

**FIRST AMENDMENT TO SERVICES AGREEMENT  
FOR FESTIVAL OF LIGHTS**

**GROOVELABS, LLC**

THIS FIRST AMENDMENT TO SERVICES AGREEMENT (“First Amendment”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024, by and between the CITY OF RIVERSIDE, a California charter city and municipal corporation (“City”), and GROOVELABS, LLC, a California limited liability company (“Contractor”).

**RECITALS**

WHEREAS, on November 13, 2023, City and Contractor entered into a Services Agreement for Festival of Lights (“Agreement”); and

WHEREAS, the Agreement expired on January 31, 2024; and

WHEREAS, Section 2 of the Agreement provides that the Term may be extended for an additional one (1) year term; and

WHEREAS, City and Contractor desire to extend the Agreement through January 31, 2025; and

WHEREAS, City and Contractor desire to amend the Scope of Services by replacing Exhibit “A” with Exhibit “A-1”; and

WHEREAS, City and Contractor desire to increase Compensation in the amount of Eighty Thousand One Hundred Twenty-Seven Dollars (\$80,127.00) for the extended term of the Agreement.

NOW, THEREFORE, in consideration of the foregoing recitals which are incorporated herein by this reference, City and Contractor agree as follows:

1. Section 2 of the Agreement is hereby amended to extend the Term through January 31, 2025.
2. Exhibit “A” of the Agreement (Scope of Services) is hereby amended and replaced in its entirety with Exhibit “A-1,” attached hereto and incorporated herein by this reference.
3. Section 3 of the Agreement is hereby amended to increase Compensation in the amount of Eighty Thousand One Hundred Twenty-Seven Dollars (\$80,127.00) for the extended term of the Agreement.
4. All terms and conditions of the original Agreement not inconsistent with this First Amendment shall remain in full force and effect and are incorporated herein by this reference as though set forth in full.

IN WITNESS WHEREOF, City and Contractor have caused this First Amendment to Services Agreement for Festival of Lights to be duly executed on the day and year first above written.

CITY OF RIVERSIDE,  
a California charter city and municipal  
corporation

GROOVELABS, LLC,  
a California limited liability company

By: \_\_\_\_\_  
City Manager

By: Anthony Pelayo  
Anthony Pelayo (Sep 3, 2024 21:53 PDT)  
Print Name: Anthony Pelayo  
Title: Owner

ATTESTED TO:

and

By: \_\_\_\_\_  
City Clerk

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

CERTIFIED AS TO AVAILABILITY OF FUNDS:

By: [Signature]  
Chief Financial Officer

APPROVED AS TO FORM:

By: [Signature]  
Deputy City Attorney

## EXHIBIT “A-1”

### SCOPE OF SERVICES

Vendor must provide entertainment stage and booking services for the Festival of Lights Thursday-Sunday from 5:00 pm – 10:00 pm for performances that begin on November 24, 2024, through December 31, 2024.

Entertainment will be required at White Park and will utilize the Benjamin Franklin stage as the stage. The Benjamin Franklin stage will need to be set up with lighting and sound to accommodate performers ranging from solo to large choir groups. The following are the minimum requirements:

#### Choir Risers:

- The vendor must supply four 6' three-level choir riser sections (angled) with back railing suitable for children and adult choirs.

#### Video Projection:

- One LCD TV Screen (32” minimum) or comparable.
- One computer running PowerPoint or equivalent program for displaying schedules, ads, and performer messages.

Note: Vendor shall be responsible for creating the presentations and running them each day with backdrop provided by City.

#### Power Distribution:

- Vendor must provide a power distribution box capable of mating with the City's 60-amp connector next to the Festival of Lights stage and providing appropriate power outlets for the sound system, lighting, video projection, stage power (for performers) and any other electrical needs on the stage.
  - At least 20 amps must be made available for backline and performer use. All circuits should be protected by appropriate breakers (i.e. 20 amps per circuit) as well as a master breaker for the entire distribution system. Should not exceed 50 amps, to avoid having to reset the 60-amp breaker for the receptacle, which is not normally accessible.
  - All power distribution cabling, power cables, lighting cables, etc., must conform to code (e.g., SO type power cabling as specified for an entertainment stage by the NEC).
  - Vendor must supply appropriate power cabling around the perimeter of the stage for use by performers and backline gear. Vendor should also be ready to provide extension cords (that meet NEC code) for use by performers and their gear.
  - All cables crossing possible walkways (other than on the stage itself) must be covered or placed in cable guards.

