Town of Breckenridge’s

Riverwalk Center
Venue + Technical Information | Updated January 2018

Physical Address:
The Riverwalk Center
150 W. Adams
Breckenridge, Co 80424

Shipping Address:
The Riverwalk Center
150 W. Adams
P.O. Box 4269
Breckenridge, CO 80424

Mailing address:
Breckenridge Creative Arts
P.O. Box 4269
Breckenridge, CO 80424
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Section 1: Riverwalk Center Overview and General Information

The Riverwalk Center is owned by the Town of Breckenridge and is managed and operated by Breckenridge Creative Arts on behalf of the town. The venue proudly hosts the Breckenridge Music Festival and National Repertory Orchestra as its resident companies and presents year-round concerts, screenings, theater performances, community and corporate events, and private functions.

The space is flexible with pitched removable seating and glass doors that open onto a lawn along the banks of the Blue River. This ideal location features easy access to the Riverwalk recreation path, the town’s arts district, and downtown shopping, dining, and legendary Breckenridge nightlife.

Venue Capacity and Performance Features

The Riverwalk Center’s flexible removable seating can accommodate many different seating and table possibilities.

<table>
<thead>
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<th>Capacity</th>
<th>Number</th>
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<tr>
<td>Full Seated Capacity</td>
<td>750</td>
</tr>
<tr>
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<td>1000</td>
</tr>
<tr>
<td>Standing Room and Lawn</td>
<td>2000</td>
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The Riverwalk Center is designed primarily as an orchestral hall and provides an excellent acoustic environment for non-reinforced music events such as symphony orchestras, choirs, and small bands. The auditorium and stage area are acoustically tunable to support sound reinforced event. Additional details in the Sound/Acoustic section.

The stage area is designed as a traditional orchestra venue and has no offstage wing space. The stage floor is a floating hardwood maple floor that enhances the beauty and acoustic qualities of the auditorium.

<table>
<thead>
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<th>Riverwalk Center Staff and Resident Company Contact</th>
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<tr>
<td><strong>President + CEO:</strong></td>
</tr>
<tr>
<td><strong>Robb Woulfe</strong></td>
</tr>
<tr>
<td>970-453-3187 x1</td>
</tr>
<tr>
<td>970-453-4187 fax</td>
</tr>
<tr>
<td><a href="mailto:robb@breckcreate.org">robb@breckcreate.org</a></td>
</tr>
<tr>
<td><strong>Senior Director of Operations + Guest Experience:</strong></td>
</tr>
<tr>
<td><strong>Dennis Lucero</strong></td>
</tr>
<tr>
<td>970-453-3187 x4</td>
</tr>
<tr>
<td>970-453-4187 fax</td>
</tr>
<tr>
<td><a href="mailto:dennis@breckcreate.org">dennis@breckcreate.org</a></td>
</tr>
<tr>
<td><strong>Senior Director of Finance + Administration:</strong></td>
</tr>
<tr>
<td><strong>Susan Lyon</strong></td>
</tr>
<tr>
<td>970-453-3187 x5</td>
</tr>
<tr>
<td>970-453-4187 fax</td>
</tr>
<tr>
<td><a href="mailto:susan@breckcreate.org">susan@breckcreate.org</a></td>
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**Director of Events + Production:**
- **Ken Miller**
  - 970-453-3187 x3
  - 970-453-4187 fax
  - ken@breckcreate.org

**Production + Technical Service Manager**
- **Andy Bennett**
  - 970-453-3187 x6
  - 970-453-4187 fax
  - andy@breckcreate.org

**Venue + Event Services Manager**
- **Mike Pasquarella**
  - 970-453-3187 x7
  - 970-453-4187 fax
  - mike@breckcreate.org

**Ticketing Systems + Services Manager**
- **Justin Lane**
  - 970-453-3187 x9
  - 970-453-4187 fax
  - dana@breckcreate.org

**Restrooms**

All public restrooms are located outside of the auditorium on the west and east side of the building. Guests must exit the amphitheater and go outside to access restrooms.

**Internet Access**

Wi-Fi is available throughout the facility.
Box Office

The Riverwalk Center Ticket Office is open during the summer season from late May to early September for walk in and phone orders. Online ticketing is available year-round and may be utilized outside the summer season if arranged with venue staff. Additional information about ticket office services for venue rental customers can be found in Ticketing and Ticket Office Procedures.

Riverwalk Center Policies and Procedures

Purpose:
The purpose of these policies is to provide a clear explanation of the guidelines for reserving any part of the Riverwalk Center located at 150 W. Adams Ave., Breckenridge, CO. Any questions regarding these policies should be directed to the Senior Director of Operations and Guest Experience at 970-453-3187 ext. 4. These policies establish regulations for the use of the Riverwalk Center by external users and sponsored users, in accord with the Riverwalk Center’s, Breckenridge Creative Arts’, and the Town of Breckenridge’s missions, goals, and policies.

Management Discretion:
The management of the Riverwalk Center strives at all times to adhere to the town’s guidelines for facility usage while operating all venues in a fiscally responsible manner. These facilities use policies are designed to give guidance to the Riverwalk Center management. Nothing contained herein is intended to limit the Senior Director of Operations and Guest Experience’s discretion in the booking or negotiation of contracts that, in the professional judgment of the Director, would be in the best interest of the Riverwalk Center.

Definition of BCA Facility Users:

Resident Company User

Resident Companies are defined as organizations that produce, present and manage a significant number of events within BCA facilities. They are afforded special access and privileges to a variety of services and benefits within the Town of Breckenridge’s cultural and historic venues. Currently, the following seven (7) organizations are designated as resident companies:

- Breckenridge Backstage Theatre
- Breckenridge Creative Arts
- Breckenridge Film Festival
- Breckenridge Heritage Alliance
- Breckenridge Music Festival
- Breckenridge Tourism Office
- National Repertory Orchestra

Commercial User

A Commercial User is a for-profit company whose primary business is to produce and/or promote touring stage productions, concerts or similar events; also applies to an individual or organization who presents an event and does not meet the requirements of a not-for-profit or resident company.

