



GREENWOOD COMMUNITY THEATRE
RENTAL CONTRACT APPLICATION:

Date of Application: _____

Name of Responsible Party: _____

Organization: _____

Address: _____ City _____ State _____ Zip _____

Phone: _____ Cell Phone: _____ Fax _____

Email Address: _____ Website: _____

Event Type: _____

Dates: _____ Start Time: _____ End Time: _____

Set Up Dates and Times: _____

Number of Presenters: _____ Number of Estimated Attendees/Audience: _____

Who will provide set up (must be GCT approved personnel) _____

Who will provide strike (must be GCT approved personnel) _____

What equipment/support/building/personnel usage will you require? (please check all that apply and give specifics when appropriate):

- Onstage Tables _____
- Lobby Tables _____
- House Light Control/Dimming _____
- General Conference Lighting (___ Full Stage, ___ Mid Stage, ___ Apron only)
- Theatrical Stage Lighting Design (anything more than general illumination and house lights fading up or down)
- Spotlights _____
- Projection Screen _____
- Microphones _____ (___ walk around with mic cord, ___ stationary, ___ at table(s), ___ Podium, ___ General Stage Enhancement)
- Audio Playback (CD or laptop only)
- Audio Playback Quality Support (including normalization, cutting and fading music, rerecording, playback in SCS)
- Audio Support for Projections or Film
- Audio Design (anything more than playing a pre-cut CD or media file from a laptop)
- ClearCom (___ Stage Right, ___ Stage Left, ___ Onstage, ___ Tech Booth, ___ Catwalk, ___ Box Office)
- Technical Director _____
- Intercom/Public Announcement _____
- Onstage Chairs _____
- Lobby Chairs _____
- Onstage Podium _____
- Spotlight Operators _____ (must be approved by GCT)
- Projector _____
- Laptop for Projector (platform _____)
- Stage Management _____
- Running Crew _____

- Box Office/Ticketing
- Concessions Area
- Dressing Rooms
- Main Drape
- Traveler (black) (___ Downstage, ___ Midstage, ___ Upper Midstage, ___ Upstage)
- Cyc (white, Upstage only)
- Janitorial Service
- Other _____

Community Organizations Should be aware of the following items:

- Any event in the theatre requires someone to at least turn on the lighting system and in the case of a more complex usage, requires qualified technicians and/or designers.
- The theatre business hours are 10 am – 4 pm M-F. The theatre is dark on Mondays following a GCT weekend performance. Any set up or strike during non-theatre business hours will require additional GCT staff person to be hired to attend to the building.
- The theatre is always in production of some kind, so scheduling your event will have to take this into consideration. We love having organizations utilize our space and please understand that we will do everything we can to accommodate your needs as they fit within our production schedule.
- All rentals require that the theatre be thoroughly cleaned post event. As a part of your contract, you can agree to perform the janitorial or you can hire our personnel or an outside firm. The theatre must be cleaned from the bathrooms in the lobby, the lobby, the concessions (if utilized), the house, the stage and backstage areas, and the dressing rooms and downstairs bathrooms.
- No food or drink other than water is permitted in the theatre house. This means no concessions are allowed in the theatre house. The only time this rule is breeched is for popcorn during our movies.
- ALL usage must comply with ASCAP and BMI rules and regulations. GCT is not to be held accountable for misuse of music and theatrical royalties by renting organizations. Our umbrella license is through the American Association of Community Theatres and applies exclusively to GCT productions.
- The theatre provides no linens of any kind.
- The box office is available for a renting organization only if it is a GCT sponsored or co-sponsored event...which means that tickets are organized and sold by GCT. All other ticket sales must take place at a table in the lobby. No renting organization may use reserved seating unless GCT is the primary ticket outlet.
- Inform your guests of parking options. Limited parking is available during business hours. The back parking lot is available only after 5 pm. Other options include Hampton Place, city lot on Maxwell or the street.
- There is a non-refundable \$50.00 clean up and supply fee at the time you book the event. Additionally, if you use our ticketing system, there is another \$50.00 fee for set up in E-Tix. One or both of these fees will be deducted from the total contracted amount at the time your event takes place.
- Please see chart of fees associated with the theatre rental. Each contract is negotiated separately and will be appropriately assessed based on requests and requirements.
- Each renting organization must provide their own staff unless otherwise negotiated and based on the technical requirements.
- Please inquire about special non-profit rates.

Please note that all GCT technical equipment is of very high quality and requires trained technicians who are qualified. We are happy to consider your technicians and designers if they are fully trained on our equipment. Additionally, we are happy to offer these services from our list of GCT qualified technicians. This policy is both for the upkeep of the new equipment and to ensure a high quality event for you.

