



Rental Information

Smothers Theatre
Raitt Recital Hall
Lindhurst Theatre

24255 Pacific Coast Highway
Malibu, CA 90263
Phone: 310.506.4079
<http://arts.pepperdine.edu/facilities>
melissa.marion@pepperdine.edu

*For informational purposes only; all content subject to change at any time
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Lisa Smith Wengler Center for the Arts at Pepperdine

Thank you for considering the Center for the Arts facilities for your event. Our facilities on Pepperdine's scenic Malibu campus can be configured in a multitude of ways to accommodate your event, and our highly professional and experienced staff will work with you one-on-one to determine how best to meet your needs. The Center for the Arts offers a variety of spaces and venues to fit every event, including dance and music recitals, plays and musicals, lectures and conferences, and even full-scale film shoots.

The focal point of the CFA is Smothers Theatre, completed in 1980 and named for a Kansas City-based friend of Pepperdine's, Frances Smothers. Smothers is host to hundreds of events each season. With its raked seating and superior sight-lines, it is considered to be one of the finest theatres of its size in Los Angeles. The auditorium has one floor with American-style seating and a capacity of 449 seats in 15 rows. The theatre has a hard proscenium, with an orchestra pit that can be placed at any of three different levels with the use of a Gala Spiralift: lower/orchestra level to accommodate up to 20 musicians, floor level to add additional seating for 48, or stage level to create an additional 10 foot thrust in front of the proscenium.

The Center for the Arts backstage area includes one large chorus dressing room with seating for 24 and an optional partition to divide the room in half. The dressing room has lighted mirrors, wardrobe racks, and two adjoining restrooms with sinks, toilets and showers. A comfortable Green Room sits adjacent to the dressing area. Quick change booths are available for backstage use.

CFA is also home to Lindhurst Theatre, a flexible "black box" space that can be used for intimate performances (seating for 50-100) with limited sets and simple lighting effects. Lindhurst is also well equipped to be used as a rehearsal, backstage/dressing room, studio, or lecture space.

The Raitt Recital Hall is perfect for more personal recitals and music performances. This acoustically superior and intimate hall has American-style seating and a capacity of 124 in 9 rows on one floor.

Rental Information

Any use of the Center for the Arts facilities is contingent on the following factors:

- Approval of event by Theatre Operations Manager and Technical Production Manager, based on the logistics and technical requirements of the event
- Completion of a Letter of Commitment (temporary agreement that implies neither legal claim to the facility nor any binding relationship between CFA and the prospective tenant)
- Payment of a \$1000.00 non-refundable deposit
- Presentation of a certificate of general liability insurance, including usual and customary coverages; a minimum of \$1,000,000 coverage for each occurrence; coverage for participants in the prospective tenant's programs; coverage for sexual abuse, harassment and molestation; Worker's Compensation and Employer's Liability Insurance; a waiver of subrogation against the University; and the University named as additional insured. Further requirements apply, and CFA can provide a full list of requirements upon request.

DAILY RATES

(Organizations with proof of a non-profit 501(c)(3) status receive a discount of \$750 per performance day and \$500 per load-in or rehearsal day in Smothers Theatre, \$400 per performance day and \$200 per rehearsal day in Raitt or Lindhurst. To be eligible for these rates, CFA must have a current copy of client's 501(c)(3) certification on file.)

Smothers Theatre

Load in, set-up, tech, rehearsal	\$3,000 per day
Performance day	\$5,000 per day
Double performance day	\$5,500 per day

Raitt Recital Hall

Load in, set-up, tech, rehearsal	\$1,500 per day
Performance day	\$2,500 per day

Lindhurst Theatre

Dressing/Backstage area	\$200 per day (only available if renting Smothers)
Load in, set-up, tech, rehearsal	\$1,500 per day
Performance day	\$2,500 per day

Each rental day must start after 8 AM and must end by midnight. A rental day is defined as a 12-hour day that includes two meal breaks of one-hour each. Any time over 12 hours (10 working hours), before 8 AM, or past midnight will be assessed at the rate of \$250 per hour. A violation of the meal break policy will incur a \$250 penalty for the first violation in a day and a \$500 violation if a second meal break violation occurs in the same day.

