

Electric City Playhouse

Facility Rental

Facility Rental hours and fees are as follows:

- Hours
 - 8 am is the earliest time of day available
 - 11 pm is the latest time of day available
 - Access earlier or staying later must be negotiated and pre-approved; additional charges may be incurred
- Rental fees
 - 9 hours on the same day: \$400
 - 4.5 hours on the same day: \$250
 - 45 hours (may be used over a period of 5 or 6 consecutive days): \$1600
 - Additional time is charged at \$50 per hour or part thereof
 - Tech support, including training on ECP equipment and/or ECP personnel to run equipment during a performance/show: \$50 per hour or part thereof
 - Refundable deposit if using ECP sound, audio, lights, and/or headsets: \$250; to be refunded within 10 business days after all equipment has been inspected and determined in good working order; necessary repairs or replacement will be deducted from the refund amount
- Payment schedule
 - Due at booking: 50% of basic rental fees, 100% of anticipated technical support fees, 100% refundable equipment deposit, 100% of concession stand option
 - Due one week prior: balance of fees as per contract
 - Due 7 business days after receipt of invoice: additional fees incurred as a result of additional hours, additional technical support, necessary cleaning, damages to equipment and/or property

Determination of rental availability:

Decision-making authority resides with the President, or Vice-President in the absence of the President, to accept or reject rental request based on schedule and availability of a Board member to be present throughout the event hours

Proof of Insurance:

The renting entity must provide documented proof of \$1,000,000.00 in liability insurance with Electric City Playhouse named as insured on the policy or policy rider one week prior to commencement of event; failure to provide proof of insurance constitutes cancellation by the contracting entity

ECP Responsibilities:

- Facility will be cleaned and ready for use at commencement of rental date and time
- ECP Board Member and/or Office Manager will be present while facility is in use
- ECP Board Member and/or Office Manager will unlock and lock doors at the agreed upon beginning and ending times of rental

ECP Policies/Procedures

Renter Responsibilities:

- Assumption of all liability during contracted times
- All areas of the facility are to be left in the same condition as when rental commenced
- Any additional cleaning or damage to the facility will result in additional charges and are the responsibility of the renter
- Cleaning will be charged at a rate of \$20.00 per hour; damages will be charged at repair or replacement cost, including labor; non-replaced ECP materials and supplies will be charged at replacement cost, including taxes and delivery fees; such incurred fees and/or costs are the responsibility of the renter

Set design and construction:

- When needed, set design and construction are the responsibility of the renting party
- Renter must abide by ECP set construction policies as posted backstage
- ECP platforms and flats may be used without modification by the renter; they must be disassembled and placed back in original position at end of rental contract
- Renter will bring all materials and supplies needed for set construction; with permission to use, any and all ECP materials and supplies used by the renter must be replaced by the contracting entity; failure to replace materials and supplies prior to exiting the building will result in additional charges and are the responsibility of the renter
- Set supplies and materials are to be loaded and unloaded through the double doors at the back of the building
- Sawing and sanding wood will be done outside the theatre; sawing and sanding wood inside the theatre will result in additional charges for cleaning the four heating and cooling units in the theater; such charges are the responsibility of the renter

Sound and/or light equipment:

- ECP sound and/or light equipment run by technicians provided by ECP will be charged at a rate of \$50.00 per hour; such fee is the responsibility of the renter
- Non-ECP operators may ONLY use ECP sound and/or light equipment after completing training with an ECP technician; technician training will be charged at a rate of \$50.00 per hour; such fee is the responsibility of the renter
- Requests to reposition stage lighting will be honored when possible, depending on time and ECP technician availability; repositioning of stage lights can only be done by ECP technicians, or with training and oversight by an ECP technician; and will be charged at a rate of \$50.00 per hour; such fee is the responsibility of the renter
- Work lights in the theatre are to be used during regular rehearsals; stage lights are to be used for tech rehearsals and performances only; use of stage lights for a regular rehearsal will result in an additional fee of \$50

Minors in facility:

- All individuals under the age-of-majority must be supervised by an appropriate adult at all times and in all areas of the facility
- The following areas are off-limits to minors: Office, lobby concessions, supply closet, supplies cabinet in dressing cubicle #2, upstairs costume and properties room, backstage loft, under backstage loft, shelving and cabinets with tools and building materials; scaffold, and ladders
- The following items are off-limits to minors: costume hats and supplies stored under the stairway, supplies in cubbies in the green room

ECP Policies/Procedures

Concessions at performance:

Renter has options on use of the concession area as per the following:

Indicate organization preference by checking appropriate box(es)

- No concessions will be served
- Electric City Playhouse will provide concessions with suggested donation prices the same as for regular shows; the contractor may choose from among the following list those items to be available
 - Water Soda Coffee Tea
 - Beer Wine Salty snacks Sweet snacks
- ECP will provide a person(s) to serve beverages
- ECP will retain all proceeds
- The organization elects to provide drinks and/or snacks
 - The organization will pay ECP \$25 for the use of said area for each performance
 - The organization will serve non-alcoholic beverages
 - The organization will serve alcoholic beverages; allowable **ONLY IF** it has a current valid liquor license and a current liquor liability policy of at least one million dollars; photocopies **MUST** be provided to ECP at least one week prior to event commencement
 - The organization will provide a person(s) to serve beverages
 - The organization will retain all proceeds if it elects to charge for beverages and/or snacks

Cancellation Policy:

In the event of cancellation by the contracting entity twenty-one (21) or more days prior to the scheduled performance a non-refundable deposit of \$50 will be retained by ECP. The remainder of monies submitted to ECP will be refunded within seven (7) business days following the commencement date listed above. In the event of cancellation by the contracting entity less than twenty-one (21) days prior to the scheduled commencement date all monies received as the 50% deposit from the contracting entity will be retained by ECP. In the event ECP must cancel the contract all monies received from the contracting entity will be refunded within seven (7) business days following the date of cancellation.