



THE  
JULIUS LITTMAN  
PERFORMING ARTS THEATER

The City of North Miami Beach and the North Miami Beach Leisure Services Department welcomes you to utilize the Julius Littman Performing Arts Theater to provide an enjoyable and safe experience for community projects, cultural and special events.

The Julius Littman Performing Arts Theater reserves the right to deny rental or future rentals of the theater to any individual(s) who do not comply with the theater rules and regulations.

17011 NE 19 AVENUE  
NORTH MIAMI BEACH, FL 33162

(305) 948-2957 office (305)787-6040 fax

## GENERAL INFORMATION

- **Julius Littman Performing Arts Theater Management**

The Julius Littman Performing Arts Theater is operated by the City of North Miami Beach's Leisure Services Department at 17051 NE 19th Ave. Inquiries about the use of the facility should be directed to (305) 948-2957.

- **Accommodations for the Disabled**

If you require special accommodations, notify the administrative office five working days before show time.

- **Food and Beverages**

**No food or beverages of any kind may be brought into the theater.** Your cooperation will help to preserve the quality and atmosphere of the theater.

- **Smoking/Restrooms/Telephones**

The Florida Clean Air Indoor Act, Chapter # 386, strictly prohibits smoking in the theater. Restrooms/ phones are located in the lobby entrance.

- **Fire/Emergency Exits**

The red exit sign nearest the seat occupied by a patron is the shortest route to the street in the event of fire or other emergency. Please follow the instructions of theater personnel.

- **Personal Property**

The management is not responsible for the personal apparel or property of patrons.

- **Latecomers/Children**

Latecomers will be seated at management's discretion during appropriate pauses in the program. Management's policy is to begin performances at the advertised time. Children under five years of age will not be admitted except for programs specifically for young audiences. Babies in arms will not be admitted to the Performing Arts Theater.

- **Photographs and Recording**

Cameras and recording devices may not be brought in without the express consent of the management of the North Miami Beach Performing Arts Theater. No extension cords can be run in-house. Flash photography is prohibited.

- **Personal Electronic Equipment**

Paging devices should be set for no audible signal. The use of portable (cellular) telephones is not permitted in the Performing Arts Theater.

## **RENTAL INFORMATION/RATES**

All estimated rental costs are due (1) one week before performance date. Payment must be in the form of a bank check, money order, credit card or cash. A no payment will result in cancellation of the performance without notification. A day's rental is limited to eight (8) hours. A performance is limited to three (3) hours. Theater entrance is five (5) hours before advertised show time. A custodial fee of \$12.00 per hour will be charged to open the theater at any other time. **IT IS THE RESPONSIBILITY OF THE LESEE TO START PERFORMANCES ON TIME.**

All non profit organizations must submit proof of a Florida or Federal tax exempt status to qualify for reduced rates. The State of Florida requires a 7% tax on all charges/fees.

Basic seating arrangement is determined by the management of the Julius Littman Performing Arts Theater. Any extra set-up (equipment/labor), an additional charge will be imposed. The lessee is responsible for personnel brought with them to the facility.

**RESTORATION FEE:** A \$1.00 per person attending the event will be charged in addition to the basic rental fees. The fee will be determined based on the actual attendance to the event. All paid and complimentary tickets received at the door will be accounted to determine the final fee.

- **Hold Date/Deposit**

A \$1000.00 deposit is required to reserve a date.

***No date will be held without a \$1000.00 advanced payment.*** The \$1.00 per person restoration fee, charged in addition to the basic rental, will be deducted from this deposit.

- **Date Challenge**

If a reserved date is challenged by another organization, the group holding the date will have 15 days to pay the basic rental fee and keep the date. **THE RENTAL FEE PAID AFTER BEING CHALLENGED IS NOT REFUNDABLE.**

If the group holding the date does not pay the basic rental fee, the challenger can reserve the date paying the basic rental fee. **THE RENTAL FEE PAID BY THE CHALLENGER IS NOT REFUNDABLE.**

- **Cancellation**

A 40% cancellation fee will be deducted from the \$1000.00 deposit if the event is cancelled no less than 90 days before the event.

A 60% cancellation fee will be deducted from the \$1000.00 deposit if the event is cancelled between 31 and 89 days before the event. There are no refunds on shows cancelled 30 days or less before the event.

The Leisure Services Department, 17051 NE 19 Avenue, NMB, FL 33162 must receive a request for reimbursement. Attn: Theater Management.

