, vendors or guests will result in a \$250 fee.

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## **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. The Social Hall is suitable for events with seated or standing room set-ups. This space functions as a banquet hall for various types of social events.

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## **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.

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## **FLAME/FIRE-PROOFING**

All materials used for decorations and theatrical scenery, including fabric backdrops, 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 without permission from theatre staff. Any and all flammable materials (including paint) must not be stored overnight backstage unless in an approved flammables storage container.

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## **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.

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## **PROP 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. All prop weapons must be hand-inspected and approved by the Theatre Supervisor. In addition, we must receive a digital picture of the weapon and a written description of each weapon, so theatre staff can file a report with the City of Rockville Police Department. **NO EXCEPTIONS APPLY.**

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### **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 must be approved prior to use.

**NO EXCEPTIONS APPLY:** All users who bring glitter into this facility will be charged for cleanup. This will be billed 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. If the security deposit is not enough to cover the full amount of the incidentals, the contract holder will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

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### **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.

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### **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.

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### **ENTRANCES & EXITS**

All F. Scott Fitzgerald Theatre and Social Hall entrances and exits cannot be blocked or made inaccessible in any way. The exit signs must remain visible at all times.

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### **LOADING DOCK & DRIVEWAY**

The driveway to the loading dock is for use by delivery and pick-up related vehicles only. No parking is allowed on the loading dock driveway at any time without permission from theatre staff. The loading dock door should remain closed at all times other than a rental load-in or load-out.

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## **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. Audience members cannot access the stage without permission from theatre staff. Audience member stage access will be discussed and granted or denied at the final walk through.

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## **TECH CONTROL BRIDGE**

Please do not exceed the max capacity of six (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

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## **STRIKE/END OF EVENT**

It is the responsibility of the group after the final performance to clean up the stage and backstage areas. The user group must remove all spike tape from the stage and food/other trash must be disposed of in the dumpster located behind the building in the Social Hall parking lot. 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. 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 confirmed in writing from 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. The user group must 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.

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## **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 immediately to the city staff.

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## **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 (this statement, or a statement to this effect, is required by Maryland law to be made prior to ALL public performances).**
  - 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 or vaping is prohibited on City of Rockville property.
  - Photography and video rules at the discretion of the user group.
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## **PARKING**

There are two free parking lots available at Rockville Civic Center Park. One parking lot is directly 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 separate corridor directly 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

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## **AED/FIRST AID KIT**

The AED and first aid kit are located the main entry area of the Theatre Lobby. The Social Hall first aid kit is in the kitchenette area. AED machines must always remain visible and accessible.

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## **SPECIAL ALCOHOL AND FOOD PERMITS (Montgomery County)**

### **Montgomery County Class C One-Day Special License:**

A Montgomery County Class C One-Day Special License is required and must be displayed on-site for all events where the user group sells alcohol or for all events that charge admission and alcohol is provided at no additional charge. Class C One-Day Special License requests will be granted at the discretion of Montgomery County and must be on file with the Civic Center Business Office at least two (2) weeks prior to event date. If the event does not have a valid Montgomery County permit, City of Rockville staff may restrict alcohol service.

### **Montgomery County Temporary Food Service License (Special Event):**

A Temporary Food Service License (Special Event) is required and must be displayed on-site for all events where the public is invited, and food is offered, regardless of if food is free, donation-based, or sold. Food permit requests will be granted at the discretion of Montgomery County and must be on file with the Civic Center Business Office at least two (2) weeks prior to event date. A Montgomery County food inspector may visit the site to ensure food service rules are being enforced. If the event does not have a valid Montgomery County permit, City of Rockville staff may restrict food service.

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### **HEATING AND AIR CONDITIONING**

The F. Scott Fitzgerald Theatre and Social Hall has heating and air conditioning. Each year, the City of Rockville typically turns on the heat on November 1 and the air conditioning on April 1, weather permitting. Temperature settings in all facility locations are pre-determined by the City of Rockville and cannot be adjusted by on-site staff.

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### **VENDOR INFORMATION**

There are no preferred caterers at the F. Scott Fitzgerald Theatre and Social Hall. Caterers and contract holder are responsible for all food, beverage, and alcohol related services, in addition to set-up and clean-up of the facility and grounds. All vendors who work on City of Rockville property are required to have an operating license and certificate of insurance. The business name must match the operating license and certificate of insurance. 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. Please see the **INSURANCE REQUIREMENTS** section for specifics.

Below are the responsibilities of all vendors and/or contract holders who work event at the F. Scott Fitzgerald Theatre and Social Hall.

#### **Alcohol/Beverage Service:**

- Alcohol must only be served, consumed, and handled by individuals 21 years of age or older – there are no exceptions to this policy. It is the responsibility of the bartender/caterer to ensure all guests being served meet this age restriction.
- For all events at the F. Scott Fitzgerald Theatre and Social Hall where alcohol is served, a licensed bartender/caterer must be present and serving the alcohol at each beverage station throughout the event. Bring Your Own Bottle (BYOB) and self-served alcohol stations are strictly prohibited.
- Alcohol bar service and/or passing by wait staff is prohibited 30 minutes before the end of the event. Non-alcoholic beverages can be served anytime to guests during the event.
- For private events held free of charge for guests where alcohol is provided as an optional beverage served at an open/free of charge bar, no alcohol permit is required.
- Red wine and/or purple and red beverages are allowed only if the \$500 red wine fee has been paid. If no fee has been paid, red wine and/or purple and red beverages are strictly prohibited in the Social Hall.
- Red wine and/or purple and red beverages is allowed in the **Social Hall only**.



- Passing of red wine and/or purple and red beverages by wait staff is strictly prohibited. Bar and table service only are allowed.
- Beverages are prohibited in the F. Scott Fitzgerald Theatre house or stage.

**Food Service:**

- Caterers and contract holder 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 contract holder(s) is responsible for all facility clean-up if additional support staff is not hired by your organization.
- If a restaurant is dropping off food for the event, the contract holder must sign the Caterer/Contract Holder Responsibilities Agreement before or during the final walk through and assume responsibility for the duties.
- The vendors must provide all goods, services, equipment, and consumables to support the event, which includes but is not limited to, linens, utensils, dishware, food, beverages, etc.
- No cook-to-order, frying, grilling or cooking in the F. Scott Fitzgerald Theatre and Social Hall.
- Any false fire alarm caused by contract holders, vendors or guests during your rental period will result in a \$250 fee.
- Food is prohibited in the F. Scott Fitzgerald Theatre house or stage.

**Set-up/Breakdown and Cleaning:**

- All vendors must check-in and check-out with City of Rockville staff at the time of arrival and departure.
- Caterer and contract holder must wipe off all counters and mop all floors in the kitchen and restore the house to its original condition.
- Caterer and contract holder is responsible for busing and removing trash from the F. Scott Fitzgerald Theatre and Social Hall and grounds. Caterer and contract holder is responsible to remove all trash to the dumpster in the rear of the F. Scott Fitzgerald Theatre and Social Hall. Please be sure to place trash, boxes, bottles and cans in the appropriate bins; do not leave piles outside of receptacles.
- Vendors are responsible for removing all items and equipment brought onto City of Rockville property by the end of the contracted rental period.
- The breakdown of all equipment must be done prior to the end of the contracted time. Failure of vendors to clean-up and breakdown at the end of the contracted time will result in additional overtime or excessive clean-up fees to the contract holder.

- Only licensed and insured vendors can set-up and breakdown the tables and chairs throughout the facility. If the caterer is not able to set-up and breakdown the tables and chairs, they are not permitted to cater at the F. Scott Fitzgerald Theatre and Social Hall.
- No organized events can be held on the front or side lawn of the F. Scott Fitzgerald Theatre/Social Hall.
- Event tables and chairs are not allowed to be taken out of and/or used outside of the F. Scott Fitzgerald Theatre and Social Hall.

**NO EXCEPTIONS APPLY:** Excessive cleaning by City of Rockville staff will result in a \$300 charge. If the security deposit is not enough to cover the full amount of the incidentals, the contract holders will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

**More Information:**

- Allowable candles are limited to glass votives, floaters and lanterns – no open flame or tapered candles. The base of the container must be able to catch all the candle wax as it melts. The top of the candle flame must be at least one (1) inch below the top of the container. Candles are allowed in the Theatre Lobby and Social Hall only and must always be under strict supervision.
  - The City of Rockville storm policy will be enforced by City of Rockville staff and must be adhered to for all events taking place outdoors, including tents and/or structures.
  - No pyrotechnics, including but not limited to fireworks, sparklers, bonfires or tiki torches, are allowed on the property.
  - No staking of equipment, lights or decorations is allowed on the property.
  - 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 our walls or ceilings.
  - Smoking and vaping is prohibited on City of Rockville property and/or grounds.
  - Real or silk flower petals, birdseed, glitter, confetti, sparklers are not permitted inside the F. Scott Fitzgerald Theatre and Social Hall or outside on the property during any part of your event.
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## TECHNICAL INFORMATION

### **STAGING**

Fixed Proscenium Stage: 29'9" deep from Plaster Line to Cyc Backing Wall (Cyc Wall: 39'8" wide x 14' high).  
Addl. Curved Downstage: From 2' at far left and right to 5'5" at Center.

### **CONTROL/MIX POSITIONS**

All located on Technical Bridge, located 12' above audience level at back of house.  
Stage Manager/Director: Far HL of center  
Audio: HL of center  
Lighting: HR of center  
Video: Far HL of center

### **STAGE POWER**

Stage left: (2) Separate 20-Amp duplex.  
Stage right: (4) Separate 20-Amp duplex.

### **PYROTECHNICS / FIRE ONSTAGE**

No Pyrotechnics permitted.  
No open flame or smoking in venue.

### **GREEN ROOM**

46'x16' Multi-use room, stage level.  
Location: behind stage, USL.  
Complementary use of tables, chairs, hanging racks, & storage areas.  
Audio and Video Monitoring of Stage.  
Refrigerator & Freezer.

