



***ROBERT Z. HAWKINS
AMPHITHEATER
at Bartley Ranch Park***



Information Packet

Introduction

Thank you for your interest in the Robert Z. Hawkins Amphitheater. This is a unique venue that is ideal for concerts, film premieres, award ceremonies, and other special events. The theater has a fully covered stage, ticket booth, two dressing rooms for performers, and an outside canopy area with electricity for concessions.

This amphitheater is owned and operated by Washoe County's Regional Parks and Open Space. Final decisions concerning all matters of scheduling, performance, sound, lighting, and hours of events are to be approved by the director of Parks prior to the event.

This packet contains all the information necessary for you to plan your event, but if something else should come to mind, please feel free to contact the Theater Manager at Bartley Ranch Park at: 775-828-6660

Some important things to know...

Bartley Ranch Regional Park is a gated park with regular hours as follows:

Summer: 8:00 AM to 9:00 PM daily (with exception for special events)

Spring and Fall: 8:00 AM to 7:00 PM daily (with exception for special events)

- Access to the park is over a covered bridge which measures 13'5" high.
- All events must take place between 10:00 AM and 10:00 PM (due to city sound ordinance) unless authorized in advance. Clean-ups must be completed no more than two (2) hours from the end of the event and not to exceed midnight.
- The amphitheater is a non-smoking facility. Additionally, pets and glass containers are NOT allowed.

Contact phone numbers are as follows:

Theater Manager: (775) 828-6660

Recreation Coordinator: (775) 328-2120

Park Rangers: (775) 828-6612

Parks Reserve Information: (775) 823-6501

Preparing for your event:

It is highly recommended that prior to your event that you schedule a walkthrough with the Theater Manager to ensure a clear understanding of the dimensions, layout, and other concerns.

Seating Capacity:

There are 403 permanent seats and grass seating that accommodates 550, for a total of about 950 guests. Maximum Seating Capacity is NOT to exceed 1000.

Grass seating patrons must furnish their own blankets and/or legless low-back chairs. Space is available opposite the ticket booth for autographs or sale of performer's items (CD's, T-shirts, etc.)

Tables, Chairs, and Supplements:

Available for use upon request are:

- **Podium**
- **Set of U.S. Flags**
- **(2) 8 x 4 x 1.25 Solid Risers**
- **(2) 8 x 8 Folding Risers**
- **(4) 4 x 4 x 2 Connection Risers**
- **Vests, Cones, Flashlights, Radios for Parking Volunteers/Ushers**
- **(50) Brown Chairs, (100) Cream Chairs, 14 Tables**
- **(2) 10 x 10 Tents**
- **Carpets and Rugs**
- **Fridge and Freezer**

Parking Capacity:

Bartley Ranch Regional Park has paved parking for 114 cars and non-paved parking for an additional 350+ cars. No parking is permitted by guests behind the theater. If you require designated parking for your performers, please contact the Theater Manager/ Park Rangers.

We have eight (8) designated ADA parking spaces adjacent to the amphitheater and an additional two (2) spaces adjacent to the Western Heritage Interpretive Center.

The amphitheater can accommodate wheelchair seating with six (6) spaces. Your theater manager can provide parking and ADA maps if needed.

Environmental Concerns:

The Robert Z. Hawkins Amphitheater is an outdoor theater. Although the stage itself is covered, the seating area is not. Wind, rain, smoke, and sun are factors that can impact performance and attendance. Throughout the afternoon, the direct sun is on the stage (faces West) and during July and August it can be very hot for performers. It is recommended that you work with the theater manager to find the best time and date for your event to be enjoyed by everyone.

Concessions and Catering:

Two 12' x 12' cement pads are available in front of the theater with electrical hookups for concessions or catering. This area is covered by a canopy and is equipped with patio lights for the evening time.

Additionally, there is uncovered space to the left of the seating area for concessions to be served/sold.

Sound and Lighting:

If you have any questions regarding sound and lighting capabilities, please contact the Theater Manager.

In order to use the complete sound and lighting system and mechanical equipment, Washoe County Regional Parks and Open Space requires the services of our fully trained sound and lighting technicians. These individuals have been properly trained and certified on this specific system in addition to designing the lighting rig used by the amphitheater. No other technician may be used. We are proud to contract with Starsound Audio, Inc; a local company that provides only the best tech services in the Reno-Tahoe Area. If this service is requested, an additional charge for sound and lighting will be applied. This will be based on number of hours you will require for set-up, breakdown, rehearsal, and sound/lighting check. Starsound 2022 rates are as follows:

\$65.00 Per Hour Per Engineer

All events past or during sunset REQUIRE a Lighting engineer.

Events with multiple Acts/Bands REQUIRE 2 Audio engineers

Starsound Audio, Inc

2679 Oddie Blvd

Reno, NV

89512

(775) 331-1010

Cleaning and Security

A \$500.00 refundable security and cleaning deposit will be required when you place your reservation and is held until after the event to ensure that all requirements are met. You are responsible for cleaning up after your event. Failure to clean up may result in a forfeiture of your cleaning deposit and additional fees if the cleaning efforts are excessive, at the Theater Manager's discretion. The Theater Manager will check you in/out of the Amphitheater on the day(s) of your event. It is mandatory that you be checked out after your event or performance. This will help to ensure that you receive your full cleaning/ security deposit refund if applicable.

