

# Curtis Theatre

At the Brea Civic & Cultural Center  
1 Civic Center Circle, Brea, CA 92821  
Contact: 714-990-7727 Visit: [www.curtistheatre.com](http://www.curtistheatre.com)

**Thank you for considering the Curtis Theatre for your upcoming production, or event. The following information provides more specific details about hourly rental fees, insurance, and the Curtis Theatre's technical specifications. To rent the facility, complete the Rental Reservation Form and forward it, along with your deposit to the Curtis Theatre's Manager, Tiina Mittler. Your rental dates will be confirmed upon receipt of both the Rental Inquiry Form, and deposit.**

**Q: How do I reserve a date for my presentation or event?**

A: Reservations for use of the Curtis Theatre are recommended six (6) months in advance of the actual event date(s). A tentative reservation will hold a date(s) for one week. A confirmed reservation is completed upon the receipt of a \$500 deposit and application form. After the one week "hold," the reservation will be removed if the reservation has not been confirmed with a deposit.

**Q: How do I confirm my rental?**

A: Before your rental date can be confirmed, the following will be required:  
Required Security/Cleaning Deposit in the amount of \$500. Deposit is in addition to any rental fees and is refundable upon satisfactory completion of rental. Cancellation of use must be submitted in writing one-hundred twenty (120) days prior to rental in order to receive refund of deposit. Cancellation without proper notification shall result in the forfeiture of deposit.

Copy of your insurance certificate naming the City of Brea as an additional insured, or you may elect to purchase insurance from the City. Please see the enclosed Insurance Requirements information. You can purchase insurance through the City for your event at a per day rate. Please check the appropriate box in the rental worksheet attached.

**Q: My show is only two (2) hours. Do I just schedule the facility for two (2) hours?**

A: The minimum rental time for the Curtis Theatre is four (4) hours. This will allow sufficient time to load all props, costumes and set pieces. Remember, if there are any special sound or lighting needs, the technician will need time to setup and prepare for your show.

**Q: Can the Curtis Theatre Box Office sell tickets to my production?**

A: Yes. There is a \$120 Box Office ticket setup fee and a \$2 per ticket handling fee charged to the renter. These fees are in addition to any handling fees charged to the patrons. If you plan to contract Box Office Services, make sure to note it on your Rental Inquiry Form.

**Q: How many technicians do I need?**

A: It is recommended that you have at least two technicians for any production; one for lighting and one for sound. This will allow each technician to concentrate on your specific needs for each performance. One City technician comes with the rental of the theatre that can operate lights or sound. Each additional technician requested is billed to the renter at \$33 per hour.

**Q: Can I bring in technicians to work my show?**

A: Yes. Remember that each technician you bring in will need to run through the operations of our technical equipment to insure that they are competent in its operation.

**Q: How can I make sure that the date I want is available?**

A: Call the Theatre Manager at (714) 990-7723 to reserve the date, and be aware that times are limited as there are many activities booked in the facility. Your \$500 deposit will hold the date for you once the theatre manager confirms that the date you need is available.

**Q: Can we serve refreshments?**

A: Yes. If you choose to sell your own concessions you must use your own concession inventory. All concession inventories are subject to approval by the City of Brea Theatre Staff.

If you contract with the City to use the Curtis Theatre's Box Office services, you may also opt to have theatre staff sell concessions inside the Curtis Theatre. While there is no additional charge for this, all revenue generated from Curtis Theatre concession sales belong to the City. Available items are soft drinks, water, coffee, tea, candy and cookies.

**Q: Can we promote our event at the Civic Center?**

A: Marketing promotion of a theatre rental is prohibited on City property. In addition, the City does not provide any marketing staff for rental uses.

**Again, thank you for considering the Curtis Theatre for your upcoming event. We look forward to working with you and providing the best possible service to make your event a success. If you need additional information, please do not hesitate to call Theatre Manager, Tiina Mittler at (714) 990-7723.**