

Complete a separate application for each production/program.

MILES MEMORIAL PLAYHOUSE PRODUCTION PROPOSAL

Staff initials \_\_\_\_\_

City of Santa Monica, Department of Community and Cultural Services  
1130 Lincoln Blvd., Santa Monica, CA 90401  
Phone: (310) 458-8634, FAX: (310) 260-8708

Date Received \_\_\_\_\_

Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_ 501c3 # \_\_\_\_\_

Day Phone: (\_\_\_\_) \_\_\_\_\_ Night: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Phone # for Public: (\_\_\_\_) \_\_\_\_\_

Production Title: \_\_\_\_\_ Medium: DANCE / MUSIC / THEATER / PERF. ART World Premiere?: \_\_\_\_\_

Description: \_\_\_\_\_

Target Audience / Minimum Appropriate Age? \_\_\_\_\_ Program Length: \_\_\_\_\_ Total Production Budget: (attach schedule) \_\_\_\_\_

Anticipated Number of: Participants: # \_\_\_\_\_ Audience Members: # \_\_\_\_\_ House Staff (Ushers & Front of House) # \_\_\_\_\_

Is Authorization for any of the Following Requested? Video Taping \_\_\_\_\_ Filming \_\_\_\_\_ Photography \_\_\_\_\_ Broadcasting \_\_\_\_\_ Recording \_\_\_\_\_

If yes, describe purpose \_\_\_\_\_

Fireplace \_\_\_\_\_ Vending \_\_\_\_\_ Describe items you wish to sell: \_\_\_\_\_

Publicity: How will the performances be publicized? Invitation \_\_\_\_\_ Radio \_\_\_\_\_ Television \_\_\_\_\_ Print \_\_\_\_\_ Other \_\_\_\_\_

Will the press be attending your event? If yes, please indicate who you expect \_\_\_\_\_

Insurance Requirements:

1. Prior to approval being granted, permittee shall maintain a Commercial General Liability insurance policy in the amount of one million dollars (\$1,000,000) per occurrence. The policy must provide coverage for participant liability.
2. The City of Santa Monica, members of the City Council, boards and commissions, officers, agents, employees, and volunteers are to be covered as additional insured as respect liability arising out of activities performed by permittee related to said permit.
3. Permittee shall furnish the City with certificates of insurance and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.
4. The insurance policy shall be endorsed to state that coverage shall not be canceled except after thirty (30) days prior written notice by certified mail, return receipt requested has been given (add user department and specify specific individual and title) to the City.

Defense, Indemnification and Hold Harmless Provision:

Permittee agrees to indemnify, hold harmless and defend the City of Santa Monica, its City Council, boards and commissions, its officers, agents, and employees from and against an and all loss, liabilities, damages, judgements, actions, costs, claims, and expenses (including attorney fees) arising out of or resulting from any act or omission, negligence, fault, c violation of law or ordinance by Permittee or its representatives, employees, agents, subcontractors, patrons or invitees in connection with the use of City property permitted under thi Permit, excepting only events caused by City's sole and active negligence or willful misconduct. Approval of insurance policies by the City shall in no way affect or change the term and conditions of this indemnity agreement.

\_\_\_\_\_  
Type or Print Name Signature Type or Print Title Date

I have read, understand and agree to abide by the Facility Use Guidelines for Miles Memorial Playhouse. (Signature) \_\_\_\_\_

**REQUIRED SUBMISSIONS CHECKLIST:**

- 1) A copy of your 501(c)3 approval letter. \_\_\_\_\_
- 2) Description of organization including its purpose as contained in the articles of incorporation, mission statement and brief history. \_\_\_\_\_
- 3) Copies of reviews, awards and/or other documents that establish artistic excellence. \_\_\_\_\_
- 4) Production Budget. (attach schedule) \_\_\_\_\_
- 5) Marketing Plan demonstrating Santa Monica Youth Outreach for Proposed Production. \_\_\_\_\_
- 6) Production History. (Overview) \_\_\_\_\_
- 7) Names and affiliations of current Board of Directors. \_\_\_\_\_
- 8) Company Roster. \_\_\_\_\_

