

Front of House Staff and Security Guidelines 2009

The Los Angeles County Arts Commission provides a basic house staff for each event consisting of an Event Services Manager, a House Manager, 2 ticket takers, ushers, and a merchandise sales person (when appropriate). The Ford may augment the basic house staff with volunteers.

The Ford will furnish a professional Security Staff for performances that might require additional personnel. This assessment will be determined by the Licensee in accordance with Event Services Manager and the Ford General Manager. The standard Security staff includes a supervisor and no fewer than an eight person team who are scheduled for a minimum of four hours per shift. If additional paid house staff or security is required or otherwise deemed necessary by the Ford's Event Services Manager in consultation with the Ford's General Manager, Licensee will be responsible for paying the additional costs billed according to the following rate schedule:

Type	First 8 hours in a day	Hours over 8, but less than 12	Hours over 12 in a day
Additional House Staff (4 hours minimum)	\$20/person/hour	\$30/person/hour	\$40/person/hour
Additional Security Staff (4 hour minimum)	\$20/person/hour	\$30/person/hour	\$40/person/hour

The additional costs will be deducted from Licensee's gross box office proceeds at the time of settlement.

Licensee must designate one individual to be the primary contact for communicating with the Ford's Event Services Manager on the day of the event. This individual must be able to answer any last minute questions related to the distribution of backstage passes and Licensee's comp/guest list, merchandise sales, etc. Their name and contact information must be submitted to the Ford's Event Services Manager at the 30 day out production meeting.