

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

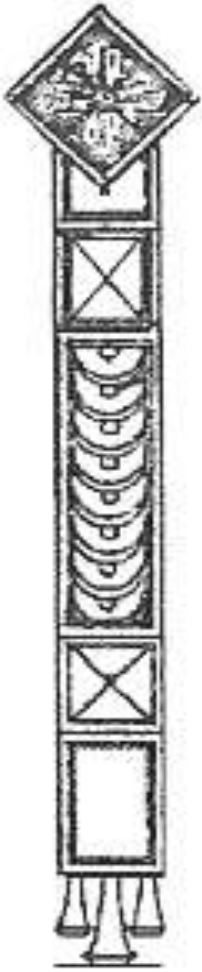
THEATER RENTAL CONTRACT

Renting Organization: _____ Individual Name: _____
 Address: _____ Email Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone (H) _____ (Cell) _____ (Other) _____

This contract is made and entered into this _____ day of _____, 20____, between the Friends of Mary C. O'Keefe Cultural Center of Arts & Education Corporation, hereinafter referred to as FMCOK and _____, hereinafter referred to as "Renter" and shall abide by the following stated terms:

Renter hereby attests they rightly belong to the following category (check only one and initial):

_____	"For Profit" entity	<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
_____	"Not for Profit" entity with a 501(c) & collecting donations/revenue	<ul style="list-style-type: none"> • \$80 per show hour • 15% of all revenue exceeding Base rent • Security paid directly to officer by Renter • Rehearsals charged p/ hour @ 50% of billed show hourly rate
_____	Theatre Rental (no donations/revenue)	<ul style="list-style-type: none"> • \$40 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
_____	Revenue & Risk sharing	<ul style="list-style-type: none"> • After security payments are deducted from revenue, the net will be split: 70% to Renter /30% to FMCOK. • 2 hours free rehearsal (max).



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

Renter hereby contracts with FMCOK to rent the Senator Trent Lott Performing Arts Theatre for the purpose of _____, for the following dates and times, at the following rates (no entity allowed to reserve more than 4 days at a time):

<u>Date</u>	<u>Times needed</u>	<u>Billable hours</u>	<u>Hourly rental rate</u>	<u>Daily charge</u>
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

1. The Renter agrees that the MCOK shall sell concessions (i.e., food & beverage, including wine and beer) in the lobby prior to the performance and during intermission, proceeds of which go to the MCOK.
2. The Renter understands that they need to employ 2 security officers for the first 100 attendees, and 1 for any additional people (FMCOK can coordinate between the Renter and the local police department to schedule off-duty police officers, if desired).
3. 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 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.
4. \$20 fee for checks from the Renter returned to FMCOK as "insufficient funds", in addition to amount owed.
5. The Renter understands that no nails, scotch tape, masking tape, thumb tacks, etc may be used on the walls. All tables, chairs or other equipment will be lifted instead of dragged across the hardwood floors.
6. FMCOK will furnish available chairs, tables, or display easels upon request, at no further charge. Requests should be made in advance to confirm availability.
7. The Renter acknowledges that no smoking is permitted anywhere within the facility.
8. The Renter acknowledges that no political signs are permitted on the outside grounds.
9. The Renter agrees to hold the FMCOK, its Board, staff and volunteers free from any liability in the event of theft, accident, and injury to self or personal belongings while at the Mary C. O'Keefe Cultural Center.
10. The Renter agrees that the FMCOK has permission to use any photograph(s) taken of the event or performance for press releases and promotional efforts.
11. There will be no additional charge for use of sound equipment (e.g., P.A., microphones).
12. There will be no additional charge for technical director's assistance during event.
13. The Renter agrees to allow the FMCOK eight (8) comped tickets to the event.

Signed: _____ Print name: _____ Date: _____
Renter

Signed: _____ Print name: _____ Date: _____
FMCOK representative

OFFICE USE ONLY

Security deposit: CK# _____ CASH _____
 Amount rental paid: CK# _____ CASH _____