



dramaworks

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www.dramaworks.us, www.westendtheatre.us

WEST END 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 dramaworks' WEST END THEATRE (WET) 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 dramaworks' WEST END THEATRE 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 West End Theatre calendar. This deposit is non-refundable should the potential Tenant cancel within 30 days of the event.

Rental and Security Deposit of \$200 obtained on _____ by separate check. Signed contract and Certificate of Liability to accompany deposit? _____

Check below:

- ___ Auditorium (includes changing room, house lights & 6 LED instruments)
- ___ Auditorium plus full stage lights (includes use of light control software)
- ___ Auditorium plus projection system (includes projector, screen and laptop)
- ___ Auditorium plus full stage lights and projection system
- ___ Technician for operation of light control software and projection use

See Rental Rates based on hourly, 4-hour increment, or daily usage & technician rates
Rental Fee Total \$ _____ Due by _____

By signing this agreement _____ states that they 1) have authority to bind the Tenant Organization to a legal contract, 2) have read all pages of this Rental Agreement, 3) _____ representatives will abide by all stated conditions, terms and policies designated by dramaworks' WEST END THEATRE and 4) tenant organization also agrees to pay replacement costs of any equipment or damages to the facility during this use.

HOLD HARMLESS: Tenant also agrees to hold harmless and defend the dramaworks' WEST END THEATRE, 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.

Tenant Organization _____

Mailing Address _____

Contact Person _____ Email _____

Phone (day) _____ (evening) _____ Fax _____

Printed name of person authorized to sign for tenant: _____

Signature of Tenant's Agent Date

Signature of WET Management Date

WET use only:

Deposit Received _____ / _____ / _____ Check Number _____

Rental Balance Received _____ / _____ / _____ Check Number _____

Technician Requested Yes / No

dramaworks' WEST END THEATRE (WET)
RENTAL AGREEMENT TERMS OF USE

In the following conditions and policies apply for the use of the West End Theatre (WET):

1. 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 WET staff person prior to any event set up. The same representative of the Tenant Organization will participate in a Check OUT process with a WET staff person after all event set up has been cleared and cleaning completed.
2. RETURN OF RENTAL/ SECURITY DEPOSIT: After successfully completing the Check OUT process, the Rental and/or Security deposit will be refunded within 14 working days after the event minus any cleaning fees or costs to repair any incurred damage. If warranted, Tenant will be billed for any additional costs of repair or replacement in excess of the Rental or Security Deposit, which the Tenant agrees to pay to dramaworks' WEST END THEATRE within 30 days of the event.
3. EQUIPMENT MUST BE REQUESTED IN WRITING WITH THE RENTAL AGREEMENT: Agreement for use of any WET equipment implies an agreement to return all equipment in the condition in which it was prior to Tenant use. With the signature of the responsible agent on the Rental Agreement, Tenant agrees to be fiscally responsible for any repair or replacement costs of equipment damaged during the contracted use.
4. All events must end by midnight.
5. dramaworks' WEST END THEATRE IS SMOKE FREE. Smoking is not allowed in the courtyard or within 20 feet of any entrance or exit.
6. CONCESSIONS: The West End Theatre Cafe business hours are Tuesday- Sunday from 11:00am- 6:00pm. If your event is outside of these hours the probability of the Cafe remaining open for your event is likely. This must be discussed well in advance with the Cafe Manager. If a WET staff person is required to be present during use of the building by the Tenant this will be reflected in the rental use fees for the engagement.

7. Tenant will arrange for supervision for younger audiences as deemed appropriate by the WET management.
8. Maximum seating for most events is 99. If other arrangements are to be made this must be done at least one month prior to the event taking place.
9. WET is not responsible for the printing of tickets or ticket sales for Tenant Organizations renting the building.
10. FIRE EXITS WILL NOT BE OBSTRUