

## RIALTO THEATER USE RULES

1. Definitions. A performance is defined as a maximum of 8 hours of consecutive use with an audience of any type present. A rehearsal day is defined as a maximum of 8 hours of consecutive use without an audience of any type present.
2. Event Staff. The City will provide a House Manager, staff, and volunteers to assist with the Event. Licensee will provide up to twenty-six (26) complimentary tickets for use by the Rialto Theater. Any unused tickets will be released for sale at least 24 hours before the start of the event. Licensee may provide additional assistance with the Rialto Theater Manager's prior consent. All such persons shall be neatly dressed, conduct themselves in an orderly and polite manner, and be subject to expulsion at the sole discretion of the Rialto Theater Manager.
3. Technical Staff. The City will provide at least one staff technician for all Events at the standard hourly rate. For Events with 1 or more separate rehearsal days, licensees must provide their own production staff. Multi-day Events with more than two performances, but no separate rehearsal days, may be staffed by different Rialto Technicians. Rialto Theater technical staff will provide training and support to all non-staff operators and technicians. Rialto TC will determine appropriate staffing for each event. Rialto reserves the right to reject tech operators at our sole discretion. Any requests for modification to services that result in staffing changes must have (7) seven business days' notice.
4. Colorado requires dinner and rest breaks per Colorado State law. A minimum 30-minute meal break is required for any work period that exceeds five hours. Additionally, a ten-minute rest period is mandated for every four hours of work. To allow for adequate time for house and technical changeover, if a performance contains more than one ticketed showtime, a minimum of 2.5 hours must be observed between the ending time of each showing and the beginning of the next.
5. Obscenity. No Event shall contain obscenity as defined by Loveland Municipal Code Section 9.20.010.
6. Promotional Materials. The Rialto Theater is not responsible for marketing this event. Inclusion of this event in the AHA! Brochure and on the Rialto Theater Center website is complimentary and dependent upon space availability and/or print deadlines. Use of displays, posters, and other promotional materials at the Rialto Theater is at the sole discretion of the Rialto Theater Manager or the Rialto Theater House Manager on duty.
7. Sales Data. At the request of a rental partner, the Rialto Theater will provide access to your ticket sales. Please note patron's personal information will not be accessible due to the city's privacy policy.
8. Recording. No Event shall be recorded for reproduction in any manner without prior permission from the Rialto Theater Manager or the House Manager on duty.
9. Theater Capacity. Seating capacity shall not exceed 446 by the addition of temporary seating. Stage capacity shall not exceed 60. Orchestra Pit capacity shall not exceed 15. The Green Room shall not exceed 49. The basement Dressing Room shall not exceed 12. The Rialto Theater Manager or House Manager on duty has complete authority over ticket sales and house capacity when dealing with a potentially sold-out show.
10. Noise. Licensee shall not exceed a maintained sound pressure level dBA of 90 or a peak sound pressure dBA level of 100 in the Rialto Theater. The Rialto Theater Technical Coordinator shall make the final determination of sound quality and level. Licensee agrees to immediately abide by the Rialto Theater Technical Coordinator's decision.