### **LOADING DOCK**

Dedicated driveway, direct back up.  
Raised dock: 3'6".  
Ramp: 8' load ramp provided upon request.  
Covered: No.  
1 truck accommodated, may stay in position with approval from theatre staff. Extra parking is also available nearby.  
1 roll-up door: 9'4" wide x 11'11.5" high.  
**NOTE:** Load-in is directly offstage SL.

### **BUS PARKING**

In upper lot only. No shore power.

## STAGE LIGHTING SYSTEM INFORMATION

<p><b>CONSOLE</b> (1) ETC Ion Xe (1) Universal Fader Wing Location: fixed control desk, on Technical Bridge, 12' above audience level. Software updated as released from ETC. (2) Touch screen ELO monitors. (1) Radio Focus Remote Unit (iPad).</p> <p><b>DIMMERS</b> 96x2.4k ETC Sensor 1 (Classic) 12x2.4k Strand CD80 All hard-wired to lighting positions.</p> <p><b>FOLLOW SPOTLIGHT</b> One (1) Strong Canto 1200 Followspot <i>Please provide operator or request an op from the house in advance.</i></p> <p><b>CABLING</b> On floor surface or overhead in fixed grid.</p> <p><b>ELECTRICS</b> All electrics are on a fixed-height pipe grid, at 14' above the stage deck. No fly space or moving electrics in venue.</p>	<p><b>FIXTURE INVENTORY</b> <u>Hanging House Stock Plot</u> 40 ETC Source 4 750w/575w 24 ETC Source 4 PARs 750w 10 ETC Selador Cyc Lights 1 Altman 6x22 ERS (<i>Conductor Special</i>) 5 Reveal LED Spots 4 Martin MAC Viper Profiles 2 Martin MAC Quantum Profiles 10 Martin MAC Auras 10 Altman PAR 64 500w 28 Altman 65Q 6" Fresnel 575w</p> <p><u>Stock Plot Intelligence Accessories</u> 18 Apollo Color Scrollers (most on Source 4 PARs) 2 I-Cue Intelligent Mirrors 1 DMX Iris</p> <p><u>More instruments are in our stock; please inquire as to availability.</u></p> <p><u>A variety of stock lighting templates (gobos) are also available.</u></p> <p><u>PLEASE DISCUSS YOUR NEEDS DIRECTLY WITH THEATRE PRODUCTION STAFF.</u></p>
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## LIGHTING NOTES

- All fixtures are 20-Amp 2P&G / Stage Pin.
- We can add/move/remove/refocus fixtures to meet the specific needs of your event.
- All lighting changes take place during contracted rental time and must be restored during the time of your facility rental (i.e. back to stock/rep plot positions).
- Productions requiring color media (Gel) must provide their own.
- Our stock plot uses all except eight (8) spare dimmer circuits, available per your needs.
- Our stock plot includes eight (8) unfocused specials for your use, each with an available circuit in addition to the above.
- **Changes to the stock lighting plot must be discussed with theatre staff in advance of the show or event.**

## AUDIO SYSTEMS

### **FRONT OF HOUSE**

Located on Bridge 12' above audience at rear of house.

(1) Mixer is Yamaha CL5

- Input channels: 72 mono, 8 stereo
- Fader configuration:
  - 16-fader left section,
  - 8-fader Centralogic section,
  - 8-fader right section,
  - 2-fader master section
- 24 Mix Buses
- 8 Matrices (input to Matrix supported)

(1) Tascam CD Player/ Recorder CD/RW 2000

(4) Shure QLX-D Series Wireless Receivers

(3) Audio Technica Series 3000 Wireless Receivers

(All Equipment) Furman Power Conditioners

### **MONITORS**

(4) JBL PRX412M Stage Monitor Wedges

### **SPEAKERS (PERMANENT INSTALL)**

(4) JBL Venue Series 2-Way Mains- L/R/Center

(4) JBL Venue Series 2-way (Delay 1)

(4) EAW UB12Si (Delay 2)

(4) EAW UB12Si (Under Balcony)

(2) JBL Subwoofer 128S (Dual 18")

### **MICROPHONE OPTIONS**

(6) Shure SM58

(2) Shure Beta SM58

(7) Shure SM57

(2) Shure Beta SM57

(2) Shure SM81-LC

(1) Shure Beta 52A

(2) Neuman KM184

(3) Crown PCC-160 (*Floor Mic*)

(3) Shure QLX-D Series, Wireless Handheld

(3) Shure QLX-D Series, Wireless Lavalier

(2) Audio-Technica ATW-T310 UniPak Bodypack Transmitters

(2) Audio-Technica ATW-T341b Handheld Transmitters

(2) Sennheiser MKH 40 P48

(4) EV RE90 Hanging/Choir

(7) Shure MX418DC (*18" Cardioid Gooseneck*)

### **SUPPORT EQUIPMENT**

Supply of variable length XLR cables, ¼" instrument and patch cables, speaker cables, & adapters.

(2) Whirlwind PCDI Direct Boxes

(2) Whirlwind Director DI

(1) Whirlwind Imp 2 DI

(2) Whirlwind Direct2 DI

(10) Tripod Boom Microphone Stands

(10) Straight Microphone Stands

### **SNAKES**

(1) Yamaha Rio3224-D2 I/O Rack (on Tech Bridge)

(2) Yamaha Rio1608-D2 I/O Rack (offstage L & R)

(2) Whirlwind 12-Channel 4-Return XLR Snakes, run to FOH (Permanent installation, proscenium DSL & DSR)

(4) Whirlwind 6-Channel Sub/Stage Snakes 50'

(2) Whirlwind 16-Channel 4-Return XLR Snake 100'

### **HOUSE AMPLIFIERS (PERMANENT INSTALL)**

(8) QSC RMX Series, 2-channel.

### **MOBILE AMPLIFIERS (Flexible Use)**

(2) Crown XLS 2002

### **AUDIO MONITORING**

Built into the ceiling over the stage we have monitors (split Left and Right).

A stage audio feed is routed into the backstage areas, with volume control in Dressing Rooms, Green Room, and Social Hall.

### **CLEAR-COM**

Clear-Com FreeSpeak II Digital Wireless Intercom System (1.9GHz)

- Hard-wired plug-in points located in: Lobby Concessions, Box office, Down Stage Left, Down Stage Right, Mid Stage Right, Light board, Sound Board, Follow Spot, Stage Manager Platform, Video Control.
- Additional wired intercom stations available and may be installed as needed.
- HME Wireless Com System with up to (4) Beltpacks/Headsets available, patched into wired Clear-Com.
- Additional charges apply for wireless Com use.

## VIDEO INFORMATION

### **PROJECTORS**

#### **Christie DWX951 (8900 Lumen)**

Position: Hanging at rear of house

Inputs: HDMI, VGA

Focus: Rear Cyc (Standard Zoom Lens); 12'x12'

Electric drop-down screen (Long Zoom Lens)

Control Position: FOH/Tech Bridge

#### **Dukane Image Pro 6532A (3200 Lumen)**

Position: Catwalk

Inputs: VGA

Focus: Supertitle screen (hung along top of stage proscenium arch)

Control Position: FOH/Tech Bridge

#### **Dukane Image Pro 8800 (1500 Lumen)**

Position: Variable/No Fixed Position

Inputs: VGA

(Focus & Control Position flexible)

### **SCREENS**

- 12'x12' Electric drop-down screen located upstage of the main teaser but in front of the main curtain. Switch for operation is in the DSR wing.
- Rear cyc may be used as a projection surface.
- Portable tripod-leg flip screen 6' wide.
- (2) Fastfold 7'6" x 10' front-projection surface screens with frames & Legs.
- Supertitle/Surttitle Screen, 2'x12', White, high-value, hard surface, typically installed hung downstage in front of main valence/border.

*Note: Our video offerings may be augmented by numerous local rental resources.*

### **CABLING**

*Available for flexible use:*

- Selection of 50' & 25' VGA cables
- Selection of HDMI cables
- VGA Splitter Amplifier 1x 2
- Various adapters, BNC, RCA, VGA

### **VIDEO MONITOR SYSTEM**

A separate video monitoring system is installed consisting of:

- Camera mounted on front of Control Bridge for full stage image
- Sends/Splits to: Production Office, Green Room, Box Office, Social Hall, SL and SR.
- Screens provided in Green Room, Social Hall, Production Office.
- Additional screen available in Lobby upon request.

### **VIDEO RECORDING**

Venue does not provide Video Recording services.

Multiple camera setup locations available:

- Far Downstage Left or Right
- House Right Row K10&12
- House Left Row K 11&13
- From Technical Bridge, raised, at rear of house

Audio feed from main house system can be provided upon request—XLR or ¼".