## **Rental Rates - Performing Arts Theater Usage:**

*Rental Fees: All rates are based on a three-hour performance. After three hours, additional fees are assessed. Front of house staff included in the rental fee will be available one (1) hour before advertised show time.*

*All performances require a minimum of one (1) sound, one (1) light and one (1) stage operator.*

### **For-Profit Organizations: (3 hour performance)**

- **\$1650.00 per day plus \$1.00 per patron attending the event.**

Flat fee includes a house manager, two ushers, maintenance and usage of facility.

Rental fee does not include technical personnel, services, insurance and taxes.

- **\$1350.00 per day plus \$1.00 per patron attending the event for a consecutive day performance.**

Flat fee includes a house manager, two ushers, maintenance and usage of facility.

Rental fee does not include technical personnel, services, insurance and taxes.

- **\$750.00 per day plus \$1.00 per patron attending the event for additional same day performance.**

Flat fee includes a house manager, two ushers, maintenance and usage of facility.

Rental fee does not include technical personnel, services, insurance and taxes.

- \* **\$400.00 per day flat fee for a same day technical rehearsal.**

Flat fee does not include technical personnel, services, insurance and taxes.

- \* **\$800.00 per day flat fee for a rehearsal/load in.**

Flat fee does not include technical personnel, services, insurance and taxes.

After a three (3) hour performance (from advertised show time to end, including intermission) a \$100.00 per half hour fee is charged.

This fee does not include the fees for technical personnel, services, insurance and taxes.

Ten (10) minutes past the hour will be considered a full half-hour.

After a three (3) hour technical rehearsal a \$100.00 per half hour fee is charged. This fee does not include the fees for technical personnel, services, insurance and taxes.

### **\*Non-Profit Organizations: (3 hour performance)**

- **\$1350.00 per day plus \$1.00 per patron attending the event.**

Flat fee includes a house manager, two ushers, maintenance and usage of facility.

Flat fee does not include technical personnel, services and insurance.

- **\$1050.00 per day plus \$1.00 per patron attending the event for a consecutive day performance.**

Flat fee includes a house manager, two ushers, maintenance and usage of facility.

Flat fee does not include technical personnel, services and insurance.

- **\$650.00 per day plus \$1.00 per patron attending the event for additional same day performance.**

Flat fee includes a house manager, two ushers, maintenance and usage of facility.

Flat fee does not include technical personnel, services and insurance.

- \* **\$350.00 per day flat fee for a same day technical rehearsal.**

Flat fee includes sound, lighting and usage of facility.

Flat fee does not include technical personnel, services and insurance.

- **\$600.00 per day flat fee for a rehearsal/load in.**

Flat fee does not include technical personnel, services and insurance.

*\* All non-profit organizations must submit proof of a Florida or Federal tax-exempt status.*

After a three (3) hour performance (from advertised show time to end, including intermission) a \$90.00 per half hour fee is charged.

This fee does not include the fees for technical personnel, insurance or services.

Ten (10) minutes past the hour will be considered a full half-hour.

After a three (3) hour technical rehearsal a \$90.00 per half hour fee is charged. This fee does not include the fees for technical personnel, insurance or services.

- **TECHNICAL PERSONNEL PERFORMANCE FEES :**

The **performance fee** is based on four (4) hours. One (1) hour before show time, and up to three (3) hours performance time.

Sound Operator (1)	\$100.00
Light Operator (1)	\$100.00
Stage Technician (1)	\$80.00
Spotlight Operator (1)	\$80.00

*See page titled: Technical personnel and service fees for additional rates.*

- **Event Requirements and Staffing**

All event requirements must be coordinated with, and approved by, management. The Julius Littman Performing Arts Theater will provide, and the Lessee will be charged for, all event-related staffing.

Security is required for the building's perimeter areas and for periodic internal patrols. Any and all additional security may be added to the event at any time management feels the safety of the public will be endangered.

- **Equipment Rental**

The production staff of the Julius Littman Performing Arts Theater is available to assist in the arrangements for rental, installation, and operation of additional lighting and sound systems, specialized audio/visual equipment, and pianos, which might be required for the user's performance at a service fee of \$25.00 per hour.

- **Concessions and Novelties**

All arrangements for serving food/beverages and sale of concessions/novelties must be approved by the theater manager.

