



Facilities Rental Form

Organization/Company/Group/Individual _____

Event Title _____ Expected Attendance _____

Event Date(s) _____ Start Time _____ End Time _____

Contact _____ Title _____ Phone _____ Text? _____

Email _____ Website _____

Billing Name _____ Federal Tax ID _____ Non-Profit? _____

Insurance certificate naming Enter Stage Right as an additional insured _____

Billing Address _____ City _____ Zip _____

Theatre Set Up:

Long Proscenium ___ Short Proscenium ___ In-the-Round ___ Banquet ___ Other (attach diagram) ___

Equipment Needed:

Theatre Lighting (\$10/day) ___ Theatre Sound (\$10/day) ___ Hearing Loop _____

Lapel/Handheld Mic (\$10/day) _____ Projector (\$100/day) ___ Projector Screen (\$50) _____

Geyser (\$25 + \$40/gal) ___ Hazer (\$25 + \$40/gal) ___ Bubble Machine (\$25 + \$40/gal) _____

Tables (#) _____ Chairs (#) _____ Utility sink ___ Steamer _____

Other _____

Services Needed:

Lighting Installation/Focus (\$50 +\$10/hr) _____ Tech Support (\$10/hr) _____

Light Board Op (\$10/hr) _____ Sound Board Op (\$10/hr) _____

Online Box Office (\$50+Square fees) _____ On-site Box Office (\$10/hr+Square fees) _____

Other _____

****Checks are to be made out to: ENTER STAGE RIGHT, INC.
and mailed to: 647 NEW HAMPSHIRE AVE, MARYSVILLE, MI 48040****

ENTER STAGE RIGHT THEATRE RENTAL AGREEMENT

Please note: Rentals are NOT confirmed until this agreement is signed by a person with authority to bind the organization to a legal contract and returned with required by or before the agreement due date of _____.

This details an agreement between ENTER STAGE RIGHT INC. and _____ from _____ at _____ AM/PM to _____ at _____ AM/PM.

INSURANCE REQUIREMENT: The Tenant shall provide a minimum \$1,000,000.00 CERTIFICATE OF LIABILITY INSURANCE naming ENTER STAGE RIGHT INC. as an additional insured, with required deposits by or before the Due Date listed.

SECURITY DEPOSIT: A security deposit of \$200 shall be paid by the Tenant upfront in order to get on The Citadel Stage calendar. Rent must be paid in full one month prior to first day of rental. In the event of a cancellation, the rent is fully refundable and the deposit is refundable based on the following schedule: 90+ days’ notice–100% // 60 to 90 days’ notice–50% // 30 to 60 days’ notice–25% // less than 30 days–non-refundable

Rental Fees

The Citadel Stage Weekdays (Mon thru Thurs)# of days _____ X \$300 = _____

The Citadel Stage Weekend days (Fri thru Sun)# of days _____ X \$500 = _____

The Citadel Stage Week (7 day rental)# of weeks _____ X \$2500 = _____

Tech Service Fees

Training Tech (required for first time light and sound systems use)Y/N_____ / \$50 = _____

Additional Lighting Tech (required for refocus) \$50 base + _____ hours X \$10 = _____

Additional Services from Page One+ _____ hours X \$10 = _____

Set-up fee (if ESR will be setting up risers, chairs) \$50 = _____

Additional Equipment from Page One = _____

*Required Cleaning deposit (to be returned at post event inspection) \$200 = _____

Total = _____

By signing this agreement, _____ states that you:

- 1) Have authority to bind the Tenant Organization to a legal contract
- 2) Have read all (4) pages of this Rental Agreement
- 3) _____ representatives will abide by all stated conditions, terms and policies designated by ENTER STAGE RIGHT INC.
- 4) Tenant organization also agrees to pay replacement costs of any equipment or damages to the facility during this use.
- 5) Tenant organization will use the facility exclusively for the purpose described on the front page document.

HOLD HARMLESS: Tenant also agrees to hold harmless and defend ENTER STAGE RIGHT INC., its board members, employees, and volunteer staff, from any and all liability based on claims for personal injury and or property damage or theft that may arise out of the Tenant’s negligent acts or omissions during this use.

