

**ALEX THEATRE**  
**EVENT STAFFING AND INSURANCE REQUIREMENTS**  
*(Adopted 04/06/05)*

Effective July 1, 2005, the Alex Regional Theatre Board will maintain the following guidelines for insurance and staffing requirements for all concerts and events held at the Alex Theatre.

Category	Event Description	Insurance Requirement	Staffing Requirements for Anticipated Attendance of Fewer than 500 Patrons					Staffing Requirements for Anticipated Attendance of More than 500 Patrons					Notes
			House Manager	Asst House Manager	Door Security	House Security	Glendale Police	House Manager	Asst House Manager	Door Security	House Security	Glendale Police	
Ceremonies	award presentations, beauty pageants, graduation ceremonies	\$1 Million	1	No	1	See Notes	See Notes	1	1	1	See Notes	See Notes	major award presentations and beauty pageants may require additional security
Concerts I	chamber orchestras, classical music ensembles, chorale groups, opera, school performance ensembles, symphonies, traditional cultural music	\$1 Million	1	No	1	No	No	1	1	1	No	No	performances that require use of the parking lot tent will require one additional security guard
Concerts II	blues, comedy, gospel, jazz, new age, world music	\$1 Million	1	No	1	2	No	1	1	1	2	No	ticket entry will be at forecourt gate for anticipated attendances of more than 500 patrons
Concerts III	contemporary, contemporary cultural music, country-western, R&B, top 40, oldies	\$1 Million	1	1	1	2	No	1	1	1	4	No	ticket entry will be at forecourt gate for anticipated attendances of more than 500 patrons
Concerts IV	alternative, heavy metal, hip hop, rap, rock	\$3 Million	1	1	1	6	Yes	1	1	1	6	Yes	metal detector search, ticket entry at forecourt gate
Dance	ballet, contemporary, flamenco, jazz, tap, school recitals	\$1 Million	1	No	1	See Notes	No	1	1	1	See Notes	No	school recitals using the parking lot tent will require one additional security guard
Film Shoots	commercial shoots, film shoots, still photography shoots, student film shoots, television tapings	\$1 Million	1	See Notes	See Notes	See Notes	See Notes	1	See Notes	See Notes	See Notes	See Notes	staffing needs will be based upon the size of the shoot, if there is a live audience and the film permit requirements
Film Screenings	cast and crew screenings, film screenings, premiers, previews	\$1 Million	1	No	See Notes	See Notes	See Notes	1	1	See Notes	See Notes	No	celebrity screenings may require additional security
Lectures	lectures, seminars, speaking engagements	\$1 Million	1	No	1	See Notes	See Notes	1	1	1	See Notes	See Notes	celebrity lectures and speaking engagements may require additional security
Meetings	business meetings, church services or meetings, civic group meetings, conferences	\$1 Million	1	No	1	No	No	1	1	1	No	No	events that have alcohol service will require additional security
Political	debates, political forums, rallies	\$1 Million	1	No	1	See Notes	See Notes	1	1	1	See Notes	See Notes	security requirements will be based upon the security needs of the participants
Receptions	anniversaries, banquets, birthdays, business receptions, reunions, weddings	\$1 Million	1	No	1	See Notes	See Notes	1	1	1	See Notes	See Notes	events of one or more hours in length that have alcohol service will require additional security
Theatre	musicals, play readings, theatrical stage performances	\$1 Million	1	No	1	No	No	1	1	1	No	No	productions featuring name actors may require additional security
Variety Attractions	animal acts, hypnotists, ice skating shows, magic shows	See Notes	1	No	1	No	No	1	1	1	No	No	insurance requirement will generally be \$1 million unless the attraction features exotic animals on stage which will necessitate higher insurance coverage limits