

FRIENDS OF MARY C. O'KEEFE CULTURAL CENTER OF ARTS & EDUCATION THEATER RENTAL RATES

<p>“For Profit” entity</p>	<ul style="list-style-type: none"> • Base Rent = \$200 first show hour + \$100 each additional show hour • 12% of all revenue exceeding Base Rent + • Security paid directly to officer by Renter • Rehearsals charged p/ hour @ 50% of billed show hourly rate
<p>“Not for Profit” entity with a 501(c) & collecting donations/revenue</p>	<ul style="list-style-type: none"> • \$80 per show hour • Rehearsals charged p/ hour @ 50% of billed show hourly rate • 15% of all revenue exceeding Base rent • Security paid directly to officer by Renter
<p>Theatre Rental (no donations/revenue)</p>	<ul style="list-style-type: none"> • \$60 per show hour + 1 hour (for opening/closing) • Rehearsals charged p/ hour @ 50% of billed show hourly rate • Security paid directly to officer by Renter
<p>Revenue & Risk sharing</p>	<ul style="list-style-type: none"> • After security payments are deducted from revenue, the net will be split: ___% to Renter / ___% to FMCOK. • 2 hours free rehearsal (max).

TECH SUPPORT – renters check ONE option:

The Theater has a complete set of lights & sound equipment for your use. Please check one of the options below. The MCOK Technical Director & Staff reserve the right to negotiate additional set up & rental fees if requirements are more than stated.

___ The Renter requires nothing but the standard lights being turned on and off, no technical assistance is required.

___ The Renter requests limited technical support & equipment for their event. This includes the time of a trained Mary C technician to set up 4 microphones, adjust some of the lighting above the stage, set up the projector and screen, and to operate the lighting & sound boards during the event (for performance & a rehearsal). This includes the use of the Mary C audio equipment (e.g., microphones, stands, etc.) – **add \$120 for technical support.**

___ The Renter will NOT need the services of a trained Mary C technician because they are providing their own technician (who must be approved by a Mary C technician) & wish to rent out Mary C audio equipment (e.g., microphones, stands, sound system, etc.) – **add \$70 for equipment rental.**

___ The Renter will need use of the video projector – **add \$30.**

___ The Renter requires significant tech support beyond above. **Contact the MCOK Technical Director to determine charges.**

THEATER CLEANING – renters check ONE option:

___ The Renter wishes to have theater & backstage area, including dressing rooms, cleaned for them after rental period – **add \$100 for cleaning fee**

___ The Renter wishes to avoid \$100 cleaning fee by assuming responsibility for the cleaning theater & backstage area, including dressing rooms, themselves. Renter agrees to clean to the specifications of our theater cleaning checklist, to be provided. If the cleaning done by Renter is unsatisfactory, they will be billed the \$100, or some portion thereof, depending on what is undone.

FRIENDS OF MARY C. O'KEEFE CULTURAL CENTER OF ARTS & EDUCATION

DEPOSIT

The Renter agrees to provide a **\$250 security deposit** (check to be mailed within 14 days of signing contract) to hold the room. This check will be held by FMCOK and will not be deposited before the rental period. If there are damages made to the theater, its equipment, or equipment found missing during the rental period, this deposit will be used to pay for said damages (If damage is more than \$250, Renter will be billed difference). Otherwise, the check will be returned to the Renter at the end of the rental period or destroyed.

CAFE RENTAL RATES

CAFÉ USE – renters check **ONE** option: Rental rates (3 hr. minimum)

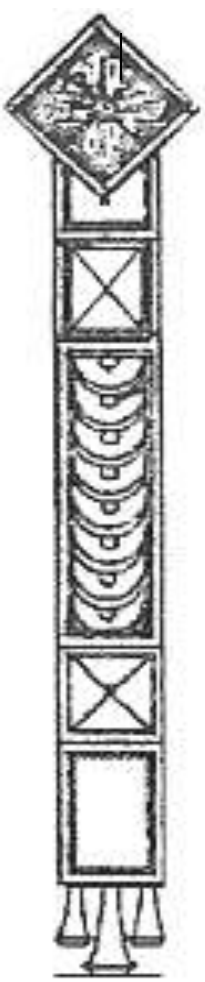
<p>“For Profit” entity</p>	<p>_____ The Renter requests use of the Café appliances for food preparation – rental rate is \$200 p/hour. Renter must provide all food, spices, supplies, cookware and serving dishes for their event. Rental rate is for use of room, ovens, sinks, microwave, refrigerator, etc. only. Rental rates commence when materials are brought into kitchen and when all cooking materials are removed and renting staff has departed.</p> <p>_____ The Renter will NOT use Café appliances for food preparation. If food/drink is served during event, it will have been prepared offsite and brought to the Café – rental rate is \$100 p/hour.</p> <p>Cafe rental includes Mary C staff member or volunteer on site during the event.</p>
<p>“Not for Profit” 501(c) entity</p>	<p>_____ The Renter requests use of the Café appliances for food preparation – rental rate is \$175 p/hour. Renter must provide all food, spices, supplies, cookware and serving dishes for their event. Rental rate is for use of room, ovens, sinks, microwave, refrigerator, etc. only. Rental rates commence when materials are brought into kitchen and when all cooking materials are removed and renting staff has departed.</p> <p>_____ The Renter will NOT use Café appliances for food preparation. If food/drink is served during event, it will have been prepared offsite and brought to the Café – rental rate is \$75 p/hour.</p> <p>Cafe rental includes Mary C staff member or volunteer on site during the event.</p>

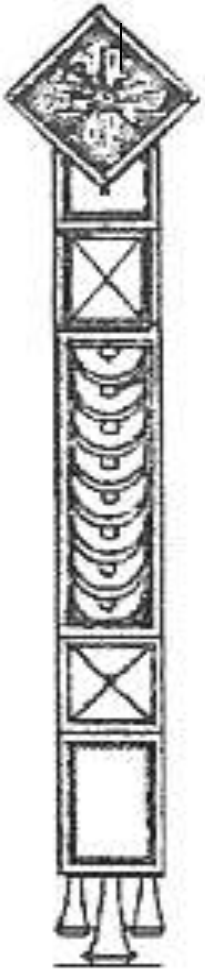
CAFÉ CLEANING

The Renter agrees to have Café cleaned for them after rental period – **add \$150 for cleaning fee**.

DEPOSIT

The Renter agrees to provide a **\$250 security deposit** (check to be mailed within 14 days of signing contract) to hold the room. This check will be held by FMCOK and will not be deposited before the rental period. If there are damages made to the Café, its equipment, or equipment found missing during the rental period, this deposit will be used to pay for said damages (If damage is more than \$250, Renter will be billed difference). Otherwise, the check will be returned to the Renter at the end of the rental period or destroyed.





FRIENDS OF MARY C. O'KEEFE CULTURAL CENTER OF ARTS & EDUCATION

ROOM RENTAL RATES

(applies to: lobby and all rooms except Theater, Café & Gallery)

ROOM USE – Rental rates (2 hr. minimum)

"For Profit" entity	<ul style="list-style-type: none">• Applicable rooms may be rented at a rate of \$35 p/hour during operating hours of Tues – Sat, 10am-6pm.• Outside operating hours, the rental rate changes to \$40 p/hour.• Room rental includes Mary C staff member or volunteer on site during the event.
"Not for Profit" 501(c) entity	<ul style="list-style-type: none">• Applicable rooms may be rented at a rate of \$25 p/hour during operating hours of Tues – Sat, 10am-6pm.• Outside operating hours, the rental rate changes to \$35 p/hour.• Room rental includes Mary C staff member or volunteer on site during the event.

TABLE & CHAIR SETUP

The Renter may request setup & use of the Mary C's tables and chairs for their event, if arranged in advance.

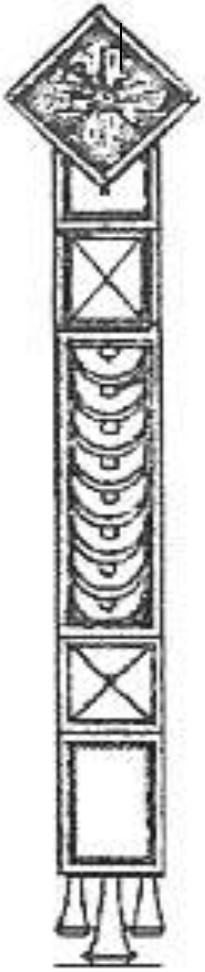
1 table and 5 chairs can be provided, free of charge. For any table & chair rental & setup needs larger than that, there is an **\$100 flat fee** for furniture rental, wear-and-tear and staff time to set-up/break-down.

ROOM CLEANING

So long as the Renter leaves the room as it was when the rental period began (i.e., clean), there will be no charge for cleaning. However, if cleaning is necessary, the \$50 deposit will be forfeit.

DEPOSIT

The Renter agrees to provide a **\$50 deposit** (check to be mailed within 14 days of signing contract) to hold the room. This check will be held by FMCOK and will not be deposited before the rental period. If there are damages made to the Room, its furniture, or if furniture is found missing during the rental period, this deposit will be used to pay for said damages (If damage is more than \$50, Renter will be billed difference). Otherwise, the check will be returned to the Renter at the end of the rental period or destroyed.