11. Prop Weapons. Rialto Theater staff must be notified seven (7) days in advance of load-in if prop firearms will be used. Prop firearms must be equipped with a barrel safety plug installed by a professional gunsmith and accompanied by a certification from the gunsmith or prop supplier that the firearm has a barrel plug and is functioning properly. All other prop weapons (swords, axes, knives, sabers, etc.) must have all points and edges blunted. Rialto staff reserves the right to define what is and is not a weapon.
12. Electrical Devices. All electrical devices must comply with applicable laws and electrical and building codes. Space heaters are strictly prohibited. All other electrical devices are subject to approval by Rialto Theater staff. Rialto Theater staff reserves the right to demand immediate disconnection of any electrical device deemed unsafe.
13. Fog/Haze. All devices emitting fog, smoke, or haze must be of a professional brand, and approved by a Technical Coordinator before use. Confetti cannons and lasers may be used with prior approval of the Rialto Theater Manager and Technical Coordinator.
14. Rigging. All rigging will be set by Rialto Theater Technical staff and operated according to OSHA standards. All non-staff operators must be trained and/or certified by Rialto Theater Technical staff. All overhead rigging will be inspected by Rialto Theater Technical staff prior to its use on the stage. All rigging must have a minimum safety ratio of 5:1.
15. Fasteners. Rialto Theater staff has final approval of any fastening devices, techniques, or methods that fasten set pieces or structural elements to the Rialto Theater stage or walls. No fasteners of any kind may be placed into the Rialto Theater stage floor. Use of pins or staples on Rialto Theater curtains or drapes is strictly prohibited. Appropriate fastening devices will be supplied by Rialto Theater staff upon request.
16. Set Assembly Guidelines. The Rialto has no facilities for set-building. There are no systems for dust-handling nor are there marked safety zones. Because of these limitations, the use of power saws is not allowed on the premises or in the adjoining alley or parking areas. Please arrange to have your set appropriately designed and constructed off-site so that only trim and touch-up are necessary after load-in, using simple hand tools. Painting is restricted to small quantities of water-based paint and only for purposes of a touch-up. Major set pieces must be completely painted before load-in. Painting and cleanup will be done under the supervision of Rialto staff. No paints, solvents, or wet brushes should be left overnight at the Rialto. Set pieces and props that contact the Rialto stage deck or architecture must be on non-marring rolling casters or faced with carpet squares or like materials to prevent damage from movement. Set pieces that support cast members or crew must incorporate appropriately-sized and rated nuts and bolts as fastening systems for platforms and legs. Deck screws alone are insufficient. All set pieces to be flown overhead must have safety cables attached to structural members. At strike, all set material and props must be entirely removed from the facility and alleyway. No materials should be discarded into Rialto dumpsters or other dumpsters in the alley.
17. Flammable Materials. No flammable materials, pyrotechnics, devices that emit fire or sparks, or open flame are allowed in the Rialto Theater at any time. A current certification of flame retardant treatment is required for any drapes, curtains, or set decorations with a surface area greater than 100 square feet. Any drape, curtain or set decoration of any size placed within five (5) feet of a lighting instrument or any other incendiary heat source, including amplifiers, is required to have a current fire treatment certification. Draperies must carry flame-resistant certification. Other set materials may require chemical treatment for fire resistance.
18. Obstructions. No portion of sidewalks, entries, passages, vestibules, halls, or ways of public access to public portions of the Rialto Theater shall be obstructed or caused to be obstructed by Licensee, its officers, agents, employees, guests, patrons, or business invitees, or used for any purpose other than ingress or egress to and from the Rialto Theater. Doors, skylights, stairways, or openings that reflect or admit light into any portion of the premises, including hallways,

corridors, and passageways, shall not be obstructed by Licensee, its officers, agents, employees, assigns, guests, patrons, or business invitees.

19. Supervision of Minors. If Licensee's Event includes participants under the age of eighteen (18), adult supervision by at least one person over the age of twentyone (21) is required at all times during the Event. At the sole discretion of House Management, additional staff, along with appropriate charges, may be required if appropriate supervision of children is not provided by Licensees.
20. Food & Beverages. The Renter is responsible for all hospitality services to the performers. The Rialto does not provide food, drink, serving equipment, tableware, or linens. Food and beverages are allowed only in the Green Room unless prior consent has been given by the Rialto Theater Manager.
21. Alcohol. The Rialto Theater is a liquor-licensed facility. Possession and consumption of alcohol other than through the Rialto Theater are strictly prohibited. No alcohol shall be possessed or consumed in any other area outside the licensed premises. Contact the Rialto Theater Manager or House Manager on duty with questions.
22. Smoking. Smoking, including e-cigarettes or vaping devices, on the premises is strictly prohibited.
23. Security. If the Rialto Theater Manager determines that the Event requires the use of security guards, Licensee shall provide security at its sole cost and expense. All security arrangements shall be subject to the prior approval of the Rialto Theater Manager.
24. Money Handling. In the handling, control, and keeping of funds, whether the same are received through the Box Office or otherwise, the City is acting solely for the accommodation of Licensee, and as to said funds, the City shall not be liable to Licensee or any other person for any loss or theft thereof, whether such loss or theft is caused by officers, employees, or agents of the City, unless willfully caused or permitted.
25. Storage. In the handling, control, or keeping of property of any kind prior to, during, or after the Event, the City is acting solely for the accommodation of Licensee, and as to said property, the City shall not be liable to Licensee or any other person for any loss or theft thereof, whether such loss or theft is caused by officers, employees, or agents of the City, unless willfully caused or permitted.
26. Cleanup. Licensee shall return the Rialto Theater, including the backstage area and the Green Room and all other areas used as performance or dressing room space, in a good and clean condition. In the event Licensee fails to return the Rialto Theater in a good and clean condition, all costs incurred by the City in performing any necessary cleaning and/or repair will be taken out of the final settlement if the event is ticketed or charged directly to Licensee, and Licensee shall pay the City within ten (10) days of invoice if the event is non-ticketed.
27. Sponsorships. Sponsors may distribute information and samples in the lobby and McWhinney Lobby (pass-through hallway) only if space is available as determined by Rialto Staff. Information must be appropriate for the audience, and product samples must not be alcoholic or any other controlled substance. **The Rialto cannot accept donated alcohol.**