## TECHNICAL PERSONNEL AND SERVICE FEES

All the needs for technical personnel must be coordinated with the Julius Littman management prior to any fees or charges.

Events involving more than three (3) microphones or the need for monitors will require at least one (1) sound assistant for a period of no less than four (4) hours.

Events involving changes in the lighting plot, refocusing of lights, etc., will require at least one (1) lighting assistant for a period of no less than four (4) hours.

- **Performance Fee:**

The **performance fee** is based on four (4) hours. One (1) hour before show time, and up to three (3) hours performance time.

Technical Coordinator	\$100.00
Sound Operator (1)	\$100.00
Light Operator (1)	\$100.00
Stage Technician (1)	\$80.00
Spotlight Operator (1)	\$80.00

### **Personnel Charges**

All personnel are charged by the hour. All calls are based on a four (4) hour minimum. After eight (8) hours all personnel fees will increase to time and a half. Theater technical personnel are required at all times. In the event the Lessee provides their own technical personnel, theater technicians will be scheduled to oversee operations.

- **Front of House Personnel**

	<u>Hourly</u>
Security	\$20.00
Ushers/ticket takers	\$14.00

- **Hourly Performance Fee after three (3) hour performance:**

Sound Technician	\$25.00
Light Technician	\$25.00
Stage Technician	\$20.00
Spotlight Technician	\$20.00

- **Technical Personnel - Non-Performance Hourly Rate**

Technical Coordinator	\$25.00
Sound Technician	\$25.00
Lighting Technician	\$25.00
Stage Technician	\$20.00
Spotlight Technician	\$20.00

- **Break Rules**

Lessee must comply with all rules and regulations governing municipal employees. Theater management will advise.

- **Time Rule**

Ten (10) minutes past the hour will be considered a full half-hour.

- **Other Rentals**

Petrol 6'4" Grand Piano	\$100.00 per day
Piano Tuning	\$ 70.00 per tuning
Dance Floor	\$200.00
Smoke Machine	\$ 50.00 per day
Senheiser Lavalier body wireless microphone	\$ 70.00 each per day
High End X-Spots moving lights	\$150.00 each per day

## TECHNICAL SPECIFICATIONS

### Sound

- The North Miami Beach Performing Arts Theater's has a stereo sound system plus one central overhead mono cluster.
- The stereo system is made up of:
  - ⇒ Four (4 ) loudspeakers, JBL 4732 three-way system, power capacity 1200 watts each.
  - ⇒ Two (2) Sub-woofers, dual 18" JBL SR 4719A.

This stereo system is powered by a mix of MA 3600 and MA 2400 Crown amplifiers.

- ⇒ Two (2) JBL AS2215D-STD, two-way loudspeaker system with two 15" transducers and one 2446j high-frequency transducer coupled to a 2386A 90x40 horn.

The House EQ is a Klark Teknik programmable equalizer.

- The house mixer is a Soundcraft MH3, 48 channels, four stereo inputs, twelve auxiliary sends.
- The control area is located in the house, 52' from the front curtain line, full control of sound and light is provided at this location.

### Monitors

- Available monitors are:
  - (6) EAW SM 400
  - (4) EAW SM 200
  
- We can provide up to 8 monitor mixes.

### Miscellaneous sound equipment

- (2) TEAC Minidisc and CD players.
- (1) Lexicon PCM91
- (1) DBX 1046 Quad. compressor/limiter
- (2) DBX 1066 compressor/limiter/gate
- (1) YAMAHA SPX 990 Digital processor
- (1) Multi-effects processor LXP 15 II
- (2) UREI 7110 compressor/limiter

## Lighting

- The North Miami Beach Performing Arts Theater is equipped with two Colortran ENR 96 Dimmer racks. Each contains forty-eight (48) 2.4 KW double dimmer modules, for a total of 192 circuits.

Thirty (30) circuits are dedicated to house lighting; 162 are available for theatrical lighting.