OTHER RATES

Dark day for Smothers and Raitt	\$250 per day
Dark day for Lindhurst	\$100 per day
Hazer Fluid	\$25 per day, upon prior approval
Piano tuning	\$200 per tuning

Film/Photography Shoot

Call Greg Stevens, Director of Special Programming
310.506.6504

Other costs, including labor, ticketing, concessions/merchandise, and other various rates and charges will be described in their respective sections.

PAYMENT SCHEDULE

Within 2 weeks of receiving the Letter of Commitment	Executed Letter of Commitment should be returned to CFA along with a \$1000.00 non-refundable deposit. Event will be canceled if both of these items aren't received by this day.
4 months prior to the rental	Contract is issued to the Tenant. Executed contract must be returned to CFA within 2 weeks.
30 days prior to the rental	Balance of original estimate and proof of insurance is due. Event will be canceled if both of these items aren't received by this day.
Within 30 days prior to the rental	Cancellation results in the loss of 50% of Rental Fee.
Within 15 days prior to the rental	Cancellation results in the loss of 75% of Rental Fee.
Within 7 days prior to the rental	Cancellation results in loss of all fees.
Within 30 days after the rental	If the actual cost of the event exceeds the estimate, tenant must pay CFA the difference. For each day this payment is late, 1% of the final balance will be added to the amount owed. If the estimate for the event exceeds the actual cost, CFA will issue a check and mail it to the tenant.

LABOR

Center for the Arts crew for both back of house (BOH) and front of house (FOH) are students or overhire staff with professional training and supervision. CFA will provide all house management, ushering, box office, stage labor, and other FOH and BOH staff. Minimum crew requirements are as follows.

	Front-of-House Staff	Back-of-House Crew
Smothers Theatre	1 Supervisor, 1 House Manager, 6 Ushers	1 Technical Supervisor, 5 Technicians
Lindhurst Theatre	1 Supervisor, 1 House Manager, 4 Ushers	1 Technical Supervisor, 4 Technicians
Raitt Recital Hall	1 Supervisor, 1 House Manager, 4 Ushers	1 Technical Supervisor, 2 Technicians
Ticketed Events	2 Ticket Sellers	

The Center for the Arts will schedule additional staff/crew members based on each event's needs or requirements, and advise each prospective tenant of the staffing required for their event.

Labor Costs are included in the Rental Rates. Any additional team members will be charged at the rate of \$35 per hour with a minimum of four hours. After 10 working hours the rate doubles to \$70 per hour in addition to the \$250 Overtime Rate for the included staff/crew. Center for the Arts strictly follows California labor laws, including requiring meal breaks before the 5th hour (and 10th hour if needed) of work (unless working a straight 6 hour day). Violations of this policy will also incur the \$250 Overtime Rate plus \$35 Fee for any additional staff/crew above and beyond the above listed team members (\$35 fee becomes a \$70 fee those additional team members if a second meal penalty is missed in the same day).

TICKETING

If a tenant wishes to charge for admission or issue tickets for an event, the CFA Box Office must oversee reservations and ticketing for the event. It is recommended that the details necessary to ticket an event are submitted to CFA staff by two months prior to each event, or at least two weeks prior to the desired on-sale date.

The CFA Box Office is equipped to process orders in person, over the phone during regular business hours, and through the approved CFA online ticketing service. **All ticket sales must go through the CFA Box Office.** Patrons will be expected to pay per-ticket (\$3) for phone and online orders, which is waived for in person orders according to regular box office protocol.

If an event is ticketed, the tenant will be responsible for an administrative charge of 7% of the total ticket revenue and a fee of \$0.10 for each comp ticket (\$0 face value) printed. If there is no charge for the event this fee becomes \$.50 per ticket. If the event is not ticketed there will be no comp ticket fee.

TECHNICAL ELEMENTS

CFA is a “road house,” meaning technical inventory is limited and all shows coming in should be totally self-contained. We will provide general area lighting, basic sound equipment, and flying of existing drapes as part of our service. Any technical requirements beyond these standard set-ups must be arranged a minimum of one month in advance with the Technical Production Manager and will require additional labor and set-up time.

If Tenant wishes to use any technical equipment that is not included in CFA’s inventory (Technical Production Manager can provide full rental inventory), Tenant must make arrangements with the Technical Production Manager at least one month in advance to have such equipment rented and/or delivered to the venue. Some CFA inventory items are available to use at an additional cost and with an additional crew member.

The following items may not be moved from their permanent positions: drapes and soft goods, lighting instruments and follow spots, sound equipment, film screen, furniture, and dressing room equipment.

To ensure the safety of all CFA staff and event participants, tenants must discuss all scenic elements with the Technical Production Manager at least one month prior to load-in.

All theatrical effects—including strobe lights, atmospheric effects (haze), unusually loud sound effects, and other dangerous or alarming elements—require approval from the Technical Production Manager at least one month in advance of the event. Not all requests will be approved. Many effects require that warnings be posted by Front-of-House staff.

Center for the Arts strictly follows Los Angeles and California Fire Code, as well as venue-specific orders from the Fire Marshal. Hallways, doorways, aisles, and exit routes must be kept clear, and storage limited to areas approved by CFA staff. If an event presents added risk (e.g., due to the use of haze), CFA may schedule an additional crew member for fire-watch.

PARKING

A shuttle buy out is included in the Rental Rate for all Performance Days. The Main Lot in Front Of Smothers will have a Parking Lot Attendant (2) of the Ushers for Smothers and (1) for Raitt/Lindhurst Rentals. While the Shuttle/Parking is included, CFA has the right to allow entry to certain Pepperdine Staff/Faculty members. While we do our best to allow as many of your guests the first chance at parking in the Main Lot in front of Smothers, the lot cannot exclude these Faculty/Staff Members. The Shuttle will run between the Theme Tower Lot and Smothers Theatre and will act as an Overflow lot if needed. The Main Lot will not be available Monday - Friday from 8 AM to 5 PM. CFA staff can discuss available options for specific events. Parking conditions and availability may vary throughout the year due to the University's busy schedule.

CONCESSIONS AND LOBBY SALES OF SOUVENIRS AND PROGRAMS

The Smothers Theatre lobby is available for usage during contracted performance times. Lobby set-ups, concessions items, and merchandise/souvenirs will need to be approved by CFA staff. Each tenant is responsible for providing volunteers or staff to supervise lobby sales, paying all applicable sales tax, and paying to the University a 10% commission on gross sales. This commission can be waived by the Theatre Operations Manager if acting as a fund raiser for a 501(c)3.

