

CITY OF OAKLAND

Interoffice Memorandum

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Office of Parks and Recreation



**TO:** Office of the City Manager  
**FROM:** James P. Ryugo, Interim Director *JR*  
**DATE:** January 8, 2004

**Subject:** Transmittal of Life Enrichment Committee Item  
Woodminster Amphitheater Schedule – Improved Copy

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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:

*Celestia Edgerly jrnb*  
Office of the City Manager

Item 3  
Life Enrichment Committee  
January 13, 2004

## **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.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4	5
Day							
Evening							
	6	7	8	9	10	11	12
Day							
Evening							
	13	14	15	16	17	18	19
Day							
Evening							
	20	21	22	23	24	25	26
Day							
Evening							
	27	28	29	30			
Day							
Evening							

Legend		All of the theater available
		Part of the theater available
		None of the theater available

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.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2	3
Day							
Evening							
	4	5	6	7	8	9	10
Day							
Evening							
	11	12	13	14	15	16	17
Day							
Evening							
	18	19	20	21	22	23	24
Day							
Evening							
	25	26	27	28	29	30	31
Day							
Evening							

Legend

	All of the theater available
	Part of the theater available
	None of the theater available

- 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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6	7
Day							
Evening							
	8	9	10	11	12	13	14
Day							
Evening							
	15	16	17	18	19	20	21
Day							
Evening							
	22	23	24	25	26	27	28
Day							
Evening							
	29	30	31				
Day							
Evening							

Legend		All of the theater available
		Part of the theater available
		None of the theater available

- 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.

# September 2004

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3	4
Day							
Evening							
	5	6	7	8	9	10	11
Day							
Evening							
	12	13	14	15	16	17	18
Day							
Evening							
	19	20	21	22	23	24	25
Day							
Evening							
	26	27	28	29	30		
Day							
Evening							

Legend

	All of the theater available
	Part of the theater available
	None of the theater available

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.