**Violation of these Rules by Licensee may result in early termination of the Event, and Licensee may be prohibited from renting the Rialto Theater or other City facilities in the future.**

## **RIALTO THEATER: DANCE SHOW AND LARGE ENSEMBLE/CAST RULES OF USE**

- The contract must contain an accurate number of the entire cast so as not to exceed the posted occupancy limits. If limits are exceeded, additional space must be rented.
- Licensees must include all load in, rehearsal, performance, and loadout times when contracting.
- The Licensee should inform cast of the contracted door open times and appropriate theater entry points.
- All children should have adult supervision while in any section of the theater.
- No tap or hard shoe practice should occur except on the Marley dance floor. Dance shoes may not be worn in the common areas or the downstairs pass-thru hallway.
- No use of corridors, stairways, or commons areas for the staging of groups who are waiting to practice or perform, nor as makeup and costuming space.
- All performers and crew need to stay within rented spaces as other areas of the facility may be rented by additional parties.
- Glitter may not be used as a prop and should be kept to a minimum in makeup and costuming. Extra cleaning charges incurred will be passed on the renter.
- 'Water only' on stage or backstage area. Food is permitted only in green rooms or spaces designated by theater staff.
- The Licensee must provide breaks for the tech crew during show setup and rehearsals.
- All audio/visual media for performances should be provided to Rialto Technical Coordinators (7) days prior to performance if playback programming is required. Online server drives (Google Drive, DropBox, WeTransfer, etc.) are the preferred method of asset delivery. Playback strategy should be discussed with Rialto Technical Coordinators as soon as possible.

## **Rialto Theater Rental FAQs**

### **Q: What is the base rental cost of renting the Rialto Theater? What does that include?**

**A:** For a 2026 ticketed event, the base rental time is 8 hours and costs \$845 plus 10% of Gross House receipts and a \$2.36 seat fee per ticket (including comps). The same amount of time costs a non-profit \$727 plus 10% of Gross House receipts and a \$2.36 seat fee per ticket. For a non-ticketed event, the base rental is \$785 for up to 4 hours and \$1249 for up to 8 hours, and for non-profits it is \$684 for up to 4 hours and \$1061 for up to 8 hours. More hours may be added ahead of time for an additional \$145 an hour. Overtime hours added on the day of show that were not previously contracted are \$318 per hour. Rialto Technicians are billed at \$20 per hour and at least one staff technician is required for the duration of the rental.

### **Q: Is there a deposit on this space?**

**A:** For ticketed events, a non-refundable Deposit is required to reserve date(s). It is equal to the ticketed event Rental Fee for one day. Your booking is not confirmed until the deposit has been paid and the

contract signed. The deposit amount will be credited to your final settlement. Non-ticketed events must be paid in full before the event.

**Q: What is the maximum capacity of the Rialto Theater?**

**A:** The maximum capacity of this space is 426.

**Q: What are the dimensions of the stage?**

**A:** The width of the proscenium is 29'6". From the lip at center stage to the upstage traveler is 18'; to the back wall is 22'. The pit measures 29' long. Its width ranges from 3' at each end to 7' at its midpoint; it is semi-circular in shape. There is 5 feet of wing space stage right. A much larger wing space is located stage left with a separate loading door.

**Q: What size cast can you accommodate?**

**A:** Our formal Greenroom/Dressing Room can accommodate up to 49 people. We also have smaller dressing rooms under the stage, and if necessary, the Devereaux/ Hach room can be rented for additional cast space.

**Q: Are bar service and concessions available for my event?**

**A:** Yes, the Rialto has its own Bridge Bar. We also have a concession service with soft drinks, various candies and snacks, and movie theater popcorn.

**Q: What equipment and AV services can the Rialto provide?**

**A:** We have complete lighting, sound, and video playback facilities. We can produce a show from start to finish. Renters have a whole menu of technical options to select from on the Rent the Rialto page of [rialtotheatercenter.org](http://rialtotheatercenter.org).

**Q: What format should I use for my recorded tracks or video?**

**A:** .MP3, .MP4, and .jpg works best for playback. We need at least 7 days for delivery of all media to ensure quality control. Extra programming may be required for an additional fee.

**Q: Is there Wifi available for my event?**

**A:** Yes, the entire building is equipped with High-speed internet service.

**Q: Where should my guests park?**

**A:** There is limited street parking in downtown Loveland- especially for evening events. There are several Public Parking Lots, however: The Foundry Public Parking Garage at between Lincoln Avenue and Cleveland Avenue on 2<sup>nd</sup> Street is the largest. Street Lots include: 5<sup>th</sup> Street

and Lincoln Avenue by the Museum, 5th Street and Railroad Avenue, 5<sup>th</sup> Street and Jefferson Avenue.