### Sound System:

- The sound system should be capable of 100-105 dB SPL at 50-75' with sufficient headroom to provide a high-quality and clear audio signal. The FOH mains should be three-way, the monitors can be two-way.
- The sound system should include
  - Minimum two 18" subwoofer cabinets (e.g., JBL PRX 718s XLF).
  - Minimum four dual-15" + horn trapezoidal cabinets (e.g., JBL PRX 625, PRX 635), two per side, preferably run as a dual PA system with vocals through one left/right pair and backline/instruments/tracks through the other left/right pair.
  - Minimum four monitor wedges (e.g., PRX 612m or PRX 615) with separate mixes in each wedge. In addition to the four monitor wedges, the system should be able to support at least one or two in-ear monitor mixes (mono) as well.
  - Independent stereo feed to a (performer-supplied) recording device.
- The mixing console should be a digital mixing console with a minimum of 18 mono channels and three stereo channels (i.e., 24 channels total). The board should support a minimum of four-band EQ (parametric preferred) on each input channel, compressors on at least 4 of the input channels, at least two mix busses for effects (e.g., reverb, delays, and such), and full EQ (31-band graphic or multi-band parametric) on all output busses. The board should support at least three stereo groups or DCAs and two stereo outputs (assuming support for a dual PA, one stereo output bus if not providing a dual PA) plus all the necessary outputs to handle the monitors.

### Optional:

- A ducking processor that quiets background music when announcements are made is recommended.
- Recallable mixes, as some acts perform multiple times over the FOL period.

### Lighting:

- 35-45 PAR 38 lighting fixtures w/CFL bulbs providing very soft (but bright) illumination across the stage.
- LED truss warmers on each truss leg section. If applicable.
- Additional 6-8 PAR 38 fixtures providing lighting to a performance area immediately in front of the stage.

### Additional Requirements:

- The sound system should include:
  - Dual-CD player (sound engineers are often required to play tracks from two separate CDs in quick succession) and a 1/8" stereo input jack for iPods, phones, etc.
  - Minimum four DI (direct injection) boxes (three if one of them is stereo).
  - Minimum 6 professional-level vocal microphones (e.g., Shure SM58 or Beta 58). Wired is fine.

- Minimum eight (8) professional-level instrument microphones (e.g., Shure SM57 or Beta 57) for miking amplifier cabinets and acoustical instruments.
  - Three professional-level microphones for drum kits -- for kick, snare, and overheads.
  - Minimum three professional-level choir microphones (e.g., Shure 202) that can be hung from the truss roof to pick up choirs on the risers.
  - All necessary microphone stands (typically 8-10 boom stands plus 2-4 small instrument stands are necessary to handle most acts).
  - All necessary microphone cables, snakes, and power cables as needed by the sound system in its maximum configuration.
- The sound system should be capable of handling performer-supplied wireless gear (microphones, in-ear monitors, and instrument transmitters), wired players, and music players (e.g., iPods).
  - Vendor agrees to use city provided logo, holiday décor, backdrop art, wrapping, and mesh as requested by the city. Vendor may make recommendations and should provide an estimate if additional costs are involved.

Note: There is no room for a FOH booth in the venue. Sound system should include a wireless tablet or other portable mechanism for mixing from front-of-house.

#### Responsibilities:

The vendor must provide all personnel to run the sound system and stage. Note: the following paragraphs describe several titles/activities. One person may hold multiple titles or assume multiple responsibilities. At least two people must be on duty at all times other than breaks.

- Vendor must provide a stage manager who is responsible for advancing the shows (communicating with the acts prior to their performance) and directing them when they arrive with their gear as well as maintaining an efficient transition from one act to the next (usually there is 1/2-hour to 1-hour between acts, depending on their complexity).
- The stage manager (and, preferably other vendor employees) is responsible for answering questions from the public concerning show times, schedule, who to contact at the City, etc.
- Vendor must provide a sound engineer who is responsible for running the sound system, mixing the sound, etc. The vendor should also provide a back-up engineer to handle breaks, emergencies, A2 tasks, and, possibly, monitor mixing. Separate monitor and FOH sound engineers, preferable.
- Vendor is responsible for setting up the equipment (stage and truss if requested) no earlier than one week before the Festival of Lights event begins on November 18, 2023. Stage should be struck within three of days after the event ends. The stage and truss may remain set up for the duration of the event.