- Our lighting inventory consists of:

### Colortran

- (31) 15 degree ellipsoidals, 1 Kw
- (18) 20 degree ellipsoidals, 1 Kw
- (4) 15/35 degree zoom, 1 Kw
- (10) 30 degree ellipsoidals, 1 Kw
- (14) 40 degree ellipsoidals, 1 Kw
- (14) 6" Fresnels with 8-leaf barn door, 1 Kw
- (10) 8" Fresnels with 8-leaf barn door, 2 Kw
- (7) 3-Light Far Cyc (four are used for the cyclorama), 1.5 Kw

### ETC Source Four

- (23) 36 degree ellipsoidals, 575 W
- (4) 50 degree ellipsoidals, 575 W

### Altman

- (4) ZipStrip, three circuits 75 watts EYC lamps

- The control console is Jands Vista T4.
- The lighting board is located in the middle of the house, next to the sound control board. In addition to this location the lighting board can be operated either from a control booth located house left or on stage right.
- Two lighting battens on stage are motorized. The third electric (back lighting) and the fourth electric (cyclorama lights) are dead hung.

**All instruments and circuits have a 20 amp twistlock connector. We do not have adapters available for three pin stage connectors. If needed they can be rented locally.**

## Intercom

- The North Miami Beach Performing Arts Theater has a two-channel Clear-Com MS-222 system.
- The outlets are located as follows:
  - Green room - speaker station
  - Dressing rooms - speaker station
  - Stage Manager lighting board, stage right
  - Stage left, back and front
  - Stage right, back and front
  - Spotlight locations
  - Control booth and secondary control location
  - Catwalk and side light bars
- There are ten (10) RS-501 one-channel belt packs with headsets and two (2) RS-522 two-channel belt packs with headsets.
- Both channels are available at any intercom location.

## **Stage**

- The stage is trapezoidal, elevated 3' from the ground level, has a proscenium opening of 49' and a depth of 35' from the edge of the stage to the Cyclorama line. The proscenium height is 18'.
- There is no fly system available.
- There is a motorized batten 42' in length available in front of the Cyclorama.

## **Loading**

- The loading dock leads to the back of the stage, is elevated 3'6" from ground level and has a 7'10" x 7'7" door.

## **Backstage rooms**

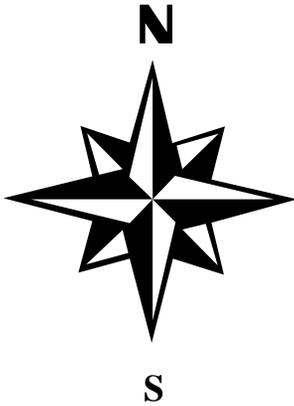
- There are two dressing rooms with sinks and clothing racks:
  - One 11' x 10'
  - One 8' x 13"
  - One 10' x 12' room with showers can be made available as a dressing room.
  - One 7' x 12' room with mirrors can be made available as a dressing room.
    - The green room is 13' x 20'. It can be used as a chorus/dressing room, equipped with mirrors and make-up ledges.
- There are two restrooms with cold water showers in the backstage area.
- All rooms are air-conditioned.

## USAGE POLICY

1. Lessee accepts as is: Neither the Lessor nor its employees or agents have made representations or promises with respect to the leased premises except as herein expressly set forth. The first possession of the leased premises by the LESSEE shall be conclusive evidence that the LESSEE accepts it "as is" and that said premises and all equipment therein are in good condition faith uses contemplated.
2. Services: As part of this Agreement the LESSOR will provide, at its expense, cooling, electrical power, general lighting from the permanent fixtures in the premises, water for normal usage, and (normal pre-event and post-event cleaning services). Failure, however, to furnish any of the foregoing resulting from circumstances beyond the Lessor's control shall not be considered a breach of this Agreement.
3. Assignment: The LESSEE shall not assign this Agreement or any rights neither granted hereunder nor sublet said premises without the written consent of the Lessor.
4. Licenses, Permits and Copyrights: The Lessee shall obtain and pay for all licenses and permits necessary to conduct operations as specified in this Agreement. The Lessee will assume all costs arising from the use of patented, trademarked, franchised, or copyrighted music, materials, devices, processes, or dramatic rights used on or incorporated in the event. The LESSEE agrees to indemnify, defend, and hold harmless the LESSOR from any and all costs, including legal fees, which might arise from question of use of any such material described above.