*All Video Recording locations and set ups are subject to approval by Theatre Production Staff, and must remain in compliance with Fire Code and ADA regulations at all times.*

## CURTAIN/RIGGING/HANGING SCHEDULE

<b>STOCK SOFT GOOD HANG</b>	<b>HANGING SCHEDULE</b>
<p>(1) Main Curtain, Plum, Lined, Side-Draw Manual from DSR</p> <p>(1) Main Valence, Plum 40”H x 40’W</p> <p>(4) Pair of Black Legs, 14’-6”H x 10’W, tracked w/ brakes &amp; pitch angle swivel</p> <p>(4) Black Borders, 2’-6”H x 48’W</p> <p>(2) Sets of Bi-Directional Travelers</p> <p>(1) White Seamless Muslin Cyc Curtain, 14’-6”H x 46’W</p> <p><i>Note: Under no circumstances may pins of any kind be used in any venue provided curtains or soft goods.</i></p> <p><b>ADDITIONAL AVAILABLE GOODS</b></p> <ul style="list-style-type: none"> <li>• (1) Pair of Black Legs 14’-6”H x 10’W</li> <li>• (4) Pair of Pale Blue Legs 14’-6”H x 10’W</li> <li>• (1) White ‘filled leno’ Curtain, 14’-6”H x 46’W</li> <li>• Limited Selection of 8’ high Black Pipe and Drape available</li> </ul> <p><i>Note: Our soft goods offerings may be augmented by local rental resources.</i></p> <p><b>RIGGING OPTIONS</b></p> <p>Stock Battens:</p> <ul style="list-style-type: none"> <li>• 3 Aluminum Sch. 40 Battens without counterweight rigged onto drop lines and pulleys operated from tie-off point Mid SL, Max Capacity 100 lbs.</li> </ul> <p>-Items may be rigged from existing roof support members—requires prior approval from house staff.</p> <p>-All hung/flown material <u>must</u> be flameproofed. Venue staff will test all material before hanging.</p> <p>-No personnel may be flown from overhead structure.</p> <p><i>Note: This is a low-roof, fixed-roof venue. The bottom of the steel roof trussing is 15’ to 15’-3” above the stage floor.</i></p> <p><b>This is not a fly house.</b></p>	<p><u>Measurements from DS edge of Proscenium (1’6” DS of Plaster Line)</u></p> <p>1’-9” Main Border / Valence</p> <p>1’-11” Projection Screen (electric. 10’W)</p> <p>2’-7” Main Drape</p> <p>4’-6” 1<sup>st</sup> Electric</p> <p>6’-2” Legs #1</p> <p>7’-6” Track A (Bi-Directional Travel)</p> <p>8’-8” Pipe A1</p> <p>10’-0” Batten #1</p> <p>10’-4” Border #1</p> <p>10’-11” Track B</p> <p>11’-6” 2<sup>nd</sup> Electric</p> <p>13’-0” Legs #2</p> <p>15’-10” Pipe A2</p> <p>16’-2” Track C</p> <p>16’-6” Batten #2</p> <p>17’-0” Border #2</p> <p>17’-4” Mid Stage Traveler (Black)</p> <p>18’-0” 3<sup>rd</sup> Electric</p> <p>19’-9” Legs #3</p> <p>22’-2” 4<sup>th</sup> Electric</p> <p>23’-2” Batten #3</p> <p>24’-0” Border #3</p> <p>25’-4” 5<sup>th</sup> Electric</p> <p>27’-0” Legs #4</p> <p>29’-6” Track D</p> <p>30’-3” Upstage Traveler (Black)</p> <p>31’-0” White Cyc</p> <p>31’-2” Hard Cyc Backer Wall</p> <p>Upstage Crossover Directly upstage of Hard Cyc Backer wall.</p> <p><b>TRACKS</b></p> <p>(3) Single Direction Tracks (SR to SL)</p> <p>(1) Bi-Directional Track</p> <ul style="list-style-type: none"> <li>• All tracks ADC 160 w/ Mains and Carriers</li> <li>• All tracks operate from SR</li> <li>• Heights from floor vary, 14’-7” to 14’-10”</li> </ul>

## SET-UP OPTIONS/EQUIPMENT

Please ask when contracting; additional charges may apply.

<p><b>STANDING / CHORUS RISERS</b>                  (3) Wenger Tourmaster 6' Three-Tier Fold-out Standing Chorus Risers.</p> <ul style="list-style-type: none"> <li>• Form a semi-circle when used together</li> <li>• Gray Carpet Surface</li> <li>• Back railings for each unit</li> </ul> <p><b>RISERS/ DECKS/ PLATFORMS</b>                  (12) Stage Right 4'x8' all-purpose stage platforms are available for use.</p> <ul style="list-style-type: none"> <li>• Fixed height options (4 of each height): 8", 16", &amp; 24"</li> <li>• Surface: Double sided Black Laminate or Gray Carpet</li> <li>• 8' &amp; 4' Side and Back Railings available</li> <li>• 8' &amp; 4' Chair rails available</li> </ul> <p><b>PORTABLE ACOUSTIC SHELL</b>                  (6) Stage Right Alla Brieve portable, adjustable shells units available for use. (Color: Sand)</p> <p><b>SOCIAL HALL</b>                  Located directly below the Fitzgerald Theatre Stage.                  This is a separate rental venue which may also be added on to Theatre rentals at a reduced rate. Suitable for receptions, meetings, rehearsals, talkbacks, and use as additional dressing room/backstage area.                  Room occupancy is 150 persons seated or 200 persons standing.</p> <p><b>PIANOS</b>                  Three pianos are available for use in house. Pianos are tuned regularly, and the cost of a tuning on or near the date of use is included in the equipment rental rate.</p> <ul style="list-style-type: none"> <li>• <i>On Stage Only:</i>                      Steinway 9' Black Model D Concert Grand                      Serial#: 543109</li> <li>• <i>Green Room:</i>                      Kawai Upright Black Model KS-1F                      Serial#: M1223890</li> <li>• <i>Social Hall:</i>                      Kawai Upright Black Model *Special* TP-125                      Serial#: K1478890</li> </ul>	<p><b>ORCHESTRA PIT / THRUST</b>                  24' wide x 10' deep area between stage and audience.  <i>Flexible Configurations Include:</i></p> <ul style="list-style-type: none"> <li>• <i>No Pit:</i> Pit top is covered in platforms at height even with floor at audience level of the house (Standard Configuration).</li> <li>• <i>Orchestra Pit, Narrow:</i> 12" recessed floor in front of the stage with 3'-6" acoustically treated hard walls, surrounding on three sides (House Left, Audience, House Right).</li> <li>• <i>Orchestra Pit, Wide:</i> 12" recessed floor in front of the stage with 3'-6" acoustically treated hard walls, extending to full stage width between audience and pit areas.</li> <li>• <i>Stage-height Narrow Thrust:</i> Central platforms may be set at a height even with stage level to act as a thrust extension.</li> <li>• <i>Stage-height Wide Thrust:</i> The above configuration may be set with additional platforms to span the full width of the downstage edge, 8' wider on each side and 5' deep.</li> <li>• <i>Mid-height Narrow Thrust:</i> Platforms may be set up 1/2-way between audience floor and stage level. Custom, curved, 2-step stair units (24' long) may be installed across the front width of the stage for safe access between the thrust and stage.</li> <li>• <i>Mid-height Wide Thrust:</i> Same as above Wide Thrust configuration but at the mid-height.</li> </ul> <p><b>TABLES</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Qty. 6</td> <td>22" Cabaret with 42" drop <i>(accommodates two people standing)</i></td> </tr> <tr> <td>Qty. 8</td> <td>6' Round with 30" drop <i>(can seat 9-10 people)</i></td> </tr> <tr> <td>Qty. 15</td> <td>5' Round with 30" drop <i>(can seat 8 people)</i></td> </tr> <tr> <td>Qty. 30</td> <td>6' Rectangle with 30" drop <i>(can seat 6 people)</i></td> </tr> <tr> <td>Qty. 4</td> <td>6' Narrow Rectangle with 30" drop</td> </tr> </table> <p><b>CHAIRS</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Qty. 195</td> <td>Black resin wire frame chairs</td> </tr> <tr> <td>Qty. 88</td> <td>Black vinyl orchestra/band chairs</td> </tr> </table> <p><b>MUSIC STANDS</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Qty. 104</td> <td>Black Wenger Music stands</td> </tr> </table> <p><i>NOTE: We do not provide music stand lights.</i></p>	Qty. 6	22" Cabaret with 42" drop <i>(accommodates two people standing)</i>	Qty. 8	6' Round with 30" drop <i>(can seat 9-10 people)</i>	Qty. 15	5' Round with 30" drop <i>(can seat 8 people)</i>	Qty. 30	6' Rectangle with 30" drop <i>(can seat 6 people)</i>	Qty. 4	6' Narrow Rectangle with 30" drop	Qty. 195	Black resin wire frame chairs	Qty. 88	Black vinyl orchestra/band chairs	Qty. 104	Black Wenger Music stands
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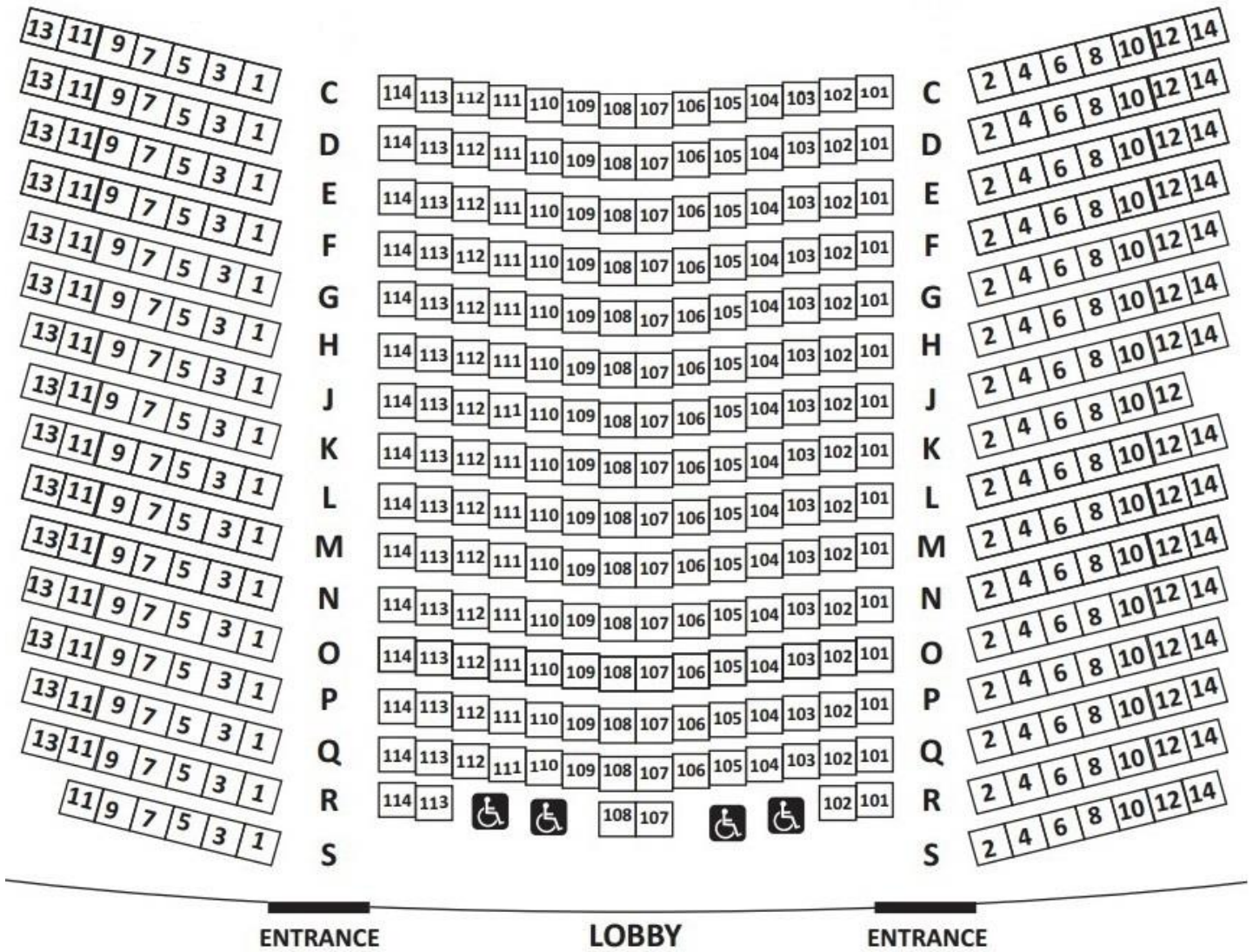
## F. SCOTT FITZGERALD THEATRE SEATING MAPS

City of Rockville, Maryland  
 F. Scott Fitzgerald Theatre  
 428 Seats with ADA

# STAGE

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## ORCHESTRA



**428 SEATS TOTAL**

**[including Americans with Disabilities (ADA) seating]**

Compatible with all stage thrusts, stage stairs, and orchestra pit configurations.

**ADA Seating Details:**

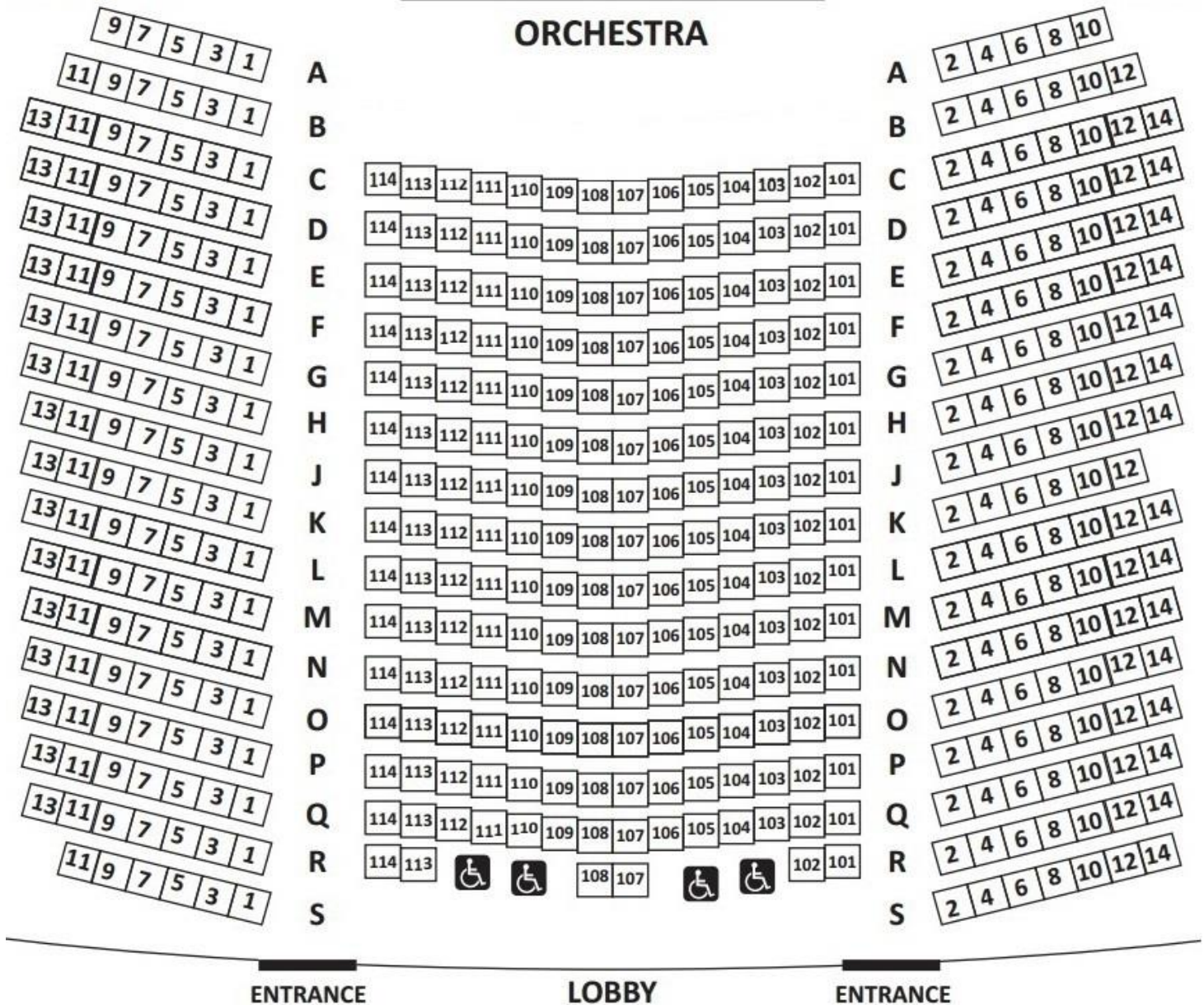
There are four spaces without seats, which can accommodate wheelchairs.

Seats R114, R113, R108, R107, R102, and R101 are reserved for ADA seating.

Seats Q101, Q114, C1, C2, and R2 have moveable arms.

# STAGE

## ORCHESTRA



**450 SEATS TOTAL**

**[including Americans with Disabilities (ADA) seating]**

Includes Rows A & B on House Right and House Left

Rows A & B House Left and Right are **not** an option if using side stage stairs, any stage thrust, or the orchestra pit wide width

Rows A & B House Center are **not** an option if using any stage thrust or orchestra pit at any width

**ADA Seating Details:**

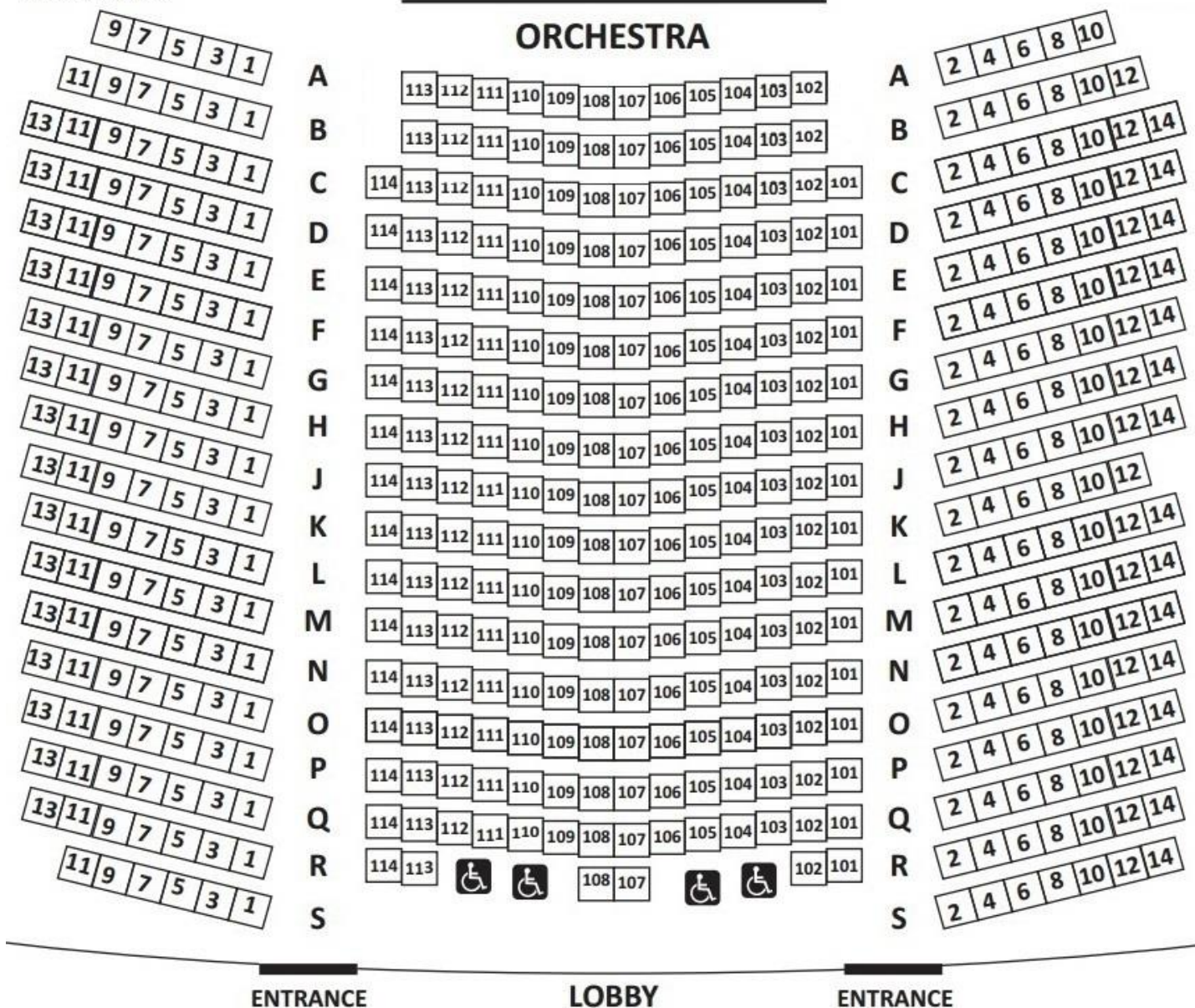
There are four spaces without seats, which can accommodate wheelchairs.