Not-For-Profit User

A Not-For-Profit User must possess a current 501(c) federal classification. Not-For-Profit Users may be afforded the not-for-profit rental fee rates. The Not-For-Profit User rental fee rates are not applicable if the Not-For
Profit User partners or co-promotes with a Commercial User. Said co-promoted rentals shall be negotiated on a case by case basis.

Accessibility:
Patrons with special needs are encouraged to contact the Riverwalk Center at 970-435-3187.

Wheelchairs
The Riverwalk Center is a wheelchair accessible facility. The ticket office, main concessions area, and all public restrooms are wheelchair accessible. For information, please contact the Venue and Event Services Manager.

Hearing Impaired
The Riverwalk Center is equipped with a hearing loop (T-Loop). Most modern hearing aids are equipped with T-Loop technology. Accompanying hardware is made available to any patron upon request, after submitting a refundable deposit. Contact the House Manager for equipment or questions.

Sight Impaired
Upon request, suitable locations can be made available to sight impaired patrons.

Advertising and Promotion:
The Lessee is responsible for communicating to its patrons the Riverwalk Center’s accommodations for the disabled. In addition, the Riverwalk Center strongly suggests presenters use the following language in all advertisements and promotional materials:

Patrons with special needs are encouraged to contact the Riverwalk Center at 970-453-3187 ext. 4

Animals:
Except for service animals, animals are not permitted on the stage, in the auditorium, lobbies, or any other areas within the Riverwalk Center without written permission.

According to the ADA, therapy dogs are not considered a service dog and cannot be in the venue.

Backstage Access:
At no time are members of the public to come on stage without the approval and supervision of BCA Management. Backstage visitors and guests must be approved by the Riverwalk Center. Approved guests must enter the backstage areas through an approved entrance or be accompanied by a member of the Riverwalk Center staff.

Backstage/Artist Catering:
Please coordinate backstage artist catering and hospitality with the Riverwalk Center, Venue and Event Services Manager.

Broadcast, Photography, and Recording Devices:
The use of cameras and recording devices of any kind is not allowed in the Riverwalk Center without express permission of the performing artist and venue representative. Signage will indicate if such items are allowed. Any authorized public broadcast or recording of a performance must be accompanied by documentation of legal rights to use or perform protected material and media. Artists and Lessees are required to obtain all legal rights to perform copyright protected material. Please contact the Senior Director of Operations and Guest Experience for additional information and policies.
Concessions and Merchandise Sales:
No sale, authorization of sales, or distribution of food items, merchandise, or special services are allowed without prior written approval from the Senior Director of Operations and Guest Experience.

The sale of any merchandise, programs, or other novelties is subject to control by the Riverwalk Center. The venue will acquire twenty-five percent (25%) of gross receipts of all sales, including sales tax. If the lessee provides a seller, the Riverwalk Center will acquire twenty percent (20%) of gross receipts.

An inventoried list of all merchandise, programs, or other novelties to be sold shall be provided to BCA Management upon request.

Equipment Deliveries:
A complete delivery schedule of all rentals and/or vendors’ equipment and other items must be provided in writing at least ten (10) business days before the event. Rental items may be defined as chairs, tables, linens, decorative flowers, catering supplies, etc. Any deliveries not listed on the schedule are subject to refusal.

ALL rentals and/or vendors’ equipment must be removed from the Riverwalk Center immediately after the last performance. Anything left overnight will result in additional charges. The Riverwalk Center is not responsible for the loss or damage to any rental or vendor equipment.

Event and Stagehand Labor
All stagehand and general labor must be provided by the Lessee. The Riverwalk Center reserves the right to determine the minimum number of hands per call. For rates, please consult the rate card.

Flammable Material and Pyrotechnics:
The following are PROHIBITED anywhere in the Riverwalk Center: compressed flammable gases, flammable or combustible liquids, open flame or open flame devices, cut greenery (e.g., Christmas trees), hazardous chemicals or materials, Class II or greater lasers, blasting agents, explosives, and pyrotechnic devices. Under special circumstances, limited use of the above items may be permitted by the authority having jurisdiction provided adequate precautions are taken to prevent the accidental ignition of any materials. Special approval could require a month or more lead time.

In some cases, venue management may require that a permit be issued to the user from the local fire authority.

Absolutely no helium filled balloons allowed in the Riverwalk Center. Use of confetti, sheet cake, glitter or other dispersed material will incur an additional cleaning charge.

Food Service, Catering, and Alcohol:
All alcoholic beverages will be served by the in-house concessionaire and all monies will be collected by them. Nonprofit organizations who are renting the Riverwalk Center and receiving donated products must arrange an agreement with the in-house concessionaire for the serving of the donated products. The in-house concessionaire is a for profit business.

An arrangement for food service is the responsibility of the Lessee and is made directly with the in-house concessionaire or concessionaire of choice.

Simple refreshments, meals (box lunch, potluck dinner, etc.) and non-alcoholic beverages may be provided directly by the Lessee in areas of the Riverwalk Center other than the stage, ticket office, and office areas.

Alcoholic beverages for the Green Room must be arranged with the in-house concessionaire. Outside alcohol is prohibited in the Green Room.

The Riverwalk Center requests that all catering services for your event be provided by its pre-approved preferred caterers. These caterers offer an extensive selection of food, appropriate for all occasions, tastes, and budgets. If another caterer is desired by the Lessee, the caterer must provide proof of insurance, a copy of its business
license, and most recent health department documentation. The Lessee may be charged a fee for this exception. See rate card for details.

In accordance with Colorado law, all alcoholic beverages will be provided by in-house concessionaire and served by their staff.

Parking:
Paid parking is available at the Tiger Dredge lot and the F lot, located next to the Riverwalk Center.

Trucks and buses must be parked in areas designated by Riverwalk Center Staff and in some circumstances may have to be moved off site to a satellite parking area.

At no time should any vehicle block a fire lane or park in a reserved parking space. Parking in a loading zone should be limited to loading and unloading and vehicles should be moved to a marked parking space as soon as possible. Those in violation will be ticketed and/or towed at the owner’s expense. All load-in vehicles must be removed from the east side of the venue (between the venue and the river) at least 1 hour before doors open. All vehicles parked there after that time will incur a $50 per 10-minute charge that will be the responsibility of the Lessee.

Personal Deliveries:
Personal items such as flowers and other hand deliveries intended for a performer must be presented at the ticket office during regular ticket office hours. The ticket office staff will direct delivery to the appropriate location. Riverwalk Center personnel reserve the right to refuse any item deemed inappropriate.

Public Safety and First Aid:
Safety is always of paramount importance. The Riverwalk Center’s Senior Director of Operations and Guest Experience or designated staff will be the final authority on all venue practices. Placing items in corridors, blocking emergency exits, or obstructing any portion of the sidewalks, entries, halls, elevators, or utility access of the building is prohibited. Clearance must also be maintained around sprinkler heads and nothing may be attached to them. All fire hose cabinets, fire extinguishers, manual pull stations, and any other fire protection equipment, whether in public or backstage areas, shall be visible and accessible at all times.

Users must adhere to all posted signs and placards and to all applicable local, state, and federal laws and safety regulations.

The Riverwalk Center will provide basic first aid services and supplies to patrons as needed. Those requiring assistance should ask any Riverwalk Center employee, who will then direct them to the appropriate person.

In case of a life-threatening emergency:
Please call 911 and alert any Riverwalk Center employee immediately.

Upon request up to two weeks before day of show, a licensed EMT can be provided on site during public occupancy. This will result in a fee for services rendered. Please contact the Senior Director of Operations and Guest Experience for more information.

Smoking:
The Riverwalk Center is a non-smoking facility. Smoking or vaping is not allowed in any portion of the building. While it is now legal under Colorado law to possess and consume marijuana, it remains illegal to consume marijuana (in any form) in public, which includes town owned properties. Violation of the smoking policy will result in the offender’s immediate ejection and assessment of additional cleaning fees to the Lessee or user group.

Smoking is only allowed outside of the venue fifteen feet from any entrance. Patrons may re-enter only by presenting a valid ticket stub.
Stage Floor:
Only performers, production crew, and Riverwalk Center staff are allowed on stage. Please do not arrange to
meet any guests on stage; they will be directed to other areas.

In order to protect the natural wood stage floor all users must adhere to the following policies:
- Soft black-soled shoes which scuff the floor, tap shoes, cycling, and spiked footwear of any kind are
  prohibited on stage.
- Props, including all chairs on stage, must have a protective base to prevent any scratches on stage.
- Painting, staining or set construction is strictly prohibited on the Riverwalk Center Stage.
- All instruments with a floor spike must utilize a rock stop. No exceptions.
- Artists performing dance as part of their production must utilize marley or dance surface appropriate
to the style of dance.
- Road cases must have poly casters. Hard rubber wheels and steel wheeled cases must remain off of
  the wood surface.
- Nothing is to be dragged across the wood surface. Items must be picked up, moved, and set down.
- Duct, packing and masking tape is prohibited on the natural wood portion of the floor. Gaff tape, spike
tape, and glow tape may be used for periods of one day or less. For performances and events lasting
more than one day, tape must be removed and re-applied each day.
- Users must remove all tape at the conclusion of their performance.
- Food is prohibited on stage at all times.
- Beverages (except water) are prohibited on stage without prior approval from management. All
  beverages must be in closed top containers. Glass containers of any kind are prohibited.

The Riverwalk Center has several carpets available for band setups on stage. The load capacity of the floor in 400
pounds per square inch.

Rental Information and Policies

Booking and Hold Policies:
At the Riverwalk Center, we will make every effort to provide you with the dates you need to make your event a
success. In cases where two parties wish to book the same date, the following policies and procedures will govern
how dates are placed on “hold” and how “held” dates can be “challenged.”

DATES WILL NOT BE CONFIRMED UNTIL RENTAL APPLICATION IS APPROVED.

Placing a Hold on a Date:
• Holds may be placed on any date (up to one year in advance) for which a lease has not been executed.
  Any hold on the calendar more than one year in advance will be considered tentative until the final
  scheduling of Riverwalk Center priority events.
• We will place a “hold” on any date you request, provided there is not a rental agreement already executed
  with another party for that date.
• If you are the first to request a date, you are given the “first hold” for that date. This gives you first right of
  refusal so that we will not sell the date to another party without first giving you the opportunity to execute a
  lease agreement and secure the date.
• If a hold already exists for a date in which you are interested, we will place a “second hold” (or third, etc.)
on the date. This gives you the option to execute a rental agreement should those with holds above yours
not finalize arrangements for the date. This applies to dates held for Riverwalk Center Priority Events.

Hold Policies:
We will hold your date at no cost until:
• Either ninety (90) calendar days after the date the hold was first placed, □ Or ninety (90) calendar days
  prior to the event, whichever comes first.

At that time, or if the hold is placed within ninety (90) calendar days of the proposed event, you will be required
to complete a rental application and execute a rental agreement for your date and provide full payment for all
deposits and advance fees. A rental agreement will be drafted after the completed rental application has been
received by the Senior Director of Operations and Guest Experience. Rental agreement and deposits must be
returned within fourteen (14) calendar days. Acceptable forms of payment will be at the discretion of the Senior Director of Operations and Guest Experience.

Challenging a Held Date:
Should you wish to secure a date that is being held by another party, the following procedures will apply:

• Notify the Senior Director of Operations and Guest Experience that you wish to challenge the party holding the date you want. Upon approval of rental application, we will prepare a rental agreement for your signature and inform you of all deposits and advance fees due under the terms of the agreement. *N.B.: Not all held dates are subject to challenges.*

• Upon receipt of the signed rental agreement and all deposits, we will inform the first party holding the date that they have seventy-two (72) hours in which to secure the date through the execution of a rental agreement and payment of deposit fees. Should the party release the date or not meet the 72-hour deadline, the date will be yours (under the provisions of the executed rental agreement).

• Should the first party secure the date, your deposit will be refunded in full and your rental agreement will be destroyed.

Rental Rates:
Please see the Venue Rental, Labor Rates, and Information section for a breakdown of potential rental costs. Any questions about the rates should be directed to the Senior Director of Operations and Guest Experience prior to signing the rental agreement.

*There is a premium for holiday rentals. Rental rates for holidays will be discussed upon inquiry.*

Business/Sales Tax License Requirements:
Lessee shall obtain a Town of Breckenridge Business License and a Sales Tax License. (Any person maintaining, operating or conducting any retail business, or engaging in any business activity within the Town of Breckenridge must first obtain a business/sales tax license.) Business/sales tax licenses are available at the Breckenridge Town Clerk’s office, 150 Ski Hill Road, Third Floor. For more information, call 970 453-3182.

Deposits and Final Payments:
• All rental agreements will be provided an estimate of rent and all other expenses with the agreement.
• For events with paid tickets or other generated income, the minimum deposit required will be one-half of the rent. This amount is due with the signed rental agreement. Any exception to this policy must be incorporated in writing into the rental agreement.
• For non-ticketed, free, or private events where no income is generated, the rental amount will be due with the signed agreement. The expenses and/or remainder of the amount due as shown on the estimate will be due seven (7) days before the event. FAILURE TO PROVIDE FULL PAYMENT WILL RESULT IN AN IMMEDIATE CANCELLATION OF THE EVENT AND THE DEPOSIT WILL BE NON-REFUNDABLE.
• A damage deposit will be due with the signed rental agreement. If no damages are found at the conclusion of your event, this amount will be applied against the final amount due.

For events with paid tickets or other generated income, final and full payment of rental fees and charges for all other services are due at settlement immediately after the last performance. Any exception to this policy must be incorporated into the rental agreement.

Front of House Requirements:
Front of House Staff (Venue and Artist Relations Manager, House Manager, Ticketing Systems and Services Manager, Ticket Office staff, etc.) will be provided and scheduled by the Senior Director of Operations and Guest Experience based on the type of the event and at the sole cost of the Lessee. The Riverwalk Center reserves the right to determine the minimum number of house staff. Please consult the Rate Card for applicable charges. At the Riverwalk Center’s sole discretion, trained volunteers and/or other non-paid personnel may augment House staff. All House Staff must be approved by the Venue and Event Services Manager and meet the personal requirements for duties performed.

Lessee shall provide an adequate number of ushers, at Lessee’s expense, required by Director of Facilities and
Technology with a designated Head Usher with whom the House Manager will communicate with. Non-Riverwalk Center personnel may be used by Lessee in connection with the staging of its event with prior approval from the Director of Facilities and Technology. Any personnel furnished by Lessee, including ticket sellers, ticket takers, ushers, attendants, stagehands and guards, shall be clean, orderly, and polite in their speech and conduct; and Lessee shall immediately replace any personnel who do not meet with the approval of the House Manager immediately upon notice from the Manager to do so. The House Manager shall have the right to require any such person to be clad in a uniform or attire satisfactory to the House Manager.

**Insurance Requirements:**
Lessee shall maintain, at its expense, public liability and property damage insurance in full force and effect during Lessee’s use and occupation of the Riverwalk Center. The Town of Breckenridge and Breckenridge Creative Arts shall be named as an additional insured under such insurance policy. Said policy shall contain not less than One Million Dollars ($1,000,000) combined single limit coverage for bodily injury and property damage. The policy shall contain a standard cross liability endorsement and shall provide that the policy shall not be canceled prior to the termination of the Rental Agreement or until ten (10) days after BCA’s receipt of written notice of such cancellation. Not less than thirty (30) days prior to Lessee’s occupancy of said facilities.

**Production and Labor Requirements:**
At least thirty (30) days prior to the event, Lessee shall file with the Riverwalk Center’s Director of Facilities and Technology, a full and detailed description of all facility use and technical requests, including the auditorium chair set-up, and any other information as may be required by the Director. The facilities may not be used until Lessee has met all production requisites. Breckenridge Creative Arts will consult with you on the best use of available equipment, as well as required pre-production, setup, show/event, and strike labor and will provide an estimate of all potential charges. The renter understands Breckenridge Creative Arts can provide basic guidance regarding the production requirements of your show or event and that the renter is solely responsible for meeting technical, hospitality, and venue requirements for contracted performing artists which may include additional rental equipment, delivery and labor charges from the outside vendor. Use of installed equipment at the Riverwalk Center may require skilled operators, technicians, and lighting/audio designers and engineers. These requirements will be disclosed and discussed with you as the technical and labor requirements of your event are analyzed. BCA will determine if additional labor is required for your event or, if appropriate, weather you may provide operators who can fill your technical labor needs.

**Technical and Production Staff Policy:**
BCA has & continues to establish consistent high-quality production for all events we produce & co-produce across all BCA managed facilities. To maintain this level of production, engineers provided by third party producers must be pre-approved by BCA’s Event & Technical Services Manager. In the event that a third-party producer needs to source these engineers locally, BCA will provide connection to qualified personal. Engineers provided via BCA have achieved thorough venue knowledge & have consistently provided the level of engineering required. Expenses for these engineers varies based on the demands of individual events. Expense estimates for engineering services can be provided to any producers that request that information.

**Signs, Posters, and Displays:**
Lessee shall use the Riverwalk Center’s name in all promotional material related to the Lessee’s event to be held at the Riverwalk Center. Spelling of Riverwalk Center must be as follows: **Riverwalk Center, Breckenridge, Colorado.**

**Exterior Signage:**
All signage advertising the event must be professionally produced and approved by Riverwalk Center staff a minimum of 10 business days prior to the event. Hand printed, or “homemade” signage will not be accepted. The Venue and Event Services Manager reserves the right to reject any signage deemed inappropriate.

