

# 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) \_\_\_\_\_

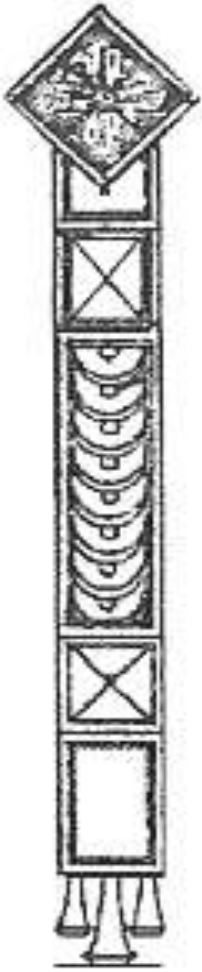
This contract is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the Friends of Mary C. O'Keefe Cultural Center of Arts & Education Corporation, hereinafter referred to as FMCOK and \_\_\_\_\_, hereinafter referred to as "Renter" and shall abide by the following stated terms:

Purpose of rental / name of event: \_\_\_\_\_  
 Renter hereby attests they rightly belong to the following category (check only one and initial):

**DATES & TIMES OF RENTAL – Fill in blanks below:**

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

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



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## 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:

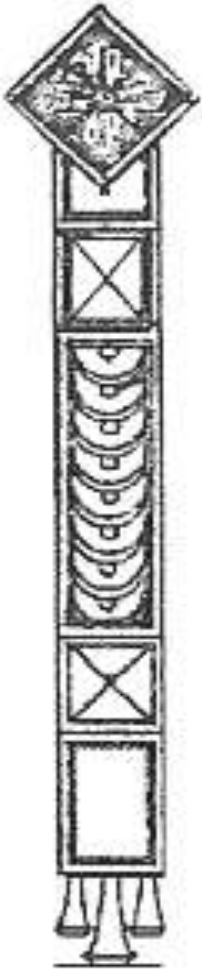
- The Renter wishes to have theater & backstage area, including dressing rooms, cleaned for them after rental period – **add \$100 for cleaning fee**
- The Renter wishes to avoid \$100 cleaning fee by assuming responsibility for the cleaning theater & backstage area, including dressing rooms, themselves. 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.

## 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.

## MISCELLANEOUS

1. The Renter agrees that the MCOK may sell concessions (i.e., food & beverage, including possibly beer) in the lobby prior to the performance and during intermission, proceeds of which go to the MCOK.
2. If the Renter wishes to serve wine or any alcohol for their event, their event must catered by a caterer who has a valid wine permit that they are willing to use for the event. Also, security is required if Renter wishes to serve alcohol: The MCOK can arrange an off-duty police officer for the Renter's event, and the Renter is responsible to pay them directly (current rate: \$18 p/hour x 4 hour min = \$72).
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, 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.
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.



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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. The Renter agrees to allow the FMCOK eight (8) complimentary tickets to the event.

Signed: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Renter

Signed: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

FMCOK representative