

FREQUENTLY ASKED QUESTIONS

- **What is the basic process to establish a booking at The LATC?**
 1. Submit a rental application to the Facilities Director along with an IRS declaration of 501(c)(3) status if the organization is non-profit.
 2. Speak with the Technical director and Facilities Director regarding technical and housing staff needs.
 3. Once space scheduling and staffing needs are determined the Facilities Director will draft a proposal and submit a Permit for Use to the Producer for review.
 4. Liability Insurance is the responsibility of the producer and failure to provide will result in cancellation of the event.
 5. Upon agreement of proposed amount the Producer will then submit the signed Permit for Use, Certificate of Liability Insurance and a deposit for 50% of the proposed amount to reserve the space.
 6. The LATC will consider the event "booked" upon acceptance of the Permit for Use, Certificate of Liability Insurance and deposit. At this time the Producer may begin publicity and marketing of the event.
- **Who owns and operates The Los Angeles Theatre Center?**

The City of Los Angeles purchased The LATC in 1991. However, the building is operated by the Latino Theater Company.
- **How are tickets sold for The LATC events and/or rentals at LATC?**

Tickets are sold exclusively through The LATC box office for all events. There are no exceptions. Anyone who rents a space or theater must use The LATC box office to sell tickets unless the event is free of charge to the public.
- **What is the \$1/Ticket Facilities Use Fee that is charged on all admissions?**

The \$1/ticket Facilities Use Fee helps pay the cost of public use of the facilities during an event and is paid directly to the City of LA. The charge is due only for tickets presented for admission rather than for all tickets printed up for the event.
- **Are any tickets exempt from the Facilities Use Fee?**

The LATC house seats used and Press comps (six tickets max) are exempt from the \$1/ticket Facilities Use Fee.
- **Can I have tickets printed and sold elsewhere to be exempted from the Facilities Use Fee?**

No, the fee is not tied to Box Office operations or where the tickets are printed.
- **Where do The LATC patrons park?**

In addition to the metered street parking surrounding The LATC on Spring Street, 6th Street and Main Street, secured parking is available in five private facilities just south and east of LATC. Parking charges are on average about \$4 - \$7 per car. The gated alley behind LATC is a 15-minute loading zone only. Cars parked in the alley for longer than 15 minutes are subject to being ticketed and/or towed.

- **Does The LATC do any marketing or advertising for events/rentals?**
All marketing, advertising, publicity and promotions are the sole responsibility of the producers/renters who are renting The LATC facilities. No production/event may be promoted in any way until a Permit for Use has been signed and The LATC has received a deposit. The LATC must approve all marketing/promotional materials that mention The LATC or an event at The LATC prior to printing.
- **Does The LATC have equipment and tools for use other than lighting and sound?**
Yes, we have a full assortment of technical equipment for all types of productions. However, only The LATC staff may use the equipment. Due to safety concerns, outside personnel will not be permitted to do anything that The LATC Crew deems unsafe, nor anything that might cause damage to the building or the equipment. Simple requests for use will be accommodated but you may be billed for extensive use or any damage. The Technical Director and Facilities Director will make all decisions regarding extra equipment use and charges.
- **Does The LATC supply concessions or catering for events?**
We have a preferred concessioner and caterer that we recommend if you intend to provide food and beverage. You may use your own if proceeds are intended to raise funds for the event or charity. Arrangements must be made in advance though.
- **What are the insurance requirements for renting a space at The LATC?**
A Certificate of Liability Insurance is required for use of all spaces at the LATC in the amount of \$1,000,000 per occurrence, single limit. If the Producer is hosting a pre or post reception on The LATC property that includes liquor, a Liquor Liability must be added on the General Liability Insurance. The following must be listed as additionally insured on all certificates of general liability insurance: The City of Los Angeles, Latino Theater Company, and Latino Museum of History Art & Culture and their elected officials, commissioners, managers, employees, agents, volunteers, departments, agencies, bureaus and commissions. Insurance may be purchased through the Latino Theater company's insurance broker Binney, Chase & Van Horne. Ask for our agent Stacey DeVito (626) 792-7654. They will need at least two weeks notice for underwriting. It may also be purchased through the producer's/renter's own broker. **Failure to provide proof of insurance prior to the event will result in cancellation of the event.**

Thank you for your interest in The LATC. If you have any questions about space availability, rental rates or technical requirements, please contact:

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We look forward to helping you create a memorable event!