Greenwood Community Theatre has the right to deny rental to any organization or individual whose usage of the theatre would go against the mission statement of the theatre. GCT does not endorse nor condemn any one political party, religious organization, nor social party and reserves the right to deny rental to any organization that would place GCT in the position to appear to endorse any one political, religious or social party. We are a community organization that embraces our entire community constituency.

Additionally, GCT holds the right to uphold high quality programming. This is especially true pertaining to audio quality. Our state of the art sound system will play back based on the quality of your recording. We can and will provide the services of helping you to edit your audio playback recordings if required. Additionally, for any plug and play music programs you must allow for adequate set up and balancing in the room. GCT cares that your event be spectacular and it cares that every program is best served so please plan accordingly.

All renters must list GCT as additional insured in their insurance rider and provide a copy of their certificate of insurance to GCT prior to loading in the event. We suggest liability coverage of at least \$500,000.00

**Greenwood Community Theatre
FEE SCHEDULE:**

No Fee for: Tables, Chairs, Podium, general stage illumination and house lights on at all times (unless not during normal theatre business hours. See below fee schedule for GCXT staff fee structure.

_____ \$ 50.00	Set up and Supply Fee (a part of the down payment and will be deducted from the total.
_____ \$ 50.00	E-Tix Set up Fee
_____ \$ 1.00	per ticket sales per event (_____ total tickets sold X \$1.00 = _____)
_____ \$500.00	One full days rental (6-8 hours including set up and strike)
_____ \$400.00	Second full day rental (6-8 hours including set up and strike)
_____ \$300.00	Third full day rental (6-8 hours including set up and strike)
_____ \$200.00	Fourth and subsequent full day rentals (6-8 hours including set up and strike)
_____ \$350.00	One half day rental (4-6 hours including set up and strike)
_____ \$200.00	Second half day rental (4-6 hours including set up and strike)
_____ \$250.00	Two Hour rental (with minimal set up and strike)
_____ \$400.00	Per GCT technical staff member support per day (pro-rated based on qualifications, requirements and length of rental-this includes after hour set up, strike and performance)
_____ \$100.00	Janitorial fees
_____ \$.50	Per hour Gel/lamp burn fee (_____ instruments X .50) X _____ days = _____ Renters have the option to provide their own cut and framed gel and provide the theatre inventory with a minimum of 3 spare lamps [flk 575 watt] per full day of usage or to pay the flat Gel/lamp burn fee.) Typically we have 110 instruments in the air at all times.
_____ \$150.00	Basic Projector
_____ \$500.00	High Quality Projector
_____ \$250.00	Laptop and/or equipment to hook into the projection/audio system
_____ \$400.00	Per Day per Projector/Audio/Visual Technician or \$50.00 an hour for less than 8 hours. Please add additional \$50.00 an hour for jobs that last over 8 hours.
_____ \$ 15.00/hr	GCT Staff Fees _____
_____ \$	Other _____

TOTAL RENTAL FEE

All lighting design and audio design fees are negotiated between the renter and the approved designer. GCT does not act as the representative of the renter nor the designer or specialized technician.

All additional crew, front of house, box office or concessions, unless it is a GCT sponsored event, will be negotiated between the renter and the approved staff member or renters choice people. GCT will not act as the representative of the renter nor the crew member except for approval to use equipment.

All equipment brought into the theatre must be safety approved and all additional technical equipment must be rented separately from GCT. Additionally, the renter must make arrangements for the equipment to be properly hung, circuited, and patched into the system by GCT approved technicians.

A GCT staff person must be present at all times during the rental. If that included after or before normal GCT business hours, these fees must be negotiated at \$15.00-\$50.00 per hour depending on the requirements and the personnel involved)

GCT RENTAL CONTRACT:

This contract certifies that the Greenwood Community Theatre Organization agrees to rent its building located at 110 Main Street, Greenwood, SC to: _____ under the following conditions:

