

# ROSE CENTER THEATER

*Where Creativity and Community Take Center Stage*

## VENUE RENTAL INFORMATION PACKET

*Rates effective January 1, 2026. Subject to change.*

Modern 398-seat auditorium in the heart of Westminster, CA  
40' wide × 30' deep × 21' high stage | State-of-the-art sound & lighting  
Centrally located between the 405 and 22 freeways

**Now booking through December 2026.**

### HOW TO BOOK

Reservations are recommended at least six (6) months in advance. All bookings are at the discretion of the Managing Director and subject to availability.

1. Contact us to confirm availability: fill out the Inquiry Form at [rosecentertheater.com/rentals](https://rosecentertheater.com/rentals)
2. Receive your Rental Application Form. Your date(s) are held for up to two (2) weeks.
3. Sign and return the Event Estimate, along with your non-refundable deposit, to secure your dates.
4. Sign the full Rental Agreement and submit your Certificate of Insurance (COI).
5. Make remaining payments per your agreed payment schedule.
6. Have your event!

### PAYMENT SCHEDULE

Final payment is due 30 days prior to the first event date. Alternative payment schedules available upon request.

### RESPONSE TIMELINE

Our team tries our best to respond to all rental inquiries within 2 business days.

#### **Deposit Required to Secure Dates:**

The larger of \$1,225.00 OR 20% of the Event Estimate total. Non-refundable, non-transferable. Applied as credit toward your balance.

#### **Security Deposit:**

\$1,500.00 credit card authorization required for all events (charged only if incidentals are incurred).

#### **Cancellation Policy Summary:**

90+ days prior: 75% refund of payments made (deposit non-refundable)  
30-89 days prior: 50% refund of payments made (deposit non-refundable)  
Under 30 days: No refund  
Full policy detailed in Rental Agreement

## RENTAL FEES

A minimum of six (6) hours is required per rental day\*. All rates below include use of the auditorium, backstage areas, lobby, house light plot, basic sound, two (2) wireless handheld microphones, and one (1) Technical Director.

### Theater Rental Rate

Organization Type	First 6 Hours	Each Additional Hour
<b>**Non-Profit / Westminster Resident</b>	<b>\$240.00/hr</b>	\$215.00/hr
<b>For-Profit Organization</b>	<b>\$324.00/hr</b>	\$275.40/hr

\*The six (6) hour minimum reflects standard rental day requirements. If your event requires less time, please contact us. Minimum event costs apply.

\*\*Non-profit status must be confirmed with your organization's California 501(c)(3) number at time of application. Documentation must be submitted with your signed Rental Agreement.

### Mandatory Labor Rate

\*Rate per Hour Includes: (1) Stage Manager, (1) Theater Technician, and (1) House Manager.

Hours in Venue	Rate per Hour*	Notes
<b>Hours 1 – 8</b>	<b>\$140.00/hr</b>	Standard rate
<b>Hours 9 – 12</b>	<b>\$210.00/hr</b>	Extended rate
<b>Hour 12+</b>	<b>\$280.00/hr</b>	Late rate

### Additional Staff Rates

Position	Rate for Hours 1-8	Rate for Hours 9-12	Rate for Hours 12+
Additional Theater Technician	<b>\$29.00/hr</b>	\$43.50/hr	\$58.00/hr
Additional Front of House Staff	<b>\$25.00/hr</b>	\$37.50/hr	\$50.00/hr

### Additional Fees

Fee	Amount	Details
<b>Cleaning Fee</b>	<b>\$300.00</b>	First day in venue + \$75.00 per consecutive day
<b>Performance Fee</b>	<b>\$150.00</b>	Per performance. Waived if using RCT Box Office.
<b>Venue Fee</b>	<b>5% of the total</b>	Applied to the total event cost. Supports facility maintenance.
<b>Overtime</b>	<b>\$650.00/hr</b>	Billed after 15 min past the contracted end time, in hourly increments.

#### Overtime Note:

Overtime is billed at \$650 per hour, in full-hour increments. Building a small buffer into your contracted end time is generally more cost-effective than incurring an overtime charge.

## TECHNICAL EQUIPMENT

The following equipment and services are available for an additional fee. Please inquire about availability when submitting your rental application.

