

THE EASTWOOD RULES

BOOKING

All bookings must be confirmed by your contract officiated by your producer and Eastwood's Managing Director. Any changes in previously agreed dates or times must be confirmed by both parties.

RESPECT OF SPACE

Because Eastwood hosts two spaces (The Eastwood Mainstage and The Oxford Underground), sound levels must be approved by the management in respect of each other.

The theater (dressing rooms, booth, audience area) must be left clean after each use. At the end of each usage of the space, you must clean up the theater and throw away all trash in the provided bins. Dressing rooms should be left neat and clean. Please do not tack, tape, screw or nail anything to the walls. Gross abuse of the space will result in a \$500 cleaning fee. This includes but is not limited to; smoking, glitter or confetti, blood, misuse of property, and anything that could damage the space.

Please do not leave personal belongings on the counters when your show is not playing.

Air conditioning controls are never to be altered by anyone other than a representative of Eastwood. Please ask Eastwood staff to make any adjustments.

HOLDING THE HOUSE

We understand that the parking situation may become difficult on busy nights. There will be a 15 minute grace period on the end of your rental to account for any late start. After this 15 minute grace period, you will be charged for one full hour.

SECURITY

Eastwood is not responsible for any losses. Make sure to keep all your belongings with you.

Doors entering and exiting the building must remain closed at all times. These doors may not be left open for any reason. Communication should be made to open the door for anyone in your party who is waiting to be let in.

PROP/SET STORAGE & USE

Eastwood offers very limited storage space rentals. Inquire for more information, otherwise, all props and sets must be struck after all performances or events for security and to allow other uses of the space during the daytime.

Construction must be completed off-site and brought to the theater for installation. No spray painting is permitted anywhere on the premises including any exterior areas.

Lighting instruments must remain in the grid or deadhung in the theater's designated area.

During your strike, lights must be re-focused, placed to their original location and without gels, as found.

Instruments are never to be left on the floor backstage or on stage. See theater staff for designated areas for light storage.

Fixed set elements must be clearly agreed upon before production and no permanent changes can be made to the theater under any circumstances.

SELLING TICKETS

There is no requirement to use a particular ticket agency, however, in order to have representation on the Eastwood website and social media presence, shows must offer some tickets with Stagey. You will be made an admin of your event and have complete control of the sales, comps, discounts, etc. You will keep 100% of your ticket sales.

ADVERTISING

For primary weekend productions there is a poster display dimensions sheet on the producer page on the Eastwood website. Please refer to that sheet for the most up to date and thorough information. Primary banner posters should be printed at 6'x3' and clearly state the performance dates and we recommend a QR code that leads to the ticketing site.

Do not mount other posters, flyers, pictures, etc, without specific clearance from Eastwood staff.

All promotional materials must be proofed by Eastwood staff before printing or sending out via electronic marketing; including flyers, press releases etc. Our review is only for Eastwood-specific information, not for artistic content. Please email a proof to calvin@eastwoodrevival.com.

Address to be used in publicity, advertising, mailings, signs, etc:

Eastwood Performing Arts Center, 1089 N Oxford Ave, Los Angeles, CA 90029