These materials must be turned into the Venue and Event Services Manager for distribution on the exterior of the venue.

Prolonged display may result in deterioration of signs. The Riverwalk Center will remove any signs showing excessive wear and tear.
Temporary signage may not be taped, hung, or otherwise affixed to any portion of the building’s exterior.

**Interior Signage:**
Signage SHALL NOT be taped, nailed, tacked, or otherwise affixed to ANY interior surface of the Riverwalk Center. Approved materials for affixing signage inside the facility include Pro Gaff tape, suction cup, and zip ties. Violation of this policy will result in a 100% forfeiture of the damage deposit noted in the rental agreement.

Any posters, flyers, handbills, or displays promoting upcoming events are restricted to contracted events occurring at the Riverwalk Center. Any material promoting events at venues other than the Riverwalk Center will be removed and discarded.

Hand printed, or “homemade” signage will not be accepted. The Venue and Event Services Manager reserves the right to reject any signage deemed inappropriate.

Temporary signage and displays must not interfere with public aisles and pathways.

Temporary signage and displays must not interfere or cause to be moved or altered in any way displays or signage already set by the Riverwalk Center. Permission to change any existing Riverwalk Center display must be obtained in writing three (3) days before your event.

**Ticketing and Ticket Office Procedures:**
The Riverwalk Center provides one on-site ticket office for ticket sales to public events on an exclusive in-house basis. The venue’s ticket office is designed to offer patrons the highest level of buying convenience. Furthermore, the venue’s ticket office will assist in realizing the maximum returns for ticket sales while maintaining ticket office security and accuracy of the ticketing operation.

The Riverwalk Center maintains the right to control the ordering of all printed tickets through the Ticket Office ticketing system, staffing of ticket sellers, ticket office hours and operations, ticket sales revenue (both advance and day of show) through the completion of final settlement, and the approval of any complimentary or discount tickets.

Tickets may only be sold through the Riverwalk Center Ticket Office and Breckenridge Welcome Center. Lessee shall pay a 3% credit card fee on all credit card transactions. Lessee may designate one contact person to purchase tickets from the Ticket Office to sell at their business location only and only at face value. Tickets will be sold in groups of 30 tickets. Once Lessee purchases an additional group of 30 tickets, none of the tickets in the previous group(s) may be refunded. Any tickets that were not sold by the Lessee and are returned to the Ticket Office for a refund, shall incur a $0.50 per ticket charge. All refund requests must be made by Lessee’s designated contact person and require actual paper tickets be returned.

No other tickets will be approved for sale at the ticket office, nor will they be honored at the door. Consignment tickets will be issued at the sole discretion of the Director of Facilities and Technology. All consignment and/or group sales will be required to pick up and pay for tickets at the ticket office. NO TICKETS WILL BE DISTRIBUTED WITHOUT FULL PAYMENT IN ADVANCE. Discount tickets and coupons or other special offers must be approved in writing, in advance, by the Director of Facilities and Technology and/or the Ticketing Systems and Services Manager or they will not be honored at the ticket office or at the door on day of show.

The Director of Facilities and Technology will schedule a meeting for you with the Ticketing Systems and Services Manager to review show hours, seating capacity, ticket office procedures, ticket prices, ticket printing, discounts, and other items that are the Lessee’s responsibility.

There is a $1 service fee for tickets $0 - $7.99, $2 service fee for tickets $8-$44.99, $3 service fee for tickets $45-$74.99, and a $4 service fee for tickets $75 and above, if sold by the Ticket Office either online or by phone. There are no service fees for in-person purchases. Advertised ticket price should not include the service fee. Additionally, there will be a 3% commission on all Ticket Office credit card transactions.
Venue and Event Security:

Security services are necessary for all non-orchestral, non-children, or non-private events, with a ratio of one security person per 200 adults. Lessee may be required to provide additional security personnel and uniformed police officers at the discretion of the Director of Facilities and Technology. Additional security personnel must be arranged and contracted by the Lessee. Please refer to the rates sheet for prices.

In accordance with Colorado law, firearms and other weapons are not permitted on the property of the Riverwalk Center. This policy is strictly enforced and will result in the offender’s immediate ejection from the Riverwalk Center and notification of law enforcement.

All patrons may be subject to a search upon entering the Riverwalk Center. All backpacks, briefcases, large parcels, and other bulky personal items are not permitted inside the Riverwalk Center. Patrons attempting to enter with such items will be required to return them to their vehicles. Riverwalk Center personnel cannot hold such items.
## Stage Dimensions

<table>
<thead>
<tr>
<th>Specification</th>
<th>Measurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proscenium opening width</td>
<td>52'-6&quot;</td>
</tr>
<tr>
<td>Stage width at rear wall</td>
<td>48'-0&quot;</td>
</tr>
<tr>
<td>Depth, plaster line to rear wall</td>
<td>18'-2&quot;</td>
</tr>
<tr>
<td>Apron depth at plaster line</td>
<td>16'-6&quot;</td>
</tr>
<tr>
<td>Apron width at widest point</td>
<td>74'-6&quot;</td>
</tr>
<tr>
<td>Apron depth at side walls</td>
<td>4'-4&quot;</td>
</tr>
<tr>
<td>Proscenium height at plaster line and center stage</td>
<td>24'-0&quot;</td>
</tr>
</tbody>
</table>

Note:
Proscenium height at center stage is 24'-0" and arcs down to 19' 6" where it meets the side walls. The proscenium opening height is not adjustable.

Note:
See drawing for placement of orchestra shell ceiling panels. See sound/acoustic section for description of panels.

## Loading Area/Dock Information

There are 2 loading areas in the facility.

**Loading area #1:**
Located off stage right, on the east side of the building.
This dock is accessible ONLY to small delivery trucks, vans, and passenger vehicles. Loading is from ground level.

Roll-up door opening is 8' wide by 8' high.
The dock area is 3' above stage level.
There is a hydraulic lift, 7' 2" wide by 4' deep for bringing equipment to/from the stage area. Hydraulic lift may be bypassed by way of a ramp provided by the Riverwalk Center.

**Loading area #2:**
A truck height dock located on the south end of the facility, one floor up from stage level.
The dock is 4'-0" above street level and is accessible to full size trailers.

Door opening is 5’ 10” wide by 6’ 11” high (removable center post).
Items must be brought to stage level via a freight elevator located just inside the loading dock double doors.
The elevator is 6’ 4” wide by 10’ 3” deep and has a capacity of 7,500 lbs. Elevator door opening is 3’ 11½” wide by 7’ high.
The "push" from the elevator is approximately 95’ to the upstage center doors.

## Rigging

**Over-Stage Rigging**
In the fall of 2016, the Riverwalk Center installed new over-stage rigging options. This includes four ETC Prodigy motorized linesets and two truss. The Prodigy linesets consist of two pipes for stage electrics and two pipes dedicated to orchestra shell ceiling panels. All four linesets fly-in to stage working height. The orchestra ceilings have become a manual articulation rather than motorized, but now offer the ability to hang a black border on the pipe along with the ceiling panels. This allows for traditional masking of the fly loft and in the case of the electric pipes, ease of lamp changes and maintenance. The nature of the Prodigy lifts precludes use of live dynamic loads. An upstage 12” truss has been added to allow hanging of additional concert lighting, stage backdrops, etc. Please consult with BCA for additional requirements and specs for use of the upstage truss. The truss id 30'-0" wide, and hung from two inverted ½ ton motors.
The dead-hung lighting position above the apron of the stage has also been replaced with a 20.5" box truss. This truss will carry lighting equipment.

Other over-stage rigging options: There are five (5) 10"x24" I-beams that run perpendicular to the plaster line. The majority of the stage equipment (electric pipes, acoustic shell, curtain track, etc.) is hung from these beams. The beams are not gird-able. Beam clamps may be required for additional rigging points in some areas.

Starting at the proscenium wall, there are smaller I-beams that run at an angle, or incline, starting at 25' high near the proscenium and attaching to the structural beams approximately 10’ upstage.

Floor to bottom of overhead I-beams is 29'-9" to 24'-9".

Please note: Due to the tight tolerances between rigging elements and the accompanying safety concerns, BCA staff must operate the rigging systems. Please consult with BCA during your event planning and we will discuss the potential needs for additional crew.

**Auditorium Rigging**

All overhead rigging is from roof truss. The truss above the apron is designed to support additional point loading up to 800 lbs. per truss at the end of the truss on the bottom chord, and 1,500 lbs per truss starting 10' from the end of the truss on the bottom chord.

The house has (2) permanently installed 1-ton CM Loadstar chain motors for hanging speaker arrays. See ground plan for placement.

**Power**

There are two possible tie-in points for temporary power.

**200A; 3-phase; 4-wire plus ground.**
Switch is located in the stage right loading dock area with standard lugs for tie-in. 25’ required to reach stage. Ground and Neutral are NOT reversed.

**300A; 3-phase; 4-wire plus ground.**
Cam receptacles located in the upstage crossover hallway. Cam receptacles can accept standard cam-lock connectors. Ground and Neutral are NOT reversed. Approximately 60’ required to reach stage left.

Note: This power service provides power to the in-house stage lighting system. Use of this service will disable the stage lighting system.

**Shore Power:**
There is shore power access near Loading Area #2 on the south side of the facility. Busses/RVs parked in the facility’s parking lot will need approximately 75’ of cable to reach the outlet when parked along Adams Avenue on the south side of the venue.

**Lighting**

The venue maintains a standard house lighting hang with ETC Source4 ERS units FOH and a mix of PAR style LED wash lights and moving head wash lights over-stage. The Riverwalk Center has windowed roll-up doors at the rear of the house as well as high clerestory windows along the side walls and above the structural arch. These windows have motorized shades which can bring the auditorium to a near dark state. Lighting focus is an event by event process and is the responsibility of the lessee. Lighting focus will generally take place once the stage is set.

**Stage Lighting Control:** Avolites
Tiger Touch II

**Lighting Inventory:**
**The House Light Plot is a fixed hang and consists of:**
(16) Elation Arena Q7 Zoom LED wash
(10) Clay Paky Alpha Beam 700
(10) Chauvet Rogue R2 Moving Head spot (8 hung, 2 deck units)
(10) Blizzard Lighting Hotstik Wall Wash lights
(18) ETC Source4 19° ERS
(8) ETC Source4 26° ERS
(2) ETC Source4 36° ERS
(2) ETC Source4 Jr Zoom
(1) DF 50 Hazer

**Acoustics:**
There are 2 sections of orchestra ceiling panels that cover the width of the stage, from the proscenium arch to the rear wall. The panels can fly-in to the deck and manually articulate from horizontal to vertical positions. The panels are not removable. The panels are typically put in their vertical position for reinforced events and horizontal position for orchestral events.

There are black velour curtains that can cover the side and rear stage walls for sound dampening. There are also a series of black velour curtains that can be deployed along the side walls of the auditorium, and along the back of the auditorium for sound dampening. All curtains are typically stored for orchestral events and deployed for reinforced events. The curtains are manually deployed by Riverwalk Center staff.

**Movie and Basic Playback System:**
The movie/playback system is sent to the main PA and Processing is controlled by a Lexicon Surround Sound processor. DVD and Blu-ray discs encoded with Dolby surround sound (up to 7.1) and played back through the house AV system via the Soundcraft Vi2000 digital console.

**PA/Sound System:**
The Riverwalk Center maintains a RCF line array with matched sub cabinets and front fills. This system is tuned to the hall and is capable of 110db at the mix (though town ordinance limits sound levels to 95db ‘C’ weighted). The audio system is driven by a Soundcraft Vi2000 digital console.

**Assisted Listening:**
An inductive loop assisted listening system is installed in the venue and is fed from an in-house shotgun mic or a matrix output from the Vi200 console.