- Vendor is responsible for setting up sound system (and other equipment) at least one-half hour before the first performer arrives each day. Sound system (and other gear) can be struck immediately after the closing time each night. In the event an act is not scheduled up until closing time, the vendor shall play holiday-themed music through the sound system until closing time unless a City representative approves an early shut down.
- The vendor is not responsible for helping performers move their gear onto the stage, but the vendor is responsible for miking or connecting that gear to the sound system.
- Vendor is responsible for setting out chairs (provided by the City, approximately 75) each day and striking those chairs and returning them to storage each night.
- As noted earlier, the vendor must provide someone to maintain the PowerPoint (or whatever presentation program used) slides for show schedules, ads, etc.

Performance times are generally:

Thursday - Sunday 5:00 pm -10:00 pm

- Performers are instructed to arrive at least one-half hour before their performances, therefore, vendor must have sound system ready to go by 4:30 pm.
- Vendor must conform to all SPL requests (e.g., "turn the system down") from City employees on duty.
- Entertainment stage vendor must be aware that there are food and other vendors in the immediate area of the entertainment stage and average SPL levels must not rise to the point that those vendors cannot take orders from their customers.
- Vendor must be willing and able to run players, as required by performers during their performances.
- Vendor must be capable and ready to perform "sound checks on the fly" when groups show up late or have an especially complicated set up (FOL has had 11-member acts before).
- The vendor is responsible for cleaning the stage (between acts, as necessary) and squeegee-ing/mopping the stage whenever it becomes wet due to weather or performer residue (e.g., horn players).
- The vendor is responsible for maintaining a tidy work area around the stage and directing performers to neatly stage their gear before and after a performance.
- The vendor is responsible for rolling up or down the mesh tarp on the north end of the stage depending on whether the tarp is required to keep wind off the stage.
- Vendor's employees must be helpful, cheerful, and willing to work with rank amateurs as well as absolute professionals. Most of the acts on the Festival of Lights stage fall into the former

category (e.g., children's choirs) and the sound/stage crew should make them feel as important and as welcome as the best performer of the series. Sound engineers must be willing to positively respond to any reasonable request with respect to monitor mix/level, FOH mix, etc.

#### Entertainment Application and Booking:

Entertainment is selected by an application for Community Groups posted on the official Festival of Lights website. Services include scheduling of all entertainment. Entertainment scheduling includes:

- a. Review of applications and contacting applicants to inform them of selection.
- b. Scheduling all entertainers and providing the complete entertainment schedule two weeks in advance for each upcoming week.
- c. Submit payment request for all professional entertainment three weeks prior to week of performance to City Staff for processing of checks. Including collecting all required documents, i.e. W9 forms, etc. City Staff will provide checks for distribution on Monday of performance week.

The City may request a stage and will require this as an additional service if needed.

#### A. OPTIONAL SERVICE SPECIFICATIONS FOR STAGE

##### Stage:

- 24'x16'x2' stage with railing around three sides.
- Two-step staircase for stage w/railing on sides.
- Black Fabric skirting around front and sides of stage.
- Stage capacity should be 60 people at one time (e.g., a choir).
- Stage must meet ADA requirements in accordance with state and federal law (ramping or lift as needed).

##### Trussing and Stage Cover:

- 26'x20'x12' truss with hard roof (weatherproof) covering the stage painted Black.
- Install Festival of Lights Banners on three truss sides and mesh tarp on back of truss (provided by City)
- Include sidewall – art provided by city
- Roll-up (20') mesh tarp on north side of truss for wind protection (roll-up when not needed).
- The vendor shall provide stanchions to block off areas in front of the stage for certain performances.

OPTIONAL Sound system/DJ services at secondary location within the event footprint Monday – Thursday from 5:00 pm to 9:00 pm.

**EXHIBIT “B-1”**

**COMPENSATION**

The amount to be paid for the term of the Agreement shall not exceed Eighty Thousand One Hundred Twenty-Seven Dollars (\$80,127.00).