Seats R114, R113, R108, R107, R102, and R101 are reserved for ADA seating.

Seats Q101, Q114, C1, C2, and R2 have moveable arms.

# STAGE

## ORCHESTRA




**474 SEATS TOTAL**  
**[including Americans with Disabilities (ADA) seating]**

Includes Rows A & B on House Left, House Center, and House Right  
 Rows A & B in House Center are temporary plastic chairs with metal interlocking legs  
 Rows A & B House Center are **not** an option if using any stage thrust or orchestra pit at any width

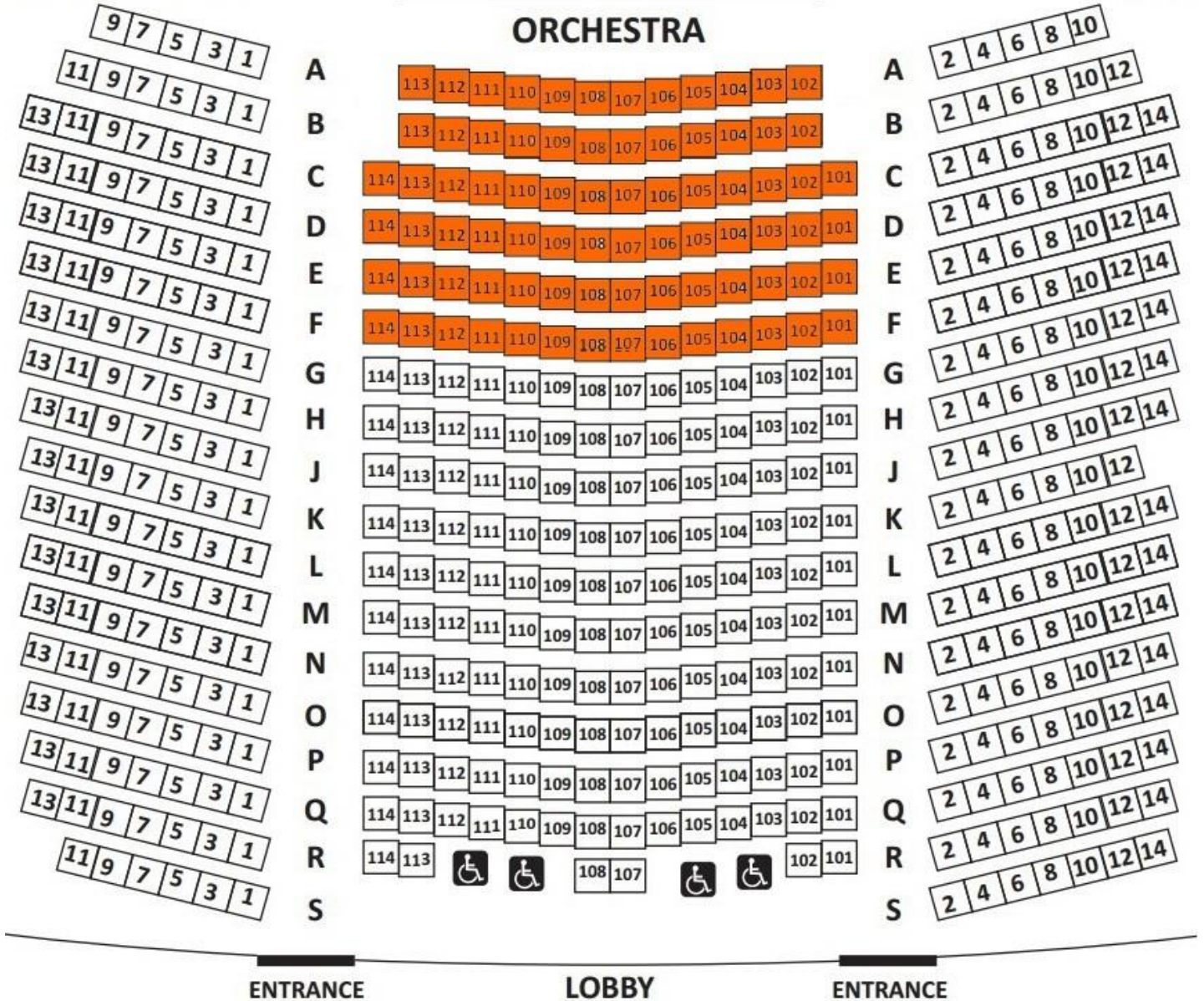
**ADA Seating Details:**

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 Seats R114, R113, R108, R107, R102, and R101 are reserved for ADA seating.  
 Seats Q101, Q114, C1, C2, and R2 have moveable arms.

# STAGE

 - Premium Seating

## ORCHESTRA




**TIERED 474 SEATS TOTAL with ROWS A through F  
 [including Americans with Disabilities (ADA) seating]**

This tiered map includes 474 seats and can be adapted to 428 or 450 seats.