1. Payment of total rental fee (see attached fee schedule for details) due _____. Partial payment (negotiated based on longevity of rental history) must be received 10 days prior to the load in of the event/show. _____
2. Any damages incurred will be itemized and charged to the renter. If the event is cancelled, less than ten days prior to the load in of the event, _____ agrees to pay Greenwood Community Theatre one day's rent totaling \$500.00 for the loss.
3. Rental dates are: _____
4. No one associated with the renter's organization will have access to the balcony or theatre catwalk, lighting/sound equipment unless a GCT representative is present. No one associated with the renter's organization will be allowed on the catwalk except approved spot light operators IF that is desired location. No one under the age of 14 is allowed on the catwalk for tech work and must have written consent from his or her parents.
5. Renter will be responsible for all publicity and will refer to the theatre in the following manner, "event held at The Greenwood Community Theatre." The theatre is not to be listed in any way as a sponsor of the event unless negotiations reflect otherwise. (Please attach negotiation)
6. The Renter will present before noon on the day of the scheduled event a **certificate of insurance with limits of liability no less than \$500,000.00. The Greenwood Community Theatre will be named as an additional insured.**
7. Renter and renter's associates agree to hold harmless the Greenwood Community Theatre organization, staff, and members in the case of accident or injury, lost or stolen property, occurring before, during, or after the rental period either inside or outside of the facility,
8. Renters will not use any tools, costumes, building materials, concession stock or other property of the theatre unless approved in writing as an amendment to this contract.
9. The theatre is to be left in a clean and orderly fashion with all doors secured after the renter's event has concluded.
10. No smoking nor drinking of alcoholic beverages is allowed during the rental period.
11. Renter will not have access to theatre's box office or business offices or equipment therein unless approved in writing as an amendment to this contract. All ticket sales will take place in the lobby unless GCT is a sponsor of this event or if you have contracted with GCT to act as a ticket outlet with E-Tix.
12. Renter will have use of the theatre's outside marquis. Usage of said marquee and verbiage to be used must be approved by the GCT Executive Director and arrangements made for a theatre representative to change marquis.
13. (see page 3) A letter specifying the exact intent of use (program content, number of people involved on stage and backstage during the event, destination of proceeds, name of program coordinator) must be submitted to the GCT Executive Director at least 2 weeks prior to the event. The contract will not be signed until this letter of usage is received. The theatre reserves the right to refuse rental for content not deemed appropriate in the theatre. If renter produces an event contrary to content listed in the letter of usage, said renter will forfeit all fees and event will be removed from the building.
14. **Renter must adhere to all fire regulations.** The theatre auditorium holds 299 persons. Admittance is not to exceed that amount. There is absolutely no seating in the balcony. Children are not allowed to sit in parents laps. There must be a seat available for every person regardless of age. Wheelchairs are to be

placed in the appropriate area, not in the aisles. No one is allowed to sit in the aisles. Persons should not loiter in the aisles during the event. No equipment of any kind is allowed to block fire exits leading to the back doors of the theatre. Neither equipment nor its casings is allowed to be stored in the hallways leading to the outside through the back of the building. All electrical cords and equipment used by renter must be pronounced safe by the Fire Marshall before patrons are admitted on day of event. If charges are incurred by the city or fire department regarding turning off the fire detection system for the use of fog, the renter is responsible for all costs and arrangements (with the guidance of the executive director).

- 15. Any additional equipment is the financial responsibility of the renter...ie drops, set pieces, props, costumes, etc...
- 16. Any equipment that is brought into the theatre must be preapproved and the renter takes exclusive responsibility for loading in and loading out said equipment: Examples of this would be mirror ball, heavy props, practical lighting, unusual footwear. Please list all items below:

- 17. No audience members are permitted free passage to backstage or the dressing rooms. Parents, friends and relatives must remain in the theatre, theatre lobby or at the stage door of the theatre.
- 18. All performers must enter through the stage door of the theatre and must use caution to not track in mud and debris into the dressing rooms.
- 19. Absolutely no candy or food of any kind, nor sodas, juices, other than a sealed container of water is allowed in the stage house or backstage. Any damages incurred due to illegal food or drink will become the responsibility of the Renter.
- 20. Renter must have secured permission and rights to use any audio/visuals.
- 21. The renter is responsible for its janitorial services unless otherwise specified.

By signing this document the parties agree to terms listed therein.

_____ Date _____
(renter)

_____ Date _____
(GCT representative)

For office use only-----

Damage fee Deposit Waived Date paid: _____ Check # _____ Date Returned _____

Rental Fee _____ Date Paid: _____ Initialed _____

Certificate of Insurance:

Date presented: _____ Limits of Liability \$ _____

Company Name _____

Address _____

Agent _____

Telephone _____

Notes for Specific Tech needs: (Please be specific) This tech request is due at time of contract signing so no fee adjustments need to be made.

Scenery:

Lighting:

Specials

Color Washes

Patterns/Gobos

Cyc/Backdrop

Other

Backstage:

Prop Tables

Curtains: Main Drape Travelers White Cyc or BlackTraveler

Please attach a calendar and timeline for your event: