CITY OF OAKLAND CTALAND

Interoffice Memorandum 71114 JAN - 9 PM 3: 49

Office of Parks and Recreation

TO:

Office of the City Manager

FROM:

James P. Ryugo, Interim Director

DATE:

January 8, 2004

Subject:

Transmittal of Life Enrichment Committee Item

Woodminster Amphitheater Schedule - Improved Copy

Attached is a more readable copy of Attachment B, Woodminster Amphitheater Schedule, for Item 3, "Supplemental Information Regarding Agreement with Producers Associates, Inc. for Musical Theater at Woodminster Amphitheater from 2004-2008" for the Life Enrichment Committee.

APPROVED FOR FORWARDING TO THE LIFE ENRICHMENT COMMITTEE:

Office of the City Manager

Use of Woodminster Amphitheater

For any rental of the theater, a member of the Woodminster Technical Staff must be in attendance to ensure the safe and proper use of the facilities and equipment. Potential problems related to the electrical systems, plumbing, control booth, concessions booth, box office, dressing rooms, shop, green room and other backstage areas all require a knowledgeable person on site during any event. Woodminster technicians are available at \$25 per hour per technician.

In compliance with Actors Equity work rules, Producers Associates installs a raised wooden floor over the entire stage. The floor is usually installed in the first week of June and removed in the third week of September. The installation takes 5 technicians four 8-hour workdays, and the removal takes 5 technicians three 8-hour workdays. The stage is unavailable during this installation and removal. All uses of the theater during the period when the floor is installed must be compatible with a raised wooden floor.

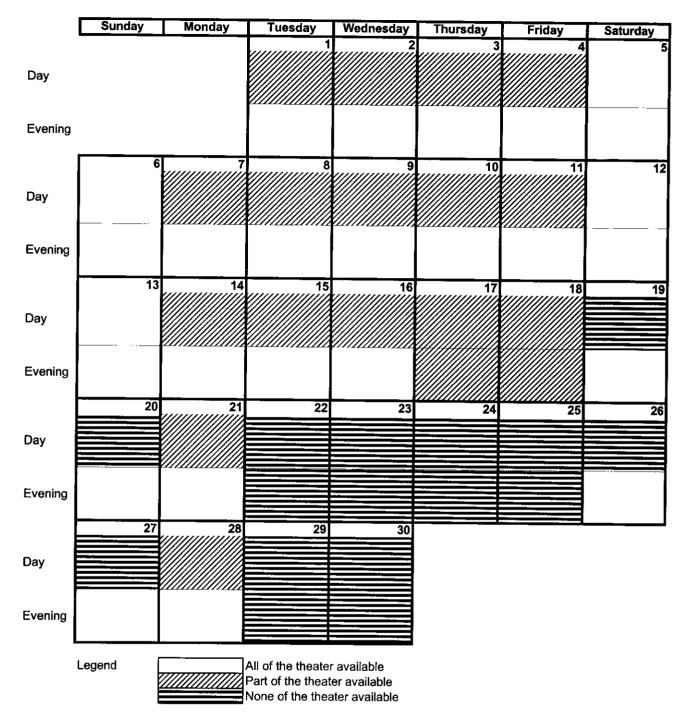
Some Producers Associates equipment is available for rental. Equipment rental rates will vary depending on the type and amount of equipment needed. The lighting systems, sound systems and other delicate or dangerous equipment must be operated by a member of the Woodminster Technical Staff. Equipment rental is separate from the rental of the theater and should be arranged with Producers Associates. Fees for the Woodminster Technical Staff and any equipment rental are payable to Producers Associates, and are due when the contract for use of the facility is signed.

Producers Associates' computers, telephones, printers and small backstage office are not available to those who rent the theater.

If a renter requests that Producers Associates remove its equipment and/or property from any portion of the theater, there will be a charge for removal and reinstallation. Note that at some times during the Summer Musicals season, it is impossible for Producers Associates to vacate certain locations in the theater.

All groups renting the theater must leave the theater in the same condition in which they found it. There will be a cleaning charge for any janitorial services required to clean up after an event.

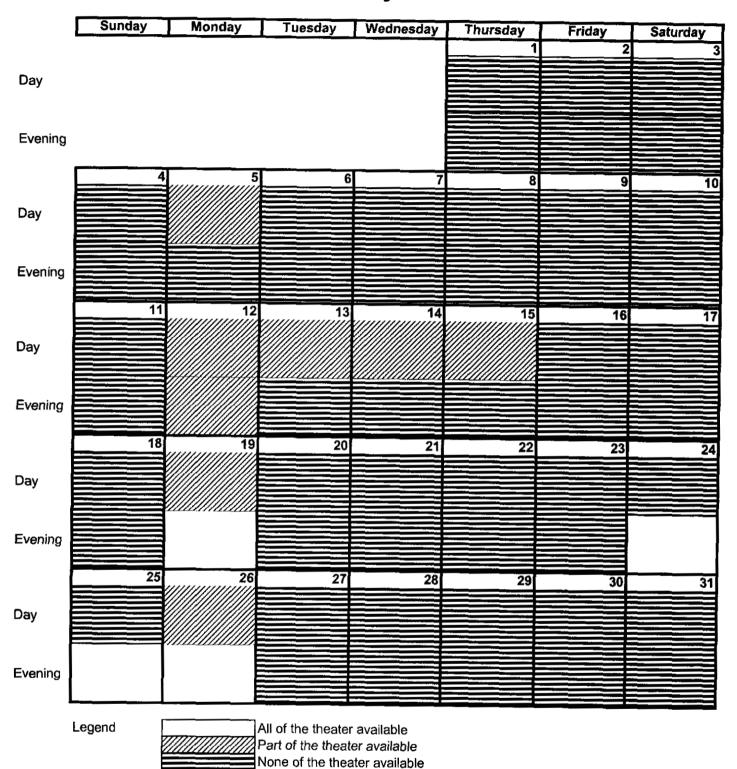
June 2004



Notes

- 1. Set construction begins June 1. From June 1 through September 17 there are permanently installed sets onstage in various phases of construction. The extent to which set pieces can be disguised or moved depends on the specific show and phase of construction. Events that can play in front of the sets can be scheduled on any free date. Events that require an empty stage should be scheduled before or after the Woodminster Summer Musicals season.
- 2. For daytimes in the period June 1 through June 21, Producers Associates is flexible about the use of the stage. With sufficient notice, set construction can be scheduled to work around 2 or 3 daytime events during this period. For example, school graduations have occurred during this period for many years.

July 2004

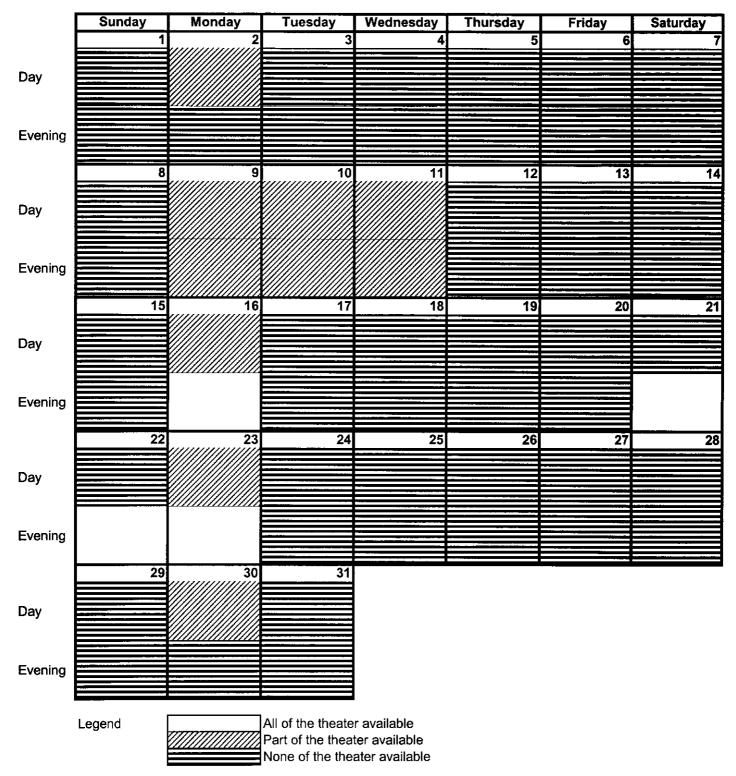


Notes

1. For all of July there are permanently installed sets onstage in various phases of construction. The extent to which set pieces can be disguised or moved depends on the specific show and phase of construction. Events that can play in front of the sets can be scheduled on any free date. Events that require an empty stage should be scheduled before or after the Woodminster Summer Musicals season.

2. Producers Associates can adjust its schedule to accommodate 1 event in the July 12 - July 15 window.

August 2004



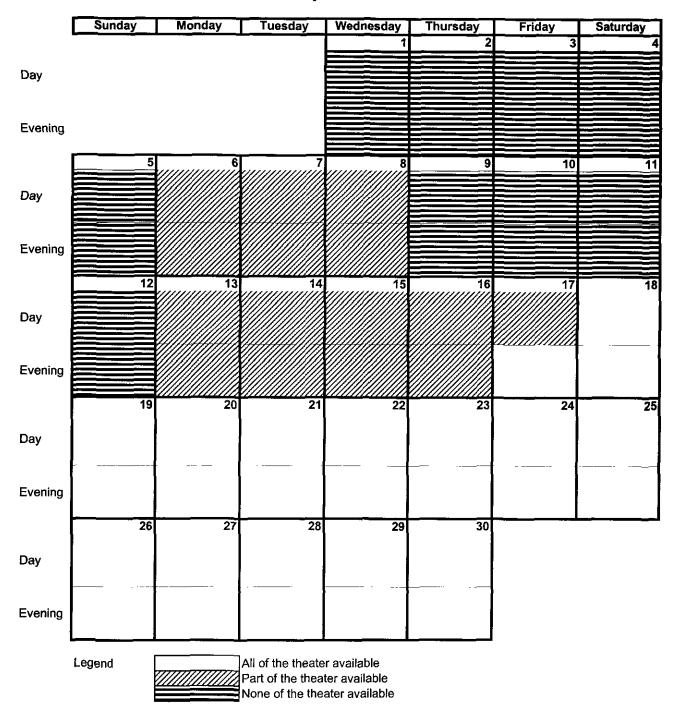
Notes

1. For all of August there are permanently installed sets onstage in various phases of construction. The extent to which set pieces can be disguised or moved depends on the specific show and phase of construction. Events that can play in front of the sets can be scheduled on any free date. Events that require an empty stage should be scheduled before or after the Woodminster Summer Musicals season.

2. Producers Associates can adjust it's schedule to accommodate 1 event in the August 9 - August 11 window.

Woodminster Theater

September 2004



Notes

1. The wooden floor is removed during the week of September 13. The first few days of this week the stage is largely unuseable. Toward the end of the week, and for the entire remainder of the dry season through the end of October, the stage is completely available.

LIFE ENRICHMENT CMTE.