5. **Public Liability Insurance:** Lessee shall procure and maintain for the term of this lease at its own expense, the following forms of insurance coverage or the equivalent thereof, which will name the CITY OF NORTH MIAMI BEACH AS AN "ADDITIONAL INSURED" and said copy of insurance shall be submitted to the LESSOR 15 days prior to the event.
- a) Public liability insurance coverage, comprehensive general liability including contractual liability covering the indemnity/hold harmless agreement contained in this lease. ***Coverage shall provide a single combined limit of one million dollars for bodily injury and property damage.***
  - b) Comprehensive automobile liability insurance and Workers Compensation insurance may be required under the terms of this lease and said coverage, when required, will be by an addendum of this lease.
  - c) Not less than 15 days prior to any use of the Julius Littman Performing Arts Theater by the LESSEE, the LESSEE shall file with the Leisure Services Department administrative office, evidence of the required insurance by way of a Certificate of Insurance. The insurance coverage, including, but not limited to the Indemnity coverage, must be applicable to personal injury (including death) or property damage in any way arising in connection with this lease, and to any and all damage or injury occurring upon the part of the demised premises constituting the exterior facilities and grounds of said Performing Arts Theater, including, but not limited to, parking areas, pedestrian walkways, vehicular paths and grass areas, and to any and all damage or injury occurring upon any other portion of the demised premises. The forms and amounts of coverage shall be clearly expressed on said Certificate of Insurance. The filing of said Certificate shall constitute LESSEE's representation that the insurance coverage evidenced by this Certificate complies with the requirements of the Julius Littman Performing Arts Theater's lease. The insurance coverage shall not be impaired or altered prior to ten days written notice to the City and said Certificate shall so state. If the Certificate of Insurance is not received 72 hours prior to the event, then a charge of One thousand, one hundred and fifty eight dollars (\$1,158.00) will be added to the rental to cover the LESSEE, who will be the additional insured by the City of North Miami Beach