All fees must be paid in advance. A cancellation fee per the fees and charges schedule will be withheld from all refunds. Refunds for facility rentals must be requested 90 days prior to the event. Requests less than 90 days but at least 30 days prior to the event will be refunded 50%. Less than 30 days notice, the customer forfeits 100% of the rental fee.

Should your events be canceled due to inclement weather, we will attempt to reschedule the date based on availability. If for some reason we are unable to reschedule, deposit will be refunded, and rental fees may be refunded at the discretion of Washoe County Regional Parks and Open Space. You will receive your cleaning/security deposit by mail.

All public events require services of two Washoe County contracted security officers. An additional officer will be required per every expected 200 audience members past 500. As of 2022, Washoe County Regional Parks and Open Space contracts with Allied Universal and any other proposed security must be approved through them. Allied Universal 2022 rates are as follows:

Unarmed Officer: \$40.74 per hour

Armed Officer: \$45.98 per hour

Allied Universal

1201 Terminal Way #115

Reno, NV

89502

(775) 323-1722

Cleaning Requirements

You are responsible for setting up and taking down all tables, chairs, stands, signs, and any other items associated with your event or performance. If used, tables and chairs provided by Parks need to be returned to their original location. Trash must be placed in the receptacles provided.

You may **NOT** screw, nail, bolt, or otherwise permanently attach set material, props, or other items to the walls, floors, doors, curtains, etc. Only free standing decorations, sets, and scaffolds are allowed. Please talk to the Theater Manager about hanging recommendations.

Stage tape is permitted on the floor, but you may **NOT** paint within the theater.

Use of birdseed, rice, confetti, and glitter, is NOT allowed in the theater or seating area. If used as a prop, approval by the Theater Manager is required and you are responsible for clean up.

NO open flame of any kind is allowed.

Streamers and flags may **NOT** be placed in the flowerbeds, lawn, or ground areas unless approved by Theater Manager or Park Rangers in advance.

Defacement of the facility may result in the forfeiture of your cleaning/security deposit and additional liability claims.

Preparing for Your Event (cont.)

Ticket Sales, Flyers, and Posters:

If you have printed flyers and posters announcing your event, please provide the Theater Manager with a supply. We want every show to be as successful as possible and are more than happy to support your efforts.

Ushers, Ticket Takers, Parking Attendants, etc.

You must provide your own ticket takers, ushers, parking attendants, and assistants for each event. Coordinate with the Theater Manager to determine where and how much support you may need for your event. As stated, a minimum of two (2) security guards are required per public performance.

Food and Drink:

Drinks and food are permitted but you are responsible for cleaning up items left on or around the stage, lawn, and seating areas. Absolutely **NO** glass containers are permitted within the seating area. We are more than happy to provide trash cans and bags to assist in keeping our facility clean for everyone to enjoy.

Catering:

You may cater your event or hire a licensed caterer/ food trucks. Be sure to advise your caterer of the rules and hours scheduled to use the amphitheater and/or park areas adjacent. A friendly reminder that the nearby Flying B pavilion is NOT included in the theater booking but is available as a separate reservation. Reminder to check with your caterer for the necessary permits. For more info, please contact the Washoe County District Health Department at 775-328-2434 or the Washoe County Planning Division Business License and Code Enforcement at 775-328-3733 for questions regarding the sale of alcoholic beverages. Catering plans must be approved by both the Reservation Office and Theater Manager.

How to Reserve the Robert Z. Hawkins Amphitheater

- Reservations must be made at least 30 days in advance
- Reservations can be made no more than one year in advance from the current date
- A completed Robert Z. Hawkins Questionnaire (available on our site) must be submitted to reserveparks@washoecounty.gov
- Contact Theater Manager at [775-828-6660](tel:775-828-6660) for more information

2022 Fee Information

6-hour minimum - \$240.00/hour

Non-performance fee - \$120.00/hour (applicable 6-hour minimum reservation)

\$500.00 refundable cleaning/security deposit

You may pay in full when you fill out your paperwork. Washoe County Regional Parks and Open Space will accept cash, local personal checks, Mastercard or Visa. Deposits charged on MasterCard or Visa will not be returned in cash, but will be credited back to the card that was originally charged.

Washoe County Liability Insurance Requirements:

The minimum acceptable coverage is \$1,000,000. Contact Washoe County Regional Parks and Open Space's Reservations Office for more information at (775) 823-6501. Facility users must furnish Washoe County with a Liability Certificate in the amount required, naming Washoe County as an additional insured. Insurance certificates must be received thirty (30) days prior to the event or performance.

Family/ social events can obtain liability insurance coverage through their Homeowner's agent.

Companies, groups, etc. should contact the agent who carries their liability insurance. If you need to purchase liability insurance through Washoe County, please call the Reservation Office for rates at (77) 823-6501

One last thing...**Lost Articles:**

We are not responsible for any lost articles left in or around the Theater or seating areas. Please check all areas for keys, purses, phones, clothing, props, costumes, make-up, hand tools, set materials, etc. before leaving the premises.

Call the Theater Manager or Bartley Ranch Regional Park office as soon as possible after you discover something has been left behind. We try our hardest to reunite our guests and patrons with their lost items.

Thank you for your consideration.

Please feel free to contact us with any questions or concerns.

Theater Manager: (775) 828-6660

Recreation Coordinator: (775) 785-4512 x106

Park Ranger Staff: (775) 828-6612

Reservation and Information (775) 823-6501