CONTACT INFORMATION

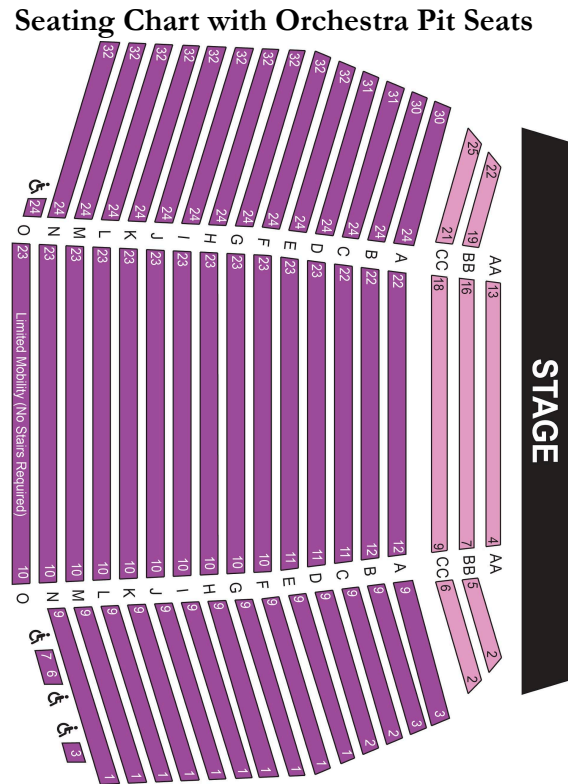
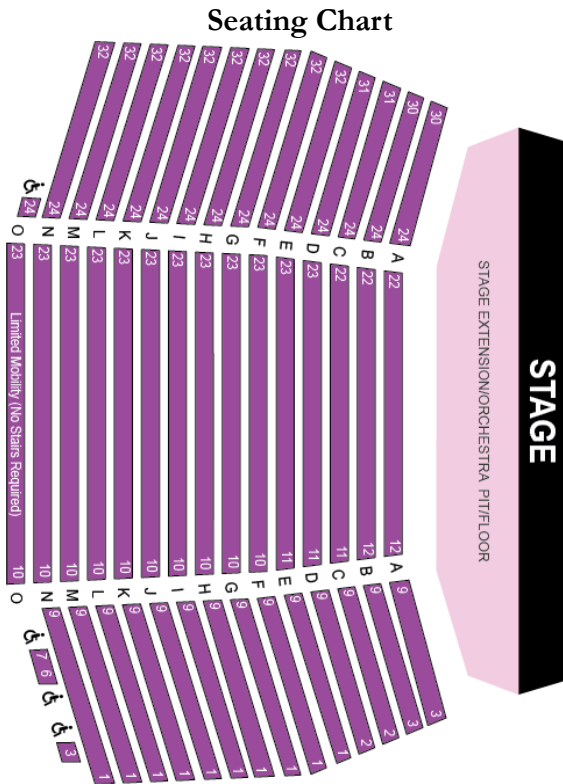
For all booking, scheduling and FOH needs, contact Missy Marion, Theatre Operations Manager, at (310) 506-4079. For BOH and technical needs, contact Stephanie Neer, Technical Production Manager, at (310) 506-4752.

Note:

These guidelines are for information only and are subject to change at any time. They are not intended to be complete or to create any sort of legal relationship between the reader and the Lisa Smith Wengler Center for the Arts or Pepperdine University.

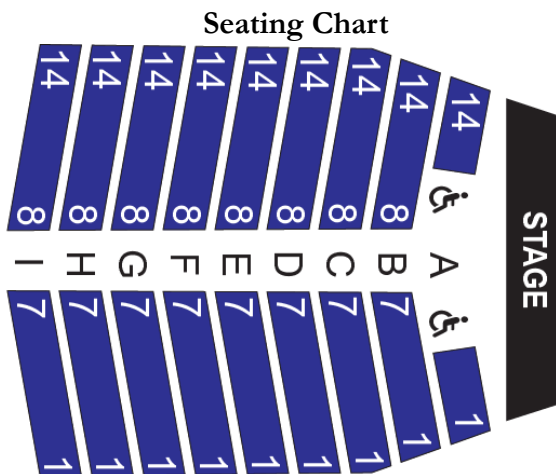
SMOTHERS THEATRE

Smothers Theatre seats 449 in 15 rows, with the ability to add 48 seats in the Orchestra Pit section. There are four wheelchair accessible locations. Assistive listening devices available for check-out.



RAITT RECITAL HALL

Raitt Recital Hall seats 124 in 9 rows, including 2 accessible seating locations.



LINDHURST THEATRE

Lindhurst Theatre features no built-in seating or stage, but is perfect for a rehearsal space or dressing room.

