

# Encore Theatre Company Facility Use Request Form

Submit completed form by 1<sup>st</sup> Monday of Month

Rental fee of \$50 per day includes use of seating area, tables, chairs, lobby, lobby restrooms, house lights, utilities (lights, heating/cooling), general cleaning, and house manager. Additional services, available at an additional cost are listed below and require prior approval.

Security is required when alcohol is served. One guard is required for every 100 people. Encore will arrange security and bill the user at the rate of \$25 per hour per guard, with a two (2) hour minimum.

## Additional Services have limited availability and require prior approval

*Prices subject to change without notice*

<input type="checkbox"/>	Custodian	\$40.00 per hour (4 hour minimum)
<input type="checkbox"/>	Light technician	\$25.00 per hour
<input type="checkbox"/>	Sound technician	\$25.00 per hour
<input type="checkbox"/>	Stage use	\$30.00
<input type="checkbox"/>	Stage manager	\$25.00 per hour
<input type="checkbox"/>	Dressing rooms	\$30.00
<input type="checkbox"/>	Stagehand(s)	\$15.00 per hour each
<input type="checkbox"/>	Microphone & stand	\$15.00 each Quantity: _____
<input type="checkbox"/>	Table linens	\$ 5.00 each Quantity: _____
<input type="checkbox"/>	Piano/Keyboard	\$40.00
<input type="checkbox"/>	Kitchen	\$25.00 per hour
<input type="checkbox"/>	Ice machine use	\$10.00
<input type="checkbox"/>	Refrigerator use	\$ 5.00
<input type="checkbox"/>	Popcorn machine use	\$10.00
<input type="checkbox"/>	Hot dog machine use	\$ 5.00
<input type="checkbox"/>	Microwave use	\$ 5.00
<input type="checkbox"/>	Coffee maker use	\$ 5.00
<input type="checkbox"/>	Cheese/Chili warmer use	\$ 5.00
<input type="checkbox"/>	Consumables (sugar, sweetener, cups, popcorn, etc.) will be charged at the current cost for full packages (i.e. sleeve of cups, can of coffee, etc.).	

## RULES AND REGULATIONS

- The seating capacity of 120, excluding performers, employees, and supervisory personnel, shall not be exceeded.
- No animals, except service animals allowed on premises.
- No overnight use permitted.
- All equipment, electronic boards, rigging, curtains, public address system, stage materials, sound devices, light booth, video booth, etc., shall be operated and supplied by Encore Theatre Company personnel only. If stage use is required, the assistance of the Stage Manager is required.
- Absolutely no nails, tacks, screws, or cut holes shall be driven into the stage floor, walls, doors, or ceiling.
- No duct tape, heavy scotch, or packaging tape shall be allowed on carpet, walls, doors, or seats.
- No pins, staples, glue, paint, or nails on curtains.
- No paint or stains shall be used on stage floor, walls, doors, ceiling, carpet, or railings except with the specific written consent by the House Manager.
- No use of fire, firearms, or explosives, or other unusual stage materials, equipment, or properties, except with the specific written consent by the Stage Manager.
- All dressing rooms, stage, and off-stage areas must be cleared after the performance or by 9:00 AM the morning following the final performance/use. Failure to meet this requirement will result in an additional rental fee.
- Light system, sound system, and rigging system will be operated by Encore Theatre Company personnel only.
- The House Manager or Stage Manager will have specific responsibility of the supervision and care of the facility and will make all final decisions as to what will or what will not be permitted in the facility.

# Tulare Encore Theatre Company, Inc.

## Facility Use Request Form

Submit completed form by 1<sup>st</sup> Monday of Month

Name of Group/Organization: \_\_\_\_\_

Group Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Cell #: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Alternate Contact Name: \_\_\_\_\_ Cell #: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Theme, Type of Show/Performance (please describe): \_\_\_\_\_

Estimated attendance: \_\_\_\_\_ Alcohol be served/sold? \_\_\_\_\_ Will admission be charged? \_\_\_\_\_

Performance Date(s) and Time(s): \_\_\_\_\_

Rehearsal Date(s) and Time(s): \_\_\_\_\_

Services requested (please check):

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Custodian  | <input type="checkbox"/> Stage Use      | <input type="checkbox"/> Chairs - how many? _____ |
| <input type="checkbox"/> Heating/Cooling  | <input type="checkbox"/> Dressing Rooms | <input type="checkbox"/> Tables - how many? _____ |
| <input type="checkbox"/> Additional Services – please check on reverse side of form. Anything not listed, detail below: |   |   |

### Applicant/Renter Agrees:

1. That any Person(s) or Organization, Group, Company, Club or Professional agency MUST furnish proof of insurance in the form of a "Certificate of Insurance" in an amount not less than \$1,000,000 (one million dollars) which names Tulare Encore Theatre Company, Inc., as an additional insured.
2. To indemnify, hold harmless, and defend Tulare Encore Theatre Company, Inc., its board, officers, agents, employees, and representatives from all claims, lawsuits or actions of every name, kind and description, brought for, or on account of injuries to or death of any person, including user or any employee, agent, or invitee of user, or damage to property including intangible property and to whomsoever belonging, where such injuries, death or damages, occurred in, upon, or due to user's use of the premises or property, provided that this indemnity obligation shall not apply to injuries for which Tulare Encore Theatre, Inc., has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence.
3. To make a deposit payment of \$ \_\_\_\_\_ by cash, check, or money order, payable to Tulare Encore Theatre, Inc. Final balance due no later than two (2) weeks prior to the use of the facility.
4. To faithfully comply with the Rules and Regulations, which are attached to this Agreement, and which are hereby incorporated into this Agreement.
5. That they shall not cause or permit any damage to the facility, or its furniture, furnishings or equipment, and agrees they will promptly compensate Tulare Encore Theatre, Inc. for any damage which occurs during the Applicant's use and occupancy of the premises.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Insurance certificated received: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Deposit received: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ ABC license copy: \_\_\_\_\_

Date approved by Encore Board: \_\_\_\_\_ Calendared on: \_\_\_\_\_