



Event Services

Front of House Policies

House Policies

- **Tickets and Admittance:** Every person must have a ticket to enter the Ford Amphitheatre seating area. Backstage wristbands do not allow entry to the house.
- **Programs:** You may collect any unused programs at the end of the event. The Ford is not responsible for unused programs left at the theatre.
- **Opening the House:** The gates to the entranceway are opened two hours prior to evening events. The theatre house doors are opened one hour prior to events.
- **Late Seating:** Late guests will be seated during an appropriate break in the event.
- **Intermission:** Except for films, all events must have a minimum of one 15 minute intermission. Intermission may be waived for a fee.
- **Food Concessions:** The County of Los Angeles reserves the exclusive right to control and operate food, drink and concession services at the Ford Theatre. *Outside vendors may not sell food or drink products at the Ford.*

Artist Parking

- The Ford Amphitheatre parking lot is managed by the Hollywood Bowl. All patron vehicles are stack parked. You will receive 15 complimentary parking passes per performance. These will be distributed at your 30-day-out production meeting so that you can distribute them to artists and crew in advance.
- If you need additional passes, they can be purchased in advance from the Box Office on consignment and will be charged to your settlement. If you need to purchase more passes day-of-show, please purchase them directly from our parking attendants. Parking passes for partnership shows are **\$5.00**. Parking passes for rental events are **\$10.00**.
Note: If you are purchasing more than five parking passes, please notify the Box Office at least 24 hours in advance of pickup to provide ample time for printing the passes.
- Your show's artists and staff should park as directed by parking attendants. All parking is first come, first served.
- Free parking is available at the Universal satellite lot which has free shuttle service provided by the Ford beginning 2 hours before performances.

Merchandise Sales

- No food, beverages, candy or snacks of any kind may be sold by the Producer. Merchandise (CDs, T-shirts, videos, etc.) for your show may be sold on the day of the event.
- A fee payable to the Ford Theatre Foundation applies to all merchandise sales.
- The Ford is not responsible for merchandise left at the theatre for more than 72 hours after the event.

Receptions

- **All receptions must be pre-show.** Due to the Ford's stacked parking, it is our policy to have no post show events.
- **Location:** The Ford's Edison Plaza is available for receptions.
- **Catering:** The Ford's contracted concessionaire provides all reception services for events held at the John Anson Ford Theatres.

Security

The Ford may furnish a professional Security Staff for performances that require security personnel. If additional security is required or otherwise deemed necessary by the Ford, you will be responsible for paying the additional costs billed according to the following rates:

First 8 hours	Over 8, but less than 12 hours	Over 12 hours
\$30/person/hour	\$50/person/hour	\$60/person/hour

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

If you have questions, please contact **Bill Berry, Event Services Manager** at wberry@arts.lacounty.gov or 213-202-5933.