Add-On	Rate	Notes
Kawaii Concert Grand Piano	\$155/day	
Follow Spot (max 2)	\$155/day	+ labor
Wireless Handheld Microphones	\$35/day	2 included with rental; 5 total available
Lavalier Microphones	\$50 each/day	5 total available
Side Light Trees	\$200 setup	+ \$50 per use date
High Lumen Projector	\$650/day	
Fogger (max 2)	\$100 each/day	Client must provide 8 lbs bagged ice per fogger per performance
Hazer (max 1)	\$100/day	+ \$60 fogger liquid

## BOX OFFICE & TICKETING

We recommend using the RCT Box Office for the best experience for you and your audience. When you sell tickets through BookTix, your event is listed on rosecentertheater.com, putting your production in front of our existing audience and giving your patrons a trusted, familiar place to purchase tickets.

RECOMMENDED	ALTERNATIVE
<p><b>RCT Box Office (BookTix)</b></p> <p><b>Performance fee WAIVED</b></p> <ul style="list-style-type: none"> <li>Setup fee: Waived for non-profits and recurring clients. Setup fee: \$150 for first-time users.</li> <li>Standard turnaround: approx. 3 business days.</li> <li>Event listed on <a href="http://rosecentertheater.com">rosecentertheater.com</a> with a unique, shareable ticket link for easy sharing.</li> <li>Ticket buyers receive a pre- and post-event follow-up from RCT.</li> </ul> <p><i>Fees:</i></p> <ul style="list-style-type: none"> <li>\$0.50 RCT handling fee per ticket processed.</li> <li>BookTix fee: \$0.90 + (ticket price × 3.75%) per ticket. <i>BookTix fees are paid by the ticket buyer.</i></li> </ul> <p><b>Non-Profit Exclusive: Accept Online Donations</b>  <i>Non-profit organizations using the RCT Box Office can enable online donations directly on their ticketing page, making it easy for patrons to support your organization at the point of purchase.</i></p> <p><i>Donation Processing Fees:</i></p> <ul style="list-style-type: none"> <li>\$0.50 + ticket price × 3.5% per donation</li> <li>For donations under \$3.00, a flat \$0.50 transaction fee applies only</li> <li>The donor can opt to pay processing fees.</li> </ul>	<p><b>Self-Managed Ticketing</b></p> <p><b>Box Office Administration Fee: \$150 per performance.</b></p> <ul style="list-style-type: none"> <li>Use your preferred ticketing platform.</li> <li>Rental Client manages all ticket sales and patron communications.</li> <li>If a device is needed to check in patrons, the Rental Client must supply all equipment (scanners, tablets, barcode readers, etc.).</li> <li>Rental Client must provide a finalized will-call list or document that includes the expected and actual audience counts.</li> </ul>

Total tickets sold may not exceed RCT capacity: 398 seats (378 standard + 20 ADA accessible).

## PERFORMANCE GUIDELINES

Requirement	Details
<b>Minimum Rental Time</b>	6 hours per day. Contact us for exceptions under 6 hours.
<b>Intermission (90+ min show)</b>	At least one (1) 15-minute intermission required.
<b>Intermission (300+ audience)</b>	Minimum 20-minute intermission required.
<b>Intermission Waiver</b>	\$250.00
<b>Backstage Capacity</b>	Maximum 50 persons in dressing rooms at one time.
<b>Minor Supervision Ratio</b>	1 adult supervisor per 20 minors backstage. Required at all times.
<b>Performer Overflow Areas</b>	Outdoor Artist Entrance area, or last 2–3 rows of auditorium (Rows Q, R, S).
<b>Videographer Locations</b>	Restricted to designated “X” locations marked on the seating chart. Must remain stationary.

## VENUE POLICIES

The following policies apply to all rental events. Violations may result in penalties or the cancellation of the event.

### Food & Beverage

- No food or beverage (other than sealed bottled water) is permitted in the auditorium, on stage, in dressing rooms, or in any interior backstage area.
- Concession sales require prior written approval and must comply with RCT Concessions Guidelines (see attached).
- Concessions may only be sold or distributed in RCT-authorized lobby areas during designated intermission periods.
- All food must be individually packaged, factory sealed, and non-messy. Max 1.5 oz per package.
- All beverages must be factory sealed. Max 8 oz per bottle or can. No poured/served drinks.
- Refreshments beyond RCT guidelines must be contracted through Jay's Catering. No alcohol unless contracted through RCT's approved liquor license holder.

### Facility Rules

- The contract holder or designated party must be on-site for any performers, staff, or participants to enter.
- Clear access to all doors, aisles, and walkways must be maintained at all times.
- No smoking, vaping, or illegal drugs inside the facility or within 25 feet of any entrance.
- No glitter, confetti, flammable items, or helium balloons without express written permission.
- Nothing may be adhered to walls without written approval. Painter's tape only, where permitted.
- The venue must be returned in the same condition as found. Damage or excessive cleaning fees will be invoiced.
- Parking in the rear lot and loading areas requires RCT permission. Unauthorized vehicles may be towed.
- All equipment brought in must be pre-approved by the RCT Technical Director.
- All RCT equipment is operated by RCT staff only.

### Liquidated Damages & Violations

The Rose Center Theater has established the following liquidated damages schedule to address violations that could cause damages difficult to calculate precisely. These amounts represent our reasonable estimate of the costs resulting from violations.

Violation	Consequence
Food & Beverage (first offense)	Verbal warning
Food & Beverage (subsequent)	\$50 per violation
Capacity limit exceeded	\$250 per occurrence
Intermission not taken when required	\$250 per occurrence
Unauthorized wall adhesives	Cleaning/repair fees billed
Persistent violations	Event cancellation, no refund
Drugs or alcohol violation	Immediate cancellation, no refund; law enforcement notified

## INSURANCE REQUIREMENTS

A Certificate of Insurance (COI) must be on file with RCT before access to the venue will be granted.

- Policy must name the Rental Contract Holder, Organization Name, and Address as listed on your Agreement.
- Minimum coverage: \$1,000,000 per occurrence and \$2,000,000 aggregate.
- "Friends of the Rose Center, 14140 All American Way, Westminster, CA 92683" must be named as Additional Insured.
- Policy effective dates must encompass all contracted Event dates.

*Need a provider? Past clients have used: The Event Helper (theeventhelper.com) and Special Event Insurance (specialeventinsurance.com). RCT has no partnership with either. You are free to use any provider that meets the above requirements.*

## PARKING

Patrons are encouraged to park in the City parking structure located directly across the street, accessible via 13th Street.

	City Parking Structure
<b>Rate</b>	\$2.00/hr or \$8.00/day
<b>Hours</b>	Monitored 24/7. No parking 2:00 AM – 5:00 AM.
<b>Entrance</b>	Off 13th Street, directly across from the venue.

ADA-designated spaces are available directly in front of the venue for patrons with ADA parking placards.

Additional parking may be available in the County Court lot at 13th Street and All American Way during non-operating court hours. Parking in this lot is at your own risk.

*Please read all posted signs for current hours and restrictions.*

## VENUE FEATURES & TECHNICAL SPECIFICATIONS

### The Space

<b>Auditorium Capacity</b>	398 seats (378 standard + 20 ADA accessible)
<b>Stage Dimensions</b>	40' wide × 28' deep acting area; 13'6" apron; 41' proscenium width
<b>Grid / Curtain Height</b>	Grid: 22'6"   Curtain track: 23'
<b>Curtains</b>	Main curtain, mid-stage traveler, upstage traveler, CYC (22'5" H × 62' W)
<b>Wings / Drop Tracks</b>	4 wings, 2 curtain/drop tracks
<b>Dressing Rooms</b>	2 chorus dressing rooms (each with private restroom), 1 shared makeup counter; max 50 backstage
<b>Lobby</b>	Shared with Rose Center banquet halls (Jay's Catering). Designated vendor area provided.

### Lighting & Sound

<b>Lighting Console</b>	ETC ION   2 Follow Spots available (add-on)   Light plot on request (VectorWorks)
<b>Sound Console</b>	Yamaha QL5
<b>Main Speakers</b>	JBL Pro AM 6215/95 (HL, HLC, HRC, HR — hung)
<b>Delay Speakers</b>	AM 4212/00 (HL, CS, HR — hung)
<b>Subwoofers</b>	2× Acoustic Model 808 (permanent install)
<b>Monitors</b>	4× EAW SM200 IH wedges (permanent install)
<b>Microphones (included)</b>	2 wireless handheld mics (up to 5 available; add-on fee for extras)
<b>Playback</b>	Aux input for laptop, phone, or mp3 device — client provides playback device

*All RCT equipment is operated by RCT staff only. Client-provided equipment must be approved in writing by the RCT Technical Director prior to the first day in the venue.*

## WHAT TO EXPECT ON EVENT DAY

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### Arrival & Load-In

Your designated Responsible Party must arrive before any performers, staff, or participants may enter the venue. Our Technical Director will meet you for a brief venue orientation and safety walkthrough.

### RCT Staff Coordination

Your rental includes a Technical Manager, Stage Manager, Theater Technician, and House Manager, who will liaise with your team to coordinate all technical operations, patron flow, and venue logistics throughout your event.

### Load-Out & Departure

Unless otherwise agreed to in writing, all personal items and equipment must be removed immediately following your contracted end time.

## FREQUENTLY ASKED QUESTIONS

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### Can I book less than 6 hours?

The minimum rental time is 6 hours per day to allow adequate time for load-in, tech setup, and load-out. Specific exceptions may apply for certain event types. Contact us to discuss.

### Can I bring in my own technicians?

Yes, but all RCT equipment must be operated by RCT staff only. Your technicians will work in tandem with our team.

### Can we serve concessions?

Yes, with prior written approval. All food and beverage must comply with the RCT Concessions Guidelines (see below). Items beyond those guidelines must be contracted through Jay's Catering.

### Can we sell merchandise or flowers?

Only with prior written approval. Unauthorized merchandise or sales will be confiscated, and sales privileges will be revoked.

### What events are not well-suited for the Rose Center Theater?

Highly amplified performances over 90db. If your event requires this type of sound, you will need to bring your own qualified sound professional and system. An additional security deposit may apply.

### Can we promote our event at the venue?

On-property marketing promotion of a rental event is not permitted without prior approval.

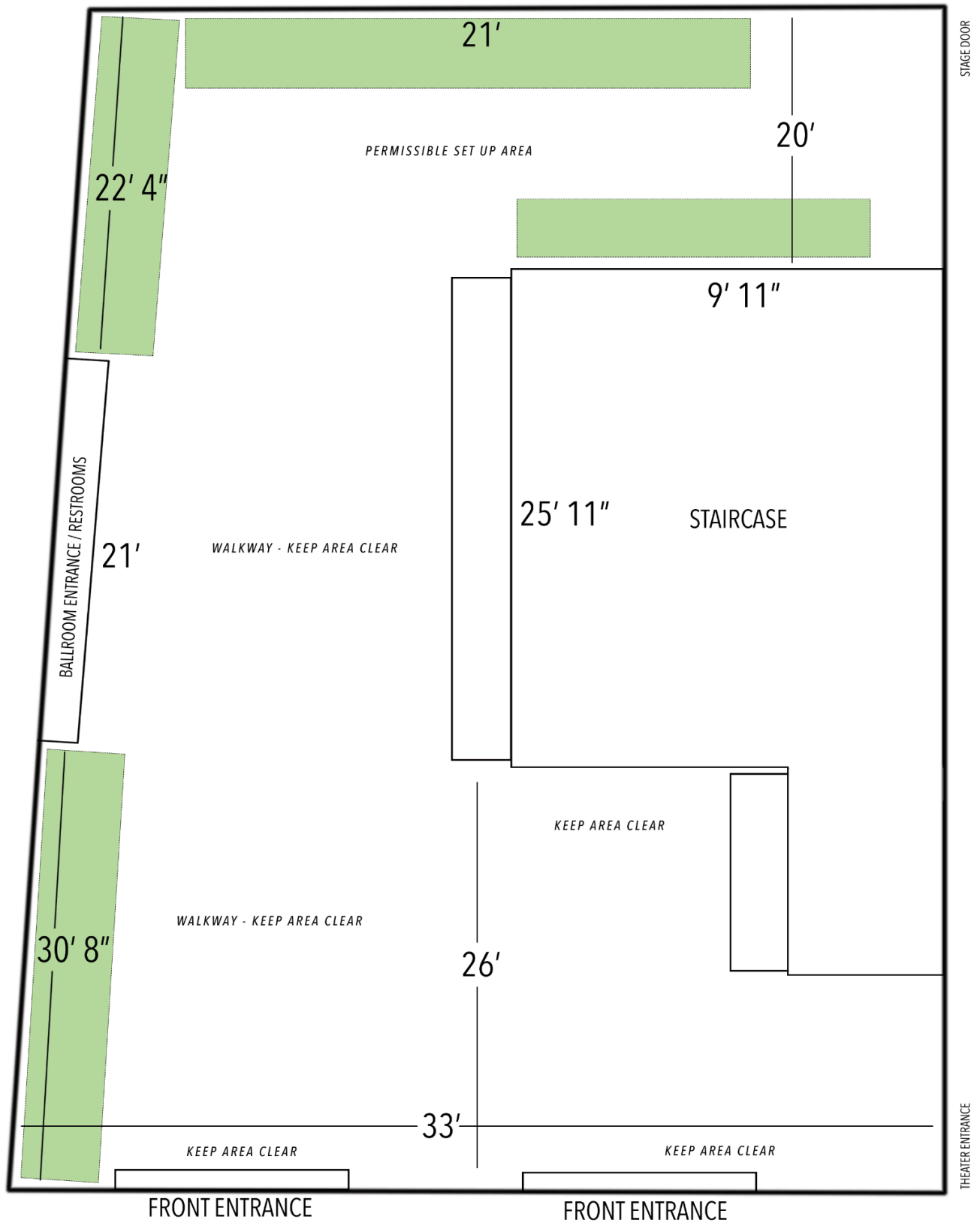
### What is the laptop/projection situation?

Rental Clients are responsible for providing their own laptop for projector hookup and backdrop display, as well as their own music playback device with all audio tracks loaded.

## Ready to Book?

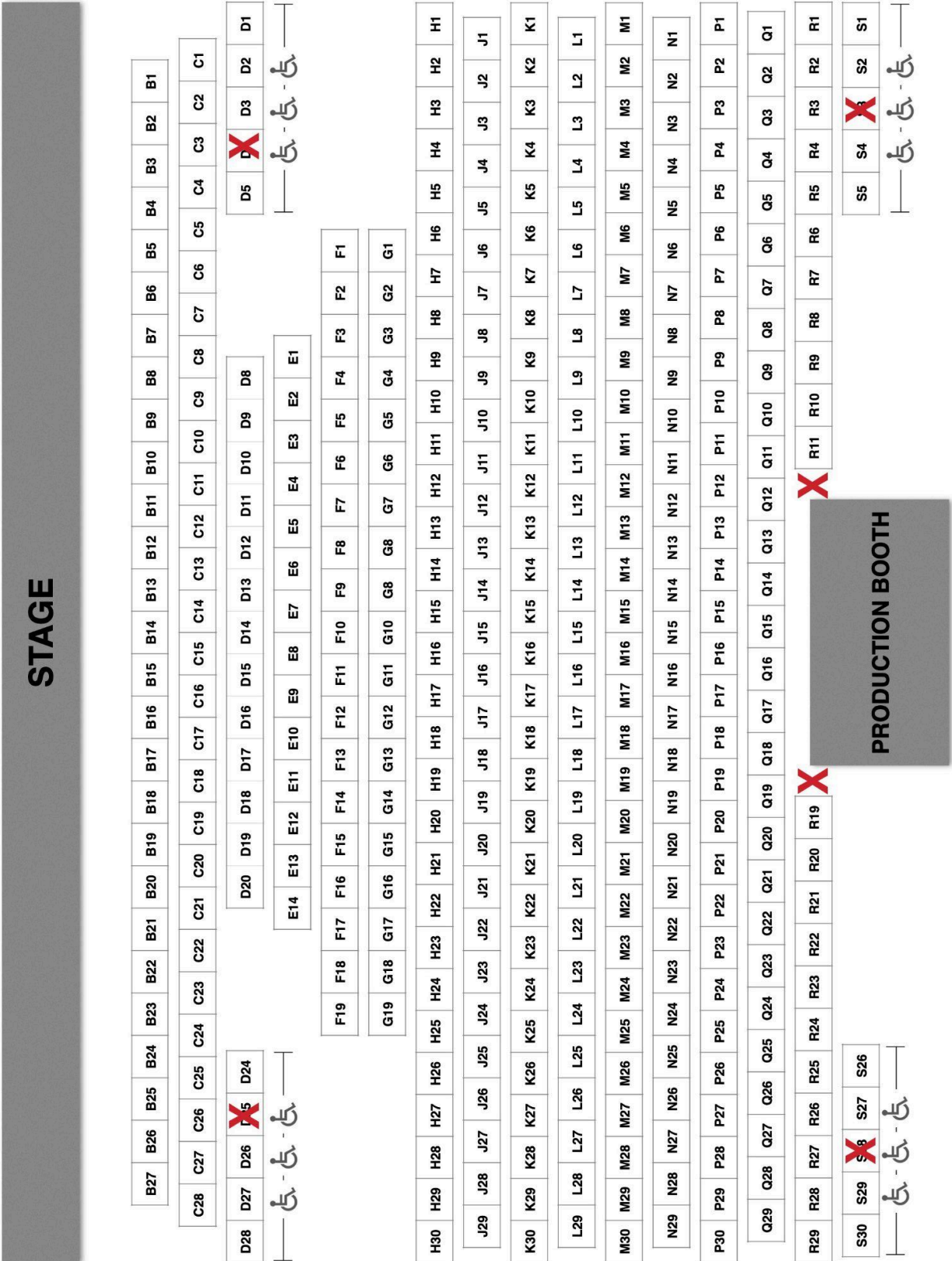
Submit your Rental Inquiry at [rosecentertheater.com/rentals](https://rosecentertheater.com/rentals)

# ROSE CENTER GRAND LOBBY DIAGRAM



# ROSE CENTER GRAND LOBBY DIAGRAM

X: designated stationary videographer location



## ROSE CENTER FOOD & BEVERAGE GUIDELINES

No food or beverage, other than sealed bottled water, is permitted in the auditorium, on stage, in dressing rooms, or in any interior backstage area. All food and beverages must be consumed in RCT-designated areas only. Rental Clients who have contracted concession privileges are subject to the following guidelines. All concession sales and distribution may only occur in RCT-authorized lobby areas and only during designated intermission periods. These guidelines apply to all food and beverages brought into or distributed within the Rose Center Theater, including concessions, cast grams, and giveaways. Adherence to these policies ensures a clean, safe, and enjoyable environment for everyone.

### Food Guidelines

Approved	NOT Approved
<ul style="list-style-type: none"> <li>All food items must be individually packaged and factory sealed</li> <li>Maximum 1.5 oz per package ("Snack Size")</li> <li>Non-messy items only</li> <li>Examples: individual bags of chips, cookies, crackers, granola bars, and similar single-serve snacks</li> </ul>	<ul style="list-style-type: none"> <li>Homemade, catered, or store-bought and repackaged food items</li> <li>Items where sugar, residue, or debris separates from the packaging</li> <li>Individually wrapped items within larger packages (e.g., individually wrapped candies in a bag)</li> <li>Loose or pourable candies</li> <li>Gummy or sour candies</li> <li>Any messy or crumbly items</li> </ul>

### Beverage Guidelines

Approved	NOT Approved
<ul style="list-style-type: none"> <li>All beverages must be individually packaged and factory sealed</li> <li>Maximum 8 oz per bottle or can ("Cocktail Size")</li> <li>Twist cap or pop top required (cans acceptable)</li> <li>Examples: individual water bottles, small soda cans, and similar factory-sealed single-serve beverages</li> </ul>	<ul style="list-style-type: none"> <li>Poured or served drinks of any kind</li> <li>Beverages in cups or containers for distribution</li> <li>Pop-off caps or bottles requiring openers</li> <li>Alcohol of any kind.</li> </ul>

Enforcement: RCT reserves the right to confiscate any items that do not meet these guidelines.

Storage: RCT does not provide storage space for food or beverage items. No items may be stored overnight at the facility.

Exceptions: Any food or beverage that falls outside these guidelines must be contracted separately through a Rose Center-approved food and beverage license holder. A copy of any such contract must be provided to RCT for review prior to your event. Additional fees will apply.