FRIENDS OF MARY C. O'KEEFE CULTURAL CENTER OF ARTS & EDUCATION LAWN RENTAL RATES

(applies to: all outside grounds of the Mary C & includes use of restrooms)

LAWN USE – Rental rates (2 hr. minimum)

"For Profit" entity	<ul style="list-style-type: none">• Lawn may be rented at a rate of \$60 p/hour during operating hours of Tues – Sat, 10am-6pm.• Outside operating hours, the rental rate changes to \$70 p/hour.• Lawn rental includes Mary C staff member or volunteer on site during the event.
"Not for Profit" 501(c) entity	<ul style="list-style-type: none">• Lawn may be rented at a rate of \$50 p/hour during operating hours of Tues – Sat, 10am-6pm.• Outside operating hours, the rental rate changes to \$60 p/hour.• Lawn rental includes Mary C staff member or volunteer on site during the event.

TABLE & CHAIR SETUP

The Renter may request setup & use of the Mary C's tables and chairs for their event, if arranged in advance.

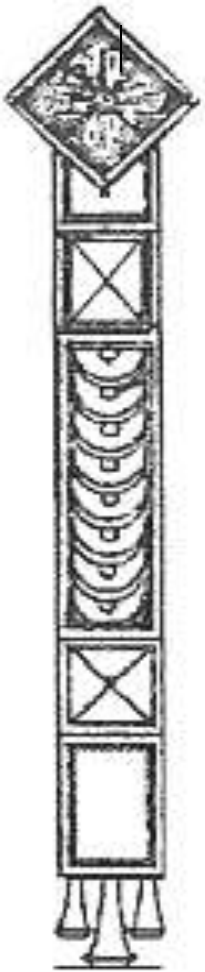
1 table and 5 chairs can be provided, free of charge. For any table & chair rental & setup needs larger than that, there is an **\$100 flat fee** for furniture rental, wear-and-tear and staff time to set-up/break-down.

LAWN CLEANING

The Renter agrees to clean up after event (i.e., remove any trash) immediately after rental period. If the Renter does not pick up all trash left by their event, the \$100 deposit will be forfeit.

DEPOSIT

The Renter agrees to provide a **\$100 deposit** (check to be mailed within 14 days of signing contract) to hold the lawn. This check will be held by FMCOK and will not be deposited before the rental period. If damage occurs to the Lawn, or any damage to the building façade, this deposit will be used to pay for said damages (If damage is more than \$100, Renter will be billed difference). Otherwise, the check will be returned to the Renter at the end of the rental period or destroyed.



FRIENDS OF MARY C. O'KEEFE CULTURAL CENTER OF ARTS & EDUCATION

FACILITY RENTAL RATES

(applies to: All rooms except the Theater & Café – for those, separate fees apply; see above)

"For Profit" entity	<ul style="list-style-type: none">• Facility (save Theater & Café) may be rented at a flat rate of \$500 p/ 4 hour block, during operating hours• Outside operating hours of Tues – Sat, 10am-6pm, the flat rate is \$600 p/ 4 hour block.• Facility rental includes Mary C staff member or volunteer on site during the event.
"Not for Profit" 501(c) entity	<ul style="list-style-type: none">• Facility (save Theater & Café) may be rented at a flat rate of \$400 p/ 4 hour block, during operating hours• Outside operating hours of Tues – Sat, 10am-6pm, the flat rate is \$500 p/ 4 hour block.• Facility rental includes Mary C staff member or volunteer on site during the event.

TABLE & CHAIR SETUP

The Renter may request setup & use of the Mary C's tables and chairs for their event, if arranged in advance.

1 table and 5 chairs can be provided, free of charge. For any table & chair rental & setup needs larger than that, there is an **\$100 flat fee** for furniture rental, wear-and-tear and staff time to set-up/break-down.

FACILITY CLEANING

The Renter agrees to clean up after event (i.e., remove any trash) immediately after rental period. If the Renter does not pick up all trash left by their event, the \$250 deposit will be forfeit.

DEPOSIT

The Renter agrees to provide a **\$250 deposit** (check to be mailed within 14 days of signing contract) to hold the lawn. This check will be held by FMCOK and will not be deposited before the rental period. If damage occurs to the Facility, or any damage to the building façade, this deposit will be used to pay for said damages (If damage is more than \$250, Renter will be billed difference). Otherwise, the check will be returned to the Renter at the end of the rental period or destroyed.