ENTER STAGE RIGHT INC. (ESR) RENTAL AGREEMENT TERMS OF USE for THE CITADEL STAGE (TCS)

The following **conditions and policies** apply for the use of TCS:

- I. Check in and Check out **INSPECTION**: A contact person with legal authority to sign for the Tenant Organization will participate in a Check IN process with a designated TCS staff person prior to any event set up. The same representative of the Tenant Organization will participate in a Check OUT process with a TCS staff person after all event set up has been cleared and cleaning completed.
- II. **FACILITY DAMAGE**: The tenant shall be responsible for any damage to TCS equipment or the Citadel building that occurs during the rental period and is caused by the tenant’s organization or those associated with the tenant’s organization (audience members, family, etc.). This includes but is not limited to: lighting controls and instruments, sound control and speakers, foundation room furniture and fixtures, etc.
- III. All events must **end by midnight** unless otherwise approved by this agreement.
- IV. **TCS IS SMOKE FREE**. Smoking is not allowed in the building or within 10 feet of any entrance or exit.
- V. **Maximum seating** for most events is 64-100. If other arrangements are to be made this must be done at least one month prior to the event taking place.
- VI. TCS is not responsible for the printing of tickets or **ticket sales** for Tenant Organizations renting the building. Arrangements may be made for online ticket sales through TheCitadelStage.org per this agreement.
- VII. **FIRE EXITS WILL NOT BE OBSTRUCTED!** It is the Tenant’s responsibility to ensure that fire exits are not obstructed by equipment or materials **INSIDE OR OUTSIDE** the theatre at any time.
- VIII. **PUBLICITY**: The Tenant is responsible for all publicity for this event.
- IX. **CLEANING**: The Tenant will return TCS in the condition that it was found. If not cleaned appropriately, the \$200.00 cleaning deposit will not be returned.

I, the onsite responsible person for the attached rental (age 21+ or military ID), have read and agreed to the above conditions of use:

Renters’ Signature _____ Date _____

ESR/TCS Signature _____ Date _____

THE CITADEL STAGE USEAGE CONDITIONS

Please help us to keep the theatre in good condition for all uses by following these simple requirements for usage:

- NO **PAINTING** IS ALLOWED INSIDE THE THEATRE WITHOUT PROPER DROP CLOTH. NO PAINTING OF THE WALLS AND FLOORS OF THEATRE IS PERMITTED AT ANY TIME.
- NO DUMPING OF **UNAUTHORIZED MATERIALS** (including paint) IS ALLOWED INSIDE ANY THEATRE SINK OR TOILET. PROPER CLEANING OF PAINTING TOOLS AND AUTHORIZED MATERIALS ALLOWED IN UTILITY SINK ONLY.
- ANY **SPILL** OF ANY SUBSTANCE ON CHAIRS, CARPETS OR FLOORS MUST BE CLEANED IMMEDIATELY.
- ALL **DECORATIONS** SHOULD BE FREE-STANDING. MUST GET PRIOR AUTHORIZATION FOR ANY NAILING, SCREWING, STAPLING, TAPING OR OTHERWISE ATTACHING ANYTHING TO THE FLOORS OR WALLS.
- SOME **THEATRE SUPPLIES** ARE STORED IN AREAS THAT ARE NOT SECURED, WE TRUST OUR RENTERS TO INFORM PERSONS IN THEIR GROUP NOT TO TAKE OR USE THEM WITHOUT AUTHORIZATION.
- NO **OPEN FLAMES OR PYROTECHNICS** ARE PERMITTED IN THE BUILDING
- A MAXIMUM **DECIBEL LEVEL** OF 100db WILL BE ENFORCED TO PROTECT OUR NEIGHBOORS AS WELL AS THE HISTORIC BUILDING
- NO **FIREARMS** ARE PERMITTED ON TCS PROPERTY. ESR WILL RECEIVE NOTIFICATION OF ANY REAL OR PROP WEAPONS BEING USED FOR PRODUCTION/EVENT

I, the onsite responsible person for the attached rental (age 21+ or military ID), have read and agreed to the above conditions of use:

Renter’s Name (print) _____

Renters’ Signature _____ Date _____

ESR/TCS Signature _____ Date _____

Thank you for helping to keep Enter Stage Right’s Citadel Stage beautiful and available for community use by following these guidelines!