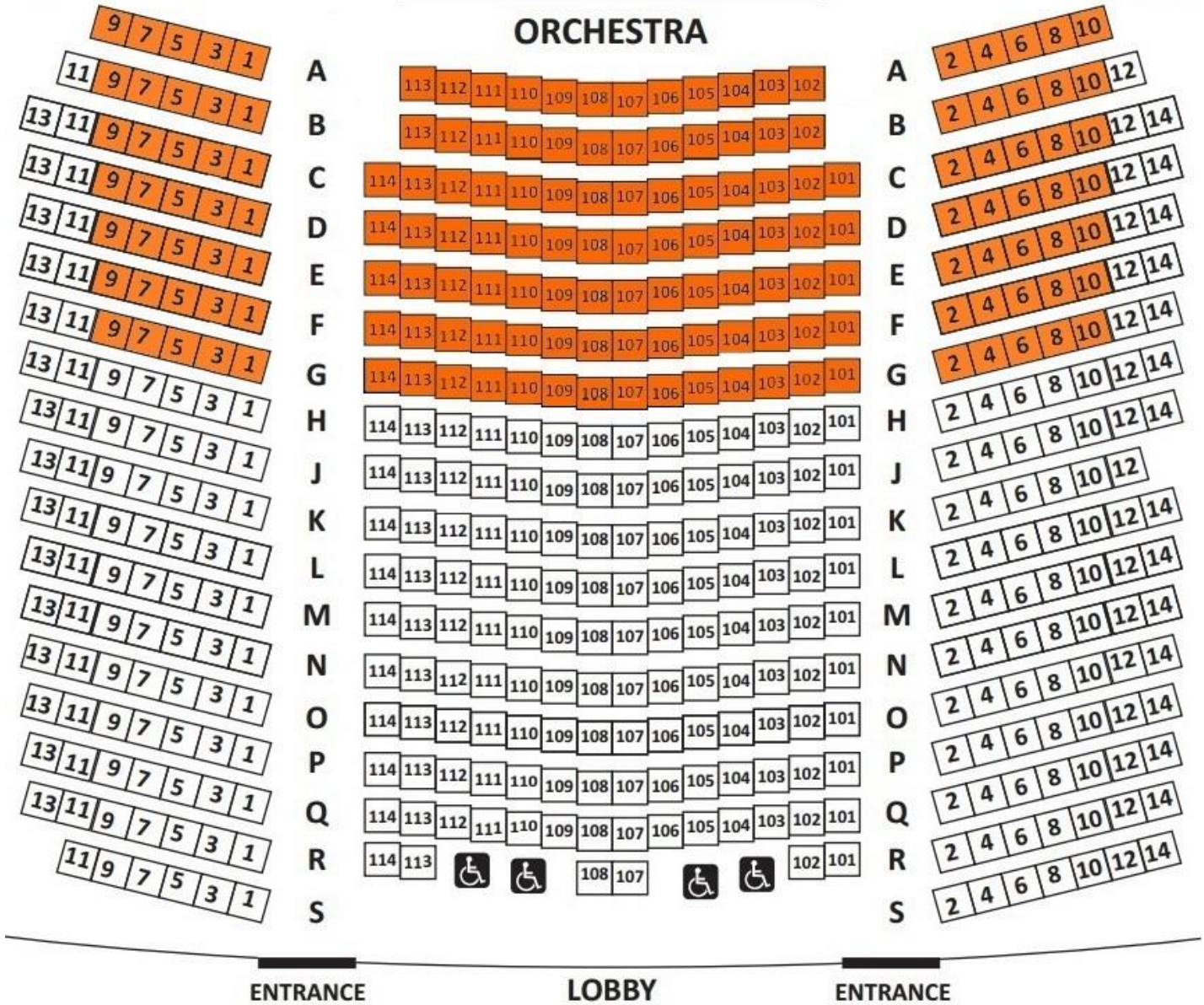
**ADA Seating Details:**

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# STAGE

 - Premium Seating

## ORCHESTRA



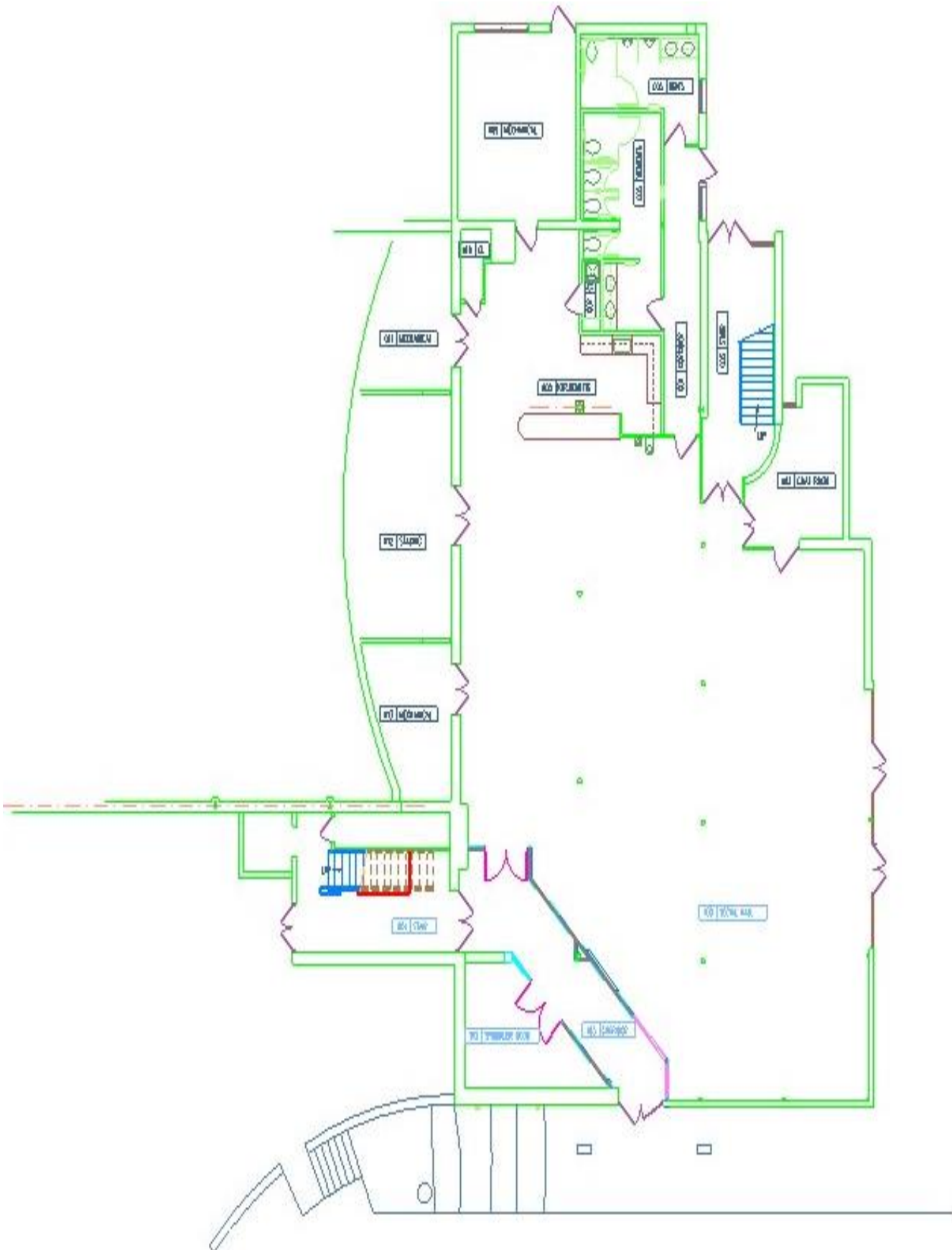
**TIERED 474 SEATS TOTAL with ROWS A through G  
 [including Americans with Disabilities (ADA) seating]**

This tiered map includes 474 seats and can be adapted to 428 or 450 seats.

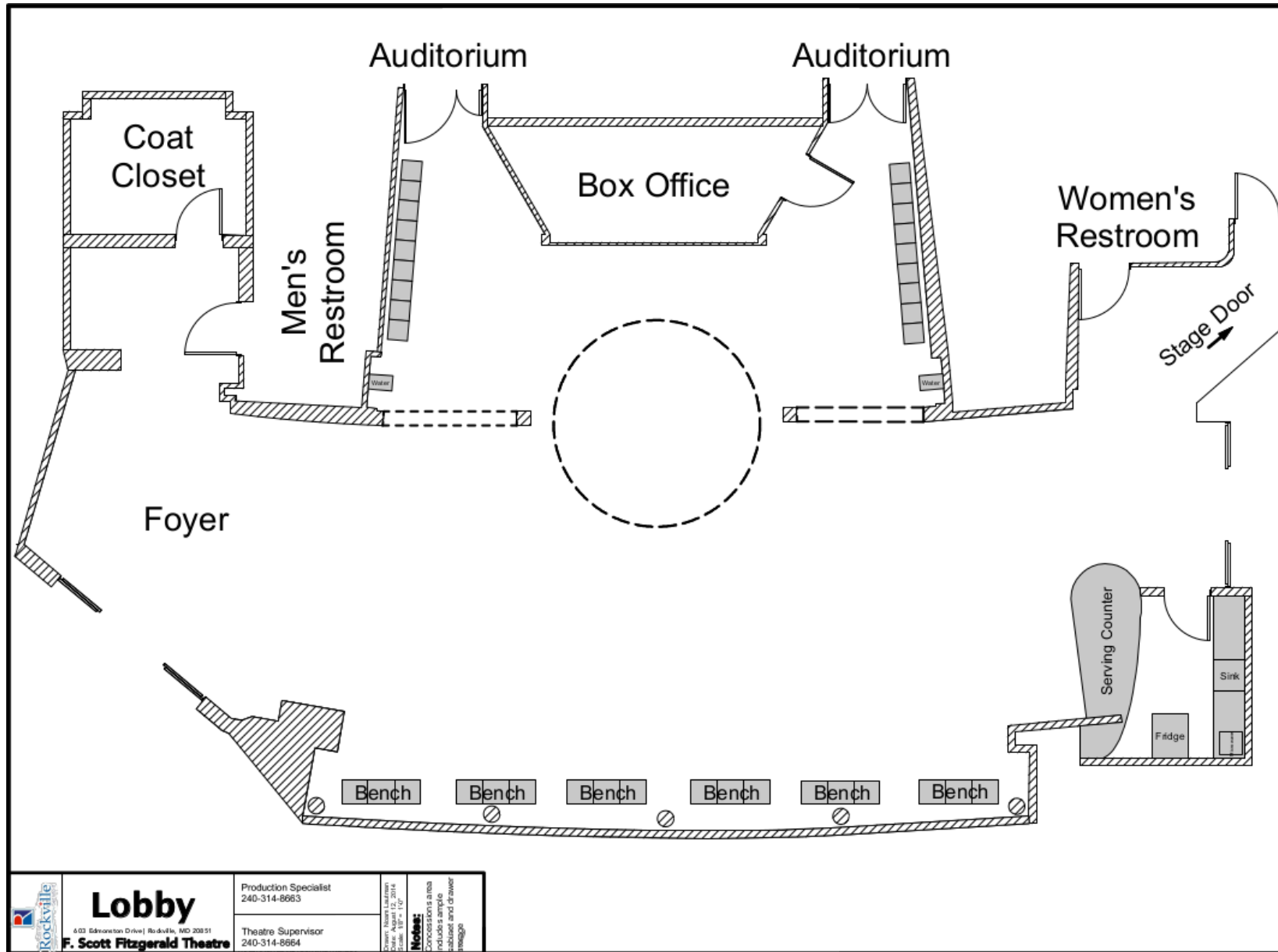
**ADA Seating Details:**

There are four spaces without seats, which can accommodate wheelchairs.  
 Seats R114, R113, R108, R107, R102, and R101 are reserved for ADA seating.  
 Seats Q101, Q114, C1, C2, and R2 have moveable arms.

# SOCIAL HALL FLOOR PLAN

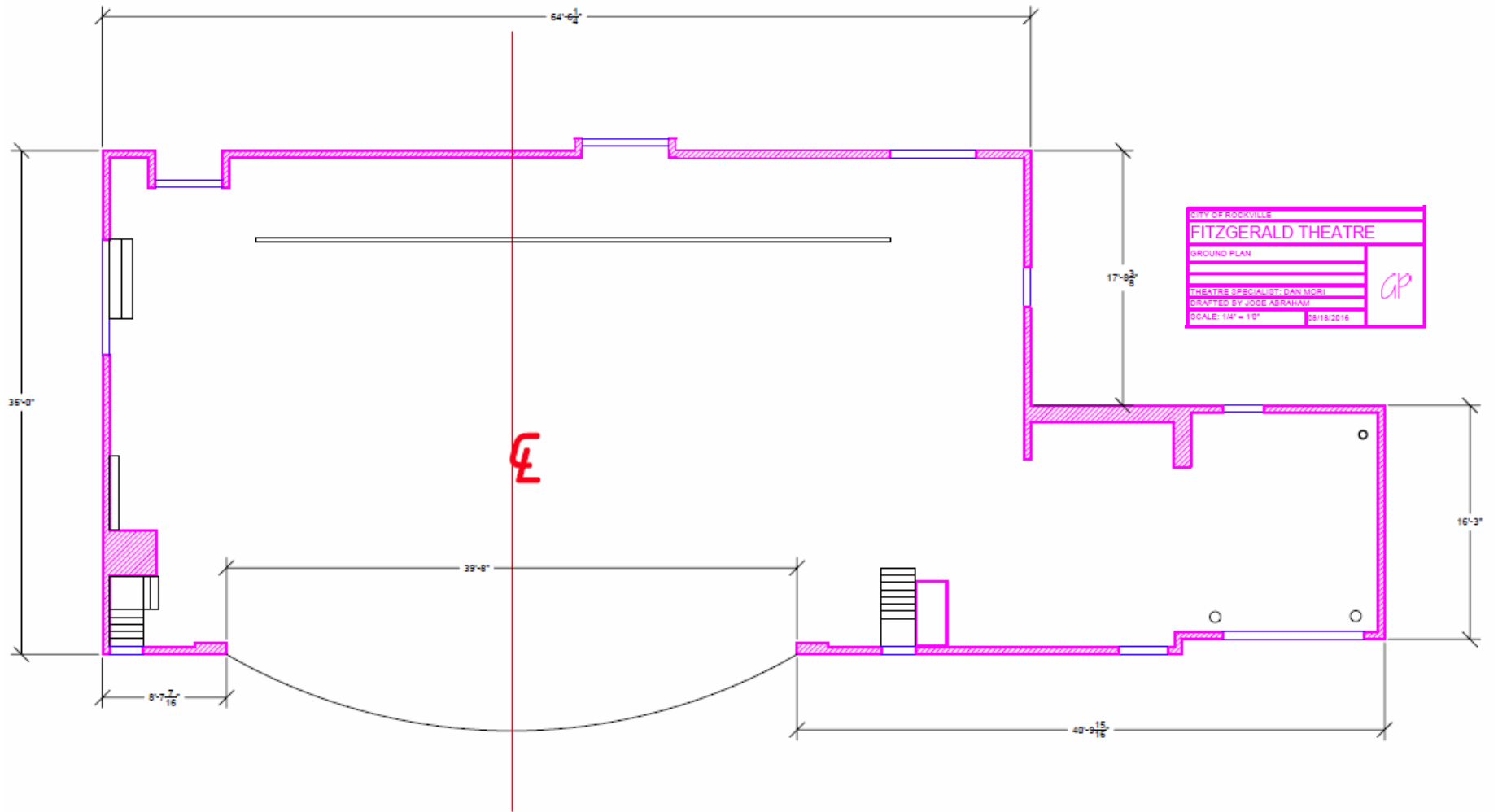


## LOBBY FLOOR PLAN



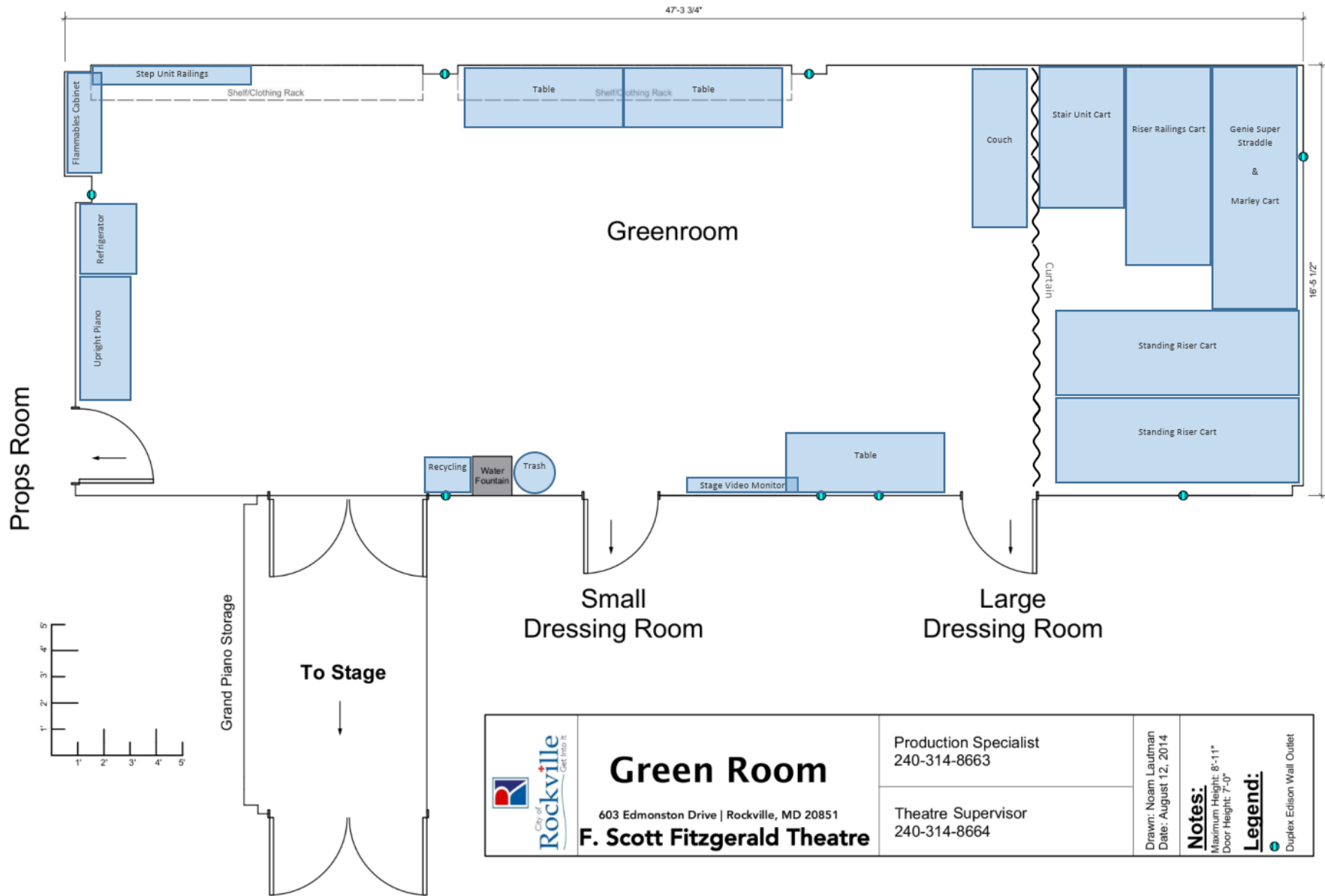
 <b>Rockville</b> <small>603 Edmonston Drive   Rockville, MD 20851</small> <b>F. Scott Fitzgerald Theatre</b>	<b>Lobby</b>	Production Specialist 240-314-8663	<small>© 2019 F. Scott Fitzgerald Theatre                  All rights reserved. This floor plan is for informational purposes only.                  Notes:                  Concessions area includes ample cabinet and drawer storage.</small>
		Theatre Supervisor 240-314-8664	

# STAGE DRAWING



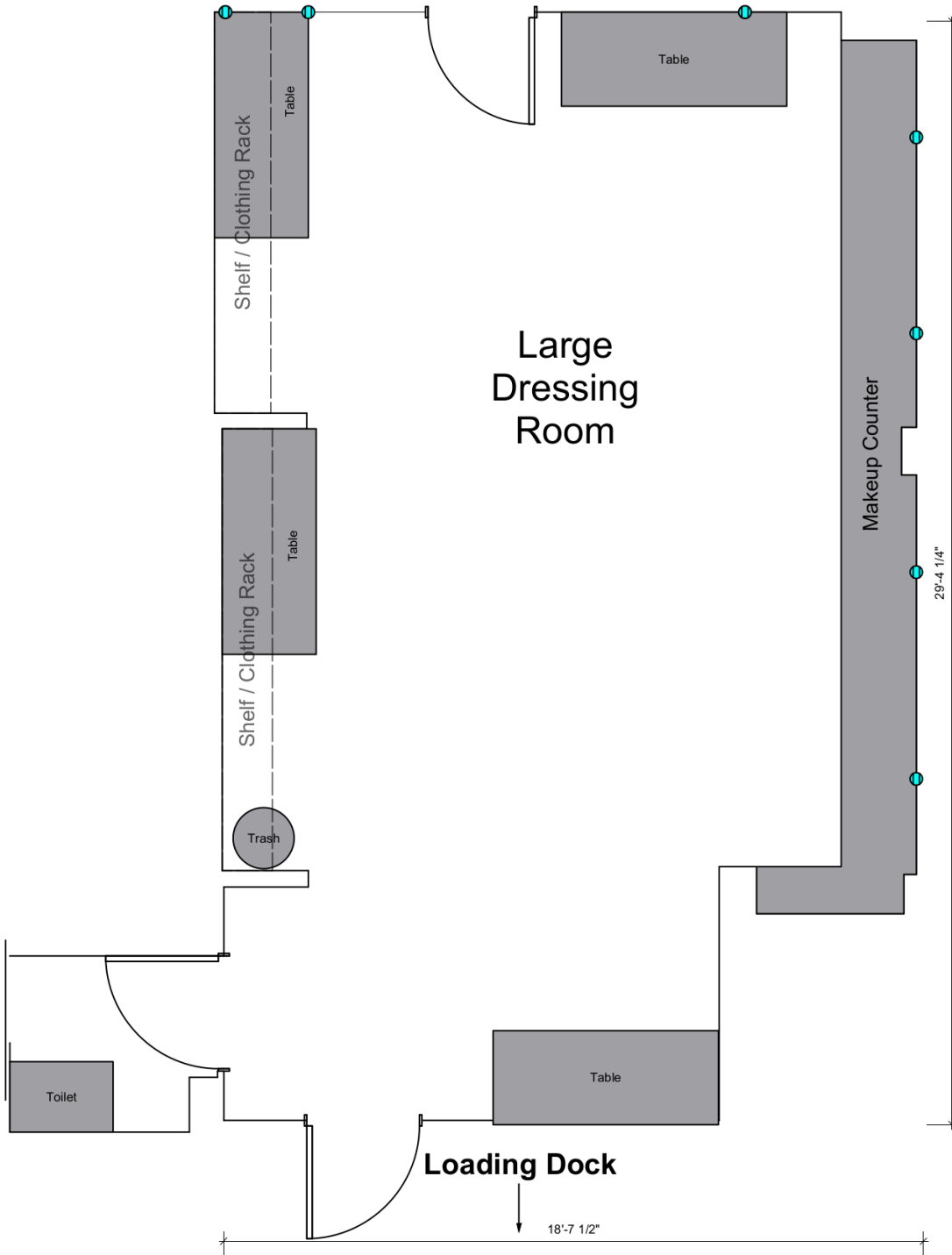




# GREEN ROOM FLOOR PLAN





 <b>City of Rockville</b> <small>Call 703.6</small>	<b>Green Room</b>	Production Specialist 240-314-8663	<b>Drawn:</b> Noam Lautman <b>Date:</b> August 12, 2014  <b>Notes:</b> Maximum Height: 8'-11" Door Height: 7'-0"  <b>Legend:</b>  Duplex Edison Wall Outlet
	603 Edmonston Drive   Rockville, MD 20851	<b>F. Scott Fitzgerald Theatre</b>	

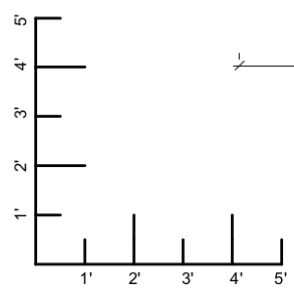
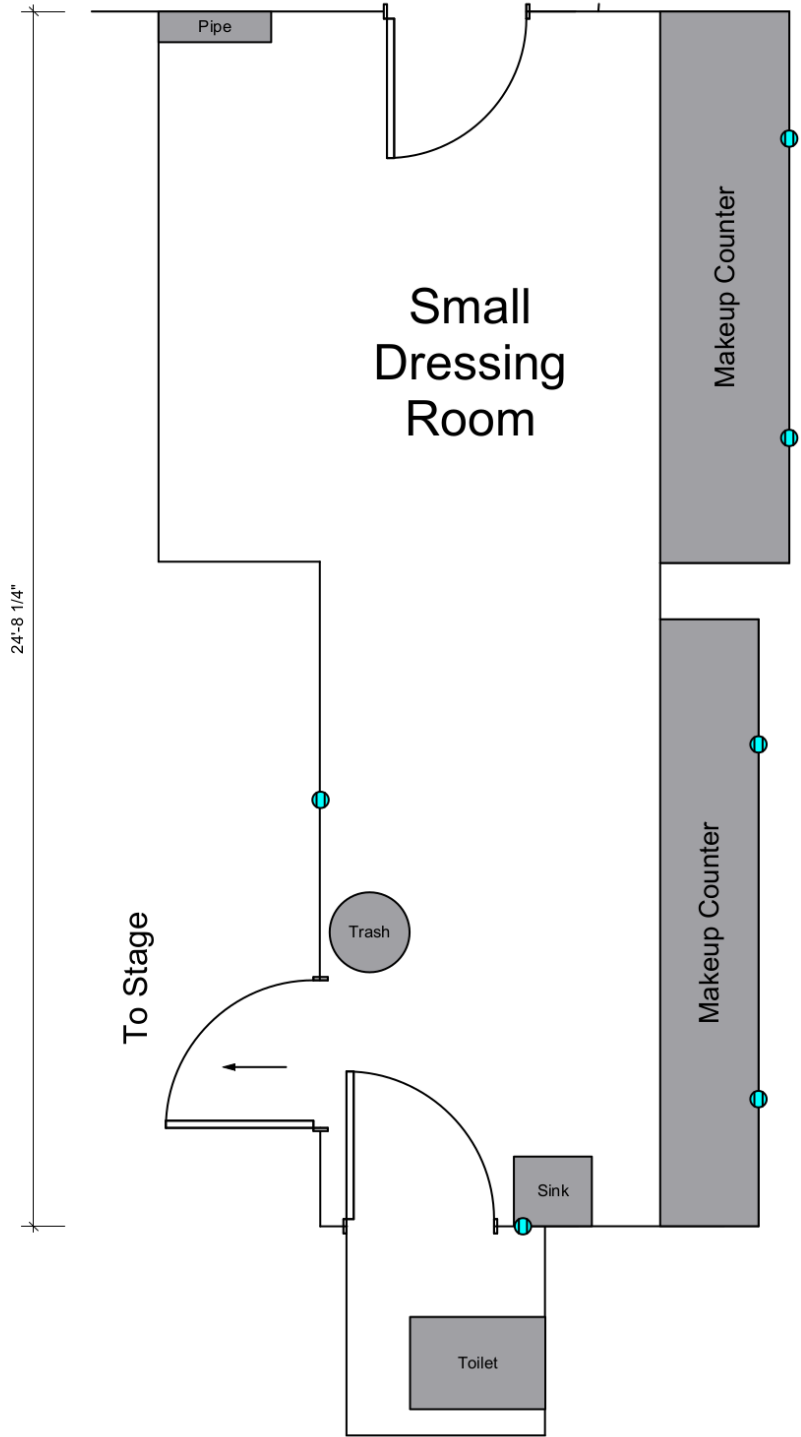
# LARGE DRESSING ROOM FLOOR PLAN



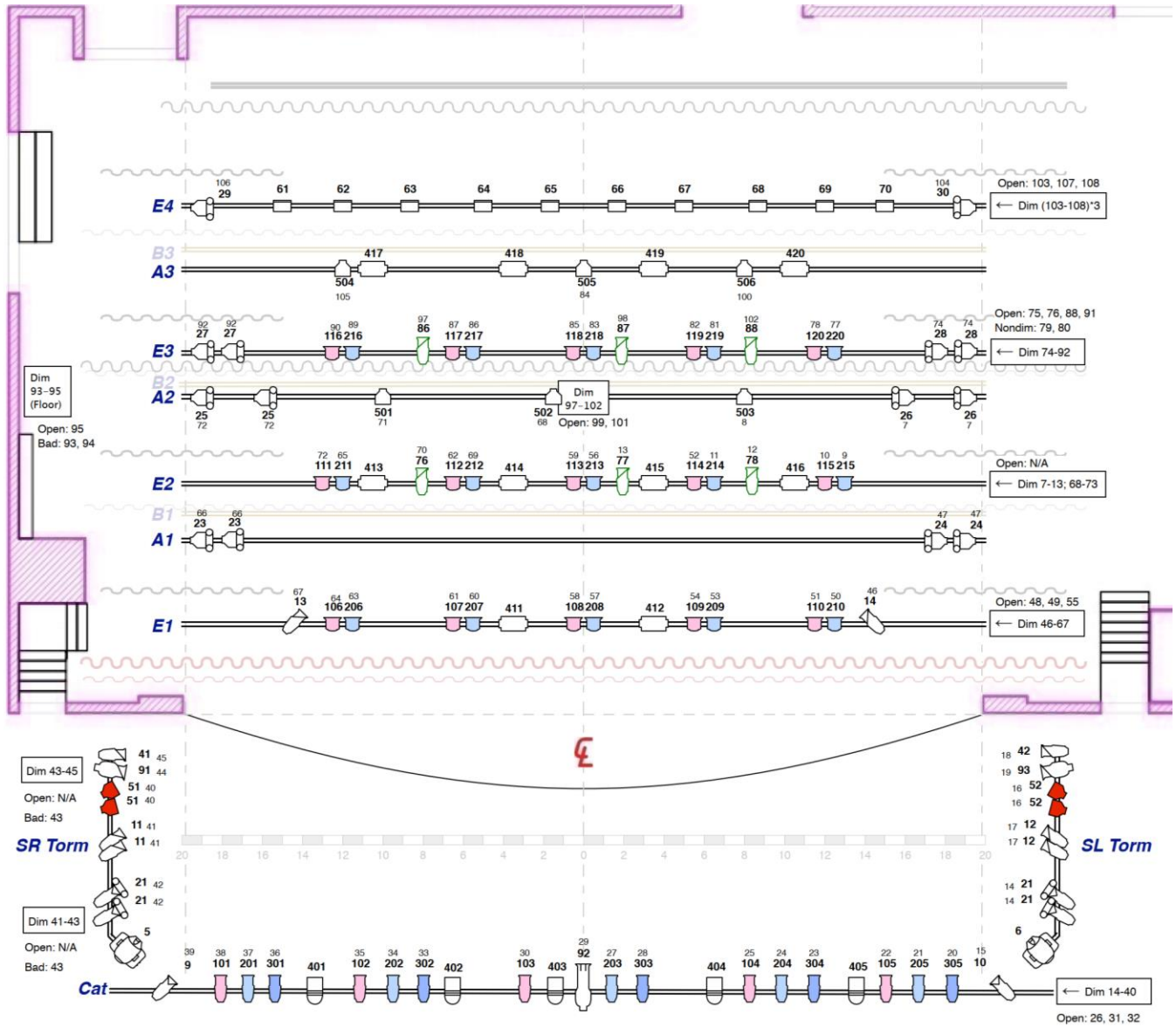
 City of <b>Rockville</b> Get Into It	
<b>F. Scott Fitzgerald Theatre</b> 603 Edmonston Drive   Rockville, MD 20851	
<b>Large Dressing Room</b>	
Production Specialist 240-314-8663	Theatre Supervisor 240-314-8664
Drawn: Noam Lautman Date: August 12, 2014	
<b>Notes:</b> Maximum Height: 8'-11" Door Height: 7'-0"	
<b>Legend:</b>  Duplex Edison Wall Outlet	

**SMALL DRESSING ROOM FLOOR PLAN**

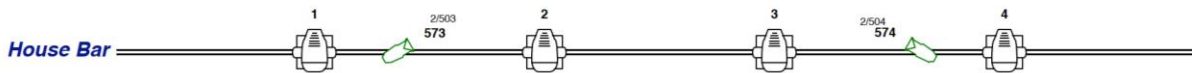
 <p>City of <b>Rockville</b> Get Into It</p>	
<p><b>F. Scott Fitzgerald Theatre</b> 603 Edmonston Drive   Rockville, MD 20851</p>	
<p><b>Small Dressing Room</b></p>	
<p>Production Specialist 240-314-8663</p>	<p>Theatre Supervisor 240-314-8664</p>
<p>Drawn: Noam Lautman Date: August 12, 2014</p>	
<p><b>Notes:</b> Maximum Height: 8'-11" Door Height: 7'-0"</p>	
<p><b>Legend:</b>  Duplex Edison Wall Outlet</p>	



# LIGHT PLOT



<b>FSFT Rep Plot</b>		<b>Light Plot</b>
Venue: F. Scott Fitzgerald Theatre		
Designer: Dan Mori		
6/25/19 Drafted by: Matt Bailey		



Key	
	36° Source Four
	S4 Par
	Mac Aura
	I-cue
	26° Source Four
	Par 64
	LED Reveal
	DMX Iris
	19° Source Four
	6x22
	Vivid 11
	Mac Quantum
	50° Source Four
	6° Fres
	Scroller
	Mac Viper

	Curtain	<b>Circuit Channel</b> Specials (colored green) may be refocused without need to reset
	Teaser	
	Electric	
	Pipe (no circuits)	
	Batten (flying)	