**Microphone inventory:**
9 Shure SM58 (1 switched)
7 Shure SM57
1 Shure Beta 52A
1 Shure Beta 91A
4 AKG C535EB
3 AKG C418CE
2 AT4041
1 Beyerdynamic M88
6 Sennheiser e604
1 Sennheiser e602
3 Sennheiser e609
2 Sennheiser ew300 wireless systems; each includes a SKM300 handheld, and a SK300 bodypack/lav combination
2 AT-u851 (boundary mic)
4 AT-2021
2 KSM 32
1 MX 418 (Lectern mic)
5 Whirlwind IMP 2 direct boxes
House maintains enough stands and cable to accommodate house inventory only.

**FOH Mix Position:**
The FOH mix position is clear of any overhanging obstruction and is on house-right of the center aisle. The FOH sound console is a Soundcraft vi200 fitted with an Ethernet MADI card connected to a vi Stagerack on Stage left. The console has 48/16 local I/O. The Stagerack has 48/24. The Riverwalk Center maintains a 32-channel analog split. A monitor console is also available. It is a Soundcraft si Expression 3. A hard wire 32-channel (32 send; 8 return) audio snake also originates stage left and runs through a trough to the FOH position. Approximately 150’ of cable run is needed to reach this position from either stage left.

**Video/Projection**

**Video Screens**
Riverwalk Center has two permanently mounted projection screens. Both are 28’ Wide 16:9 Aspect Ratio Front Projection Screens. Both are motorized roll up screens.

The downstage screen is located just above the plaster line and has an effective image size of 15’-8” by 28’-0”. This screen is seamless and flies in to approximately 3’-0” above the stage and has top, bottom, and side masking. The bottom masking skirt is a snap-on drape 3’-0” tall and can be removed if desired.

The upstage screen flies in just in front of the upstage wall and blackout curtain and has an effective image size of 15’-6” by 27’-6”. The upstage screen has a seam in the viewing area.

Two 90” flat panel displays flank the stage and are permanently mounted at 6’-6” above the stage. Sources to the displays can be mirrored or independent of each other and the projection screen.

**Digital Projector**
(1) 35,000 Lumen Christie Digital Roadie 35HD Projector) is permanently mounted inside a sound deadened and ventilated enclosure. The enclosure is flown above the center aisle at the center axis of the projection screens.

**Control and Access**
The control rack for the projector and video source input panel is off stage left and contains:
- One Oppo BD-103 Blue-ray player
- One Presentation laptop
- (2) HDMI, (1) VGA plus (1) 1/8” Audio Input, (2) XLR Mic level audio inputs.

An additional input location can be arranged at the FOH Mix position for remote source inputs. This location includes a single HDMI, and a single VGA (plus 1/8” input). The system sees this input location as a single source, so you can use either the HDMI or VGA (plus 1/8’ audio port) but not both.

The system is controlled by a Crestron Control Panel interface which provides simple input switching between sources. An additional video technician may be required for your event, this will be discussed at advance.

**Soft Goods**
The main traveler is hung at the plaster line. The curtain is black velour, 50% fullness, is travel only, and is operated via motor control by Riverwalk Center staff only. Because of the stage shape and layout this traveler bisects the stage closer to mid stage. The two-orchestra ceiling linesets can accommodate a border drape (5’x44’). The Riverwalk Center has no masking legs available.
Staging and Props

**Pianos:**
Between June 15th and August 15th, pianos may be available upon arrangement with the resident orchestras. Piano rental and tuning fees apply. Outside of the summer season, piano rental, delivery, and tuning would be arranged by the Lessee.

**Tables:**
(12) 6’ X 30” Commercialite tables are available for use. Users are required to provide any necessary table coverings.

Dressing Rooms/Greenroom

There are 2 large dressing rooms in the immediate backstage/green room area. These rooms can accommodate 12 or more people each. During the summer season, these rooms are used as piano and percussion storage/practice room respectively. During the summer season, the percussion room is generally unavailable as a dressing room.

In addition, there are 4 smaller practice rooms that can be utilized as small dressing rooms. The location of these rooms and the 2 large dressing rooms is indicated on the attached ground plan. One of these rooms, labeled Conductor Room on the ground plan, is equipped with toilet facilities. Otherwise, no other dressing room contains toilet or wash facilities. There are restrooms located in the Green Room area. The Riverwalk Center does not have showers or laundry facilities.
### Section 3: Venue Rental, Labor Rates and Information

#### Venue Rental Fee and Ticket Office Services

<table>
<thead>
<tr>
<th>Service</th>
<th>For-Profit Groups</th>
<th>Non-Profit Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Day Venue Rental (performance day)</td>
<td>$1500.00</td>
<td>$800.00</td>
</tr>
<tr>
<td>Rehearsal/Setup/Strike Day</td>
<td>$750.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>Ticket Office Event Setup and Ticketing Fee</td>
<td>$500.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

#### Available Equipment and Daily Rental Rates

<table>
<thead>
<tr>
<th>Equipment</th>
<th>For-Profit Groups</th>
<th>Non-Profit Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concert Sound System (Includes PA, Fills, Monitors, Console)</td>
<td>$1000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Monitor Console (Soundcraft si Expression 3)</td>
<td>$200.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Individual Microphones</td>
<td>$100.00/room</td>
<td>$0.00</td>
</tr>
<tr>
<td>Clearcom Headset Package (six stations available)</td>
<td>$200.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Event Radios (4 radios available)</td>
<td>$25.00/radio</td>
<td>$0.00</td>
</tr>
<tr>
<td>Portable Sound Setup (speakers, 1 mic, ipod input)</td>
<td>$300.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Digital Projector/ Screen</td>
<td>$800.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>90&quot; Side Stage Screens (each)</td>
<td>$200.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Lighting Console (Avolites Tiger Touch II)</td>
<td>$200.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Moving Lights (VL 500’s and Chauvet Rogue R2 Spot)</td>
<td>$25.00/fixture</td>
<td>$0.00</td>
</tr>
<tr>
<td>LED PAR Wash Light System (16 over-stage units)</td>
<td>$250</td>
<td>$0.00</td>
</tr>
<tr>
<td>DF-50 Hazer and Fan</td>
<td>$50.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

#### Direct Event Costs-Required Event Staffing and Fees

<table>
<thead>
<tr>
<th>Staff and Fees</th>
<th>For-Profit Groups</th>
<th>Non-Profit Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>*** Venue Technical Representative</td>
<td>$70.00/hr</td>
<td>$35.00/hr</td>
</tr>
<tr>
<td>House Manager</td>
<td>$45.00/hr</td>
<td>$25.00/hr</td>
</tr>
<tr>
<td>Venue Cleaning (first 4 hours of cleaning)</td>
<td>$390.00</td>
<td>$190.00</td>
</tr>
<tr>
<td>Additional Venue Cleaning (per person)</td>
<td>$50.00/hr</td>
<td>$28.00/hr</td>
</tr>
<tr>
<td>Credit Card Processing Fee</td>
<td>3%</td>
<td>3%</td>
</tr>
<tr>
<td>Applicable Online/Call-in Ticket Service Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$0.00-$7.99 Ticket</td>
<td>$1.00 Ticket</td>
<td>$1.00 Ticket</td>
</tr>
<tr>
<td>$8.00-$44.99 Ticket</td>
<td>$2.00/Ticket</td>
<td>$2.00/Ticket</td>
</tr>
<tr>
<td>$45.00-$74.99 Ticket</td>
<td>$3.00/Ticket</td>
<td>$3.00/Ticket</td>
</tr>
<tr>
<td>$75.00 and Up Ticket</td>
<td>$4.00/Ticket</td>
<td>$4.00/Ticket</td>
</tr>
</tbody>
</table>

#### Other Labor Costs

<table>
<thead>
<tr>
<th>Labor Costs</th>
<th>For-Profit Groups</th>
<th>Non-Profit Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Production Coordination/Technical Consultation</td>
<td>$55.00/hr</td>
<td>$35.00/hr</td>
</tr>
<tr>
<td>FOH Sound Engineer</td>
<td>$85.00/hr</td>
<td>$55.00/hr</td>
</tr>
<tr>
<td>Monitor Sound Engineer</td>
<td>$85.00/hr</td>
<td>$55.00/hr</td>
</tr>
<tr>
<td>Lighting Programmer/Operator</td>
<td>$55.00/hr</td>
<td>$35.00/hr</td>
</tr>
<tr>
<td>Video Operator (in-house equipment)</td>
<td>$50.00/hr</td>
<td>$30.00/hr</td>
</tr>
<tr>
<td>Service</td>
<td>Rate 1 ($/hr)</td>
<td>Rate 2 ($/hr)</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>--------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Stage Technicians/ Load-in Labor</td>
<td>$50.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Chair Move Labor (per person)</td>
<td>$25.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Ticket Office Staffing (per person)</td>
<td>$20.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Usher (1 Usher/ 100 guests)</td>
<td>$15.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Unarmed Security Personnel</td>
<td>$55.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>Armed Security Personnel (police/sheriff)</td>
<td>$90.00</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

Note: All labor rates are based on a 4 Hour Minimum.
Chair move labor is based on a 4 Hour Minimum. Overtime is calculated at 1.5 times the base rate after 8 hours.

**Note:** Daily venue rental for non-profits includes use of the house technical systems, but may require labor to setup, operate, and tear down equipment and systems for your event. We will discuss your technical, sound, lighting, and video needs when we advance the production, additional equipment and personnel may be required and will be charged according to the above rate schedule. Lighting, Sound, and Video operators as well as stage technicians may be required and will be determined at advance. The Lessee is responsible for all additional labor and equipment costs. Lessees are responsible for arranging, coordinating, and renting any additional equipment necessary for their event, including labor, transportation, and housing required by the outside vendor. Lessees are responsible for supplying an iPod or laptop with an appropriate playlist for your event. We recommend that the playlist be a minimum of twice the duration of your event.

*** The purpose of the Venue Technical Representative is to help ensure that house technical systems function properly, this position does not replace the need for sound, lighting, video, and stage hand labor which fit the production needs of the event or performance. Where appropriate, the Venue Technical Representative’s time will be minimized or eliminated to keep costs down.

Commercial Renters pay listed rates for equipment AND any required personnel.
Section 4: Event Services

Full Production Companies (Lighting/ Audio/Staging/Backline):

Production Services International (PSI)
2121 S. Hudson St.
Denver, CO 80222
303-757-4800

Mountainside Production Services Inc.
121 S. Bower Avenue
Palisade, CO 81526
970-879-7119

Audio Companies:

Kaleidoscope Productions 4900
W. 29th Ave.
Denver, CO 80212 303-800-6325
info@kaleidoscope-co.com

Backline Rentals:

High Country Backline
Vail, CO 970-471-1275
patrickzimmermen@comcast.net

Video/Multimedia Production:

Image Audio Visuals
2130 S. Dahlia St.
Denver, CO 80222
Billy Wells
970-393-0172

Event Services/ Décor:

Colorado Tents and Events
Little Beaver Trail
Dillon, CO 80435
(970) 262-6858
Key Production Staff:

The Riverwalk Center can assist you in determining the proper staffing for your production and can connect you with professional audio engineers, lighting and video designers, stage managers, production managers, and stage crew.

Recommended Caterers:

**Ridge Street Kitchen**
Kelly Green 970.333.0176
ridgestreetkitchen@yahoo.com
www.ridgestreetkitchen.com

**Food Hedz Catering**
Patti or Sara 970.668.2000
foodhedzcafe@gmail.com
www.foodhedzcafe.com

Section 5: Rental Application

Please visit [www.breckcreate.org/rentals/rwc-rental-application](http://www.breckcreate.org/rentals/rwc-rental-application) for our online Venue Rental Application.