I 95 →

BISCAYNE BLVD  
←

MIAMI GARDENS DVE

NE 18<sup>TH</sup> ROAD →

COLLINS AVE  
→

NE 19<sup>TH</sup> AVE →

N.E.172<sup>ND</sup>

NE 171<sup>ST</sup> ST

NMBPAT  
CITY HALL  
NMB POLICE

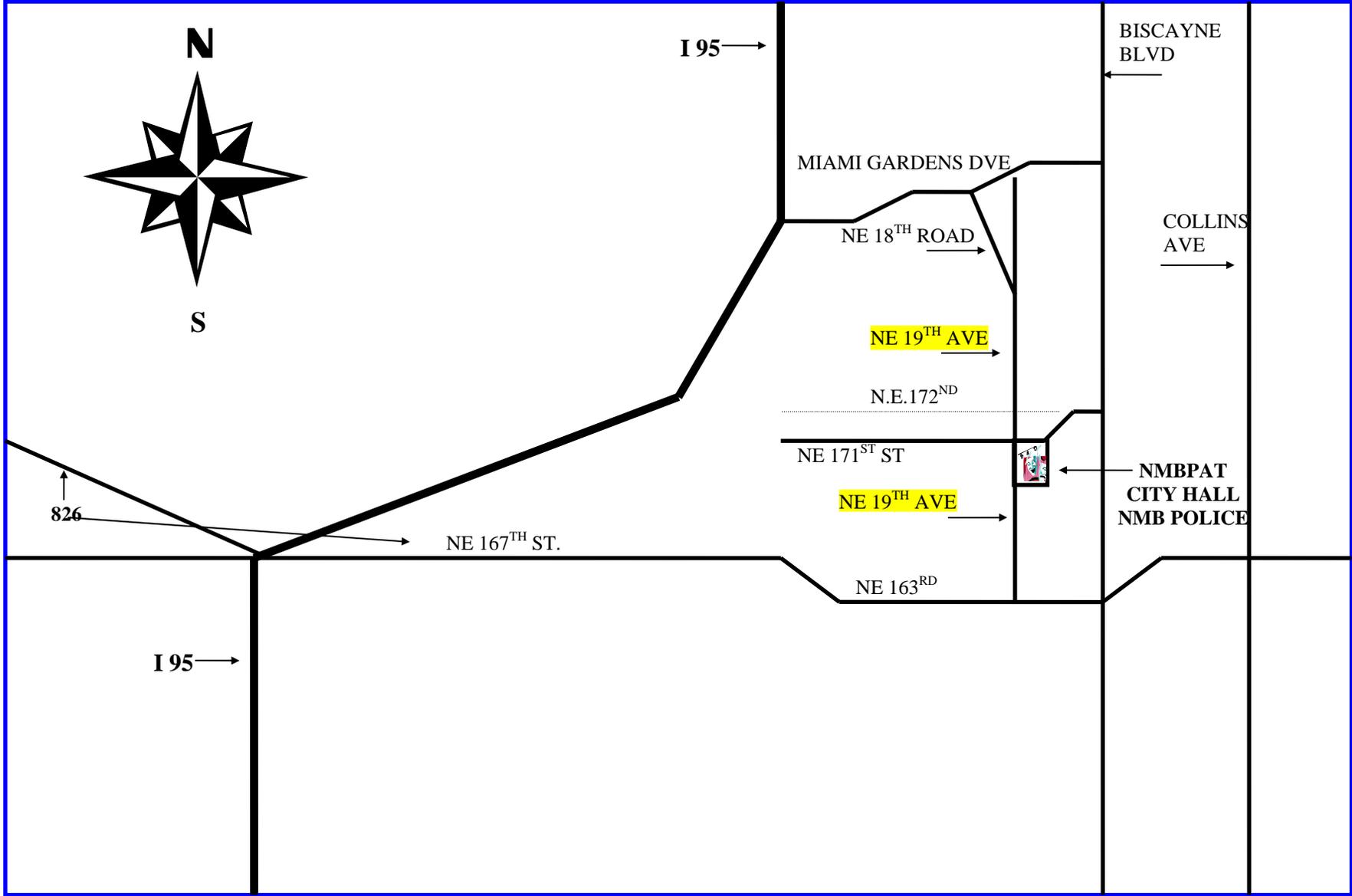
NE 19<sup>TH</sup> AVE →

↑  
826

NE 167<sup>TH</sup> ST.

NE 163<sup>RD</sup>

I 95 →





## CITY OF NORTH MIAMI BEACH

**JULIUS LITTMAN**  
**PERFORMING ARTS THEATER**  
17011 NE 19<sup>TH</sup> AVENUE  
NORTH MIAMI BEACH, FL 33162

**PHONE:** 305 948 2957 (ADMINISTRATION)

### Directions:

#### I-95 -

Exit **Miami Gardens Drive** - head **EAST** to NE **18<sup>th</sup>** Avenue and make a right (street merges into **19<sup>th</sup>** Avenue) - head **SOUTH** on NE **19<sup>th</sup>** Avenue - Theater is located on the left hand side of the street between NE **171<sup>st</sup>** Street and NE **168<sup>th</sup>** Street.

#### OR

*From the South* exit **826 EAST**. Follow **826 EAST/Beaches** for a few miles, as it will become NE **163<sup>rd</sup>** Street. Head **EAST** until you reach NE **19<sup>th</sup>** Avenue. Make a **LEFT** on NE **19<sup>th</sup>** Avenue - Theater is located on right hand side of the street.

#### Turnpike -

Exit at Golden at Golden Glades Interchange (take State Road 826) - head **EAST** to NE **19<sup>th</sup>** Avenue - Make a left on NE **19<sup>th</sup>** Avenue - Theater is located on right hand side of the street.

#### West Dixie Highway/or Biscayne Blvd (US1) -

Turn **WEST** at NE **163<sup>rd</sup>** Street (State Road 826) - to **19<sup>th</sup>** Avenue - make a right on NE **19<sup>th</sup>** Avenue - Theater is located on the right hand side of the street between NE **168<sup>th</sup>** Street and NE **171<sup>st</sup>** Street.

#### Collins Ave. (AIA) -

Turn **WEST** at **163<sup>rd</sup>** Street (State Road 826) also known as Sunny Isles Blvd - to **19<sup>th</sup>** Avenue - make a **RIGHT** - Theater is located on the right hand side of the street between NE **168<sup>th</sup>** Street and NE **171<sup>st</sup>** Street.



There will be a “reader board” in the median that says NORTH MIAMI BEACH. The four-story building on the North-side of the Police station is CITY HALL.

## Parking

### Coming from 163<sup>rd</sup> (826 East)

Turn RIGHT into the driveway that is just between the Police station and City Hall.

### Coming from Miami Gardens Drive

Turn LEFT into 171<sup>st</sup> Street & immediate right into car park.

Free parking spaces are available in the garage behind the Police station, or in the lots alongside and behind City Hall, Theater, and the Parks & Recreation Administration building, in NE 20<sup>th</sup> Avenue, and in NE 171<sup>st</sup> Street.

Should you have any questions, please feel free to contact us.

We look forward to seeing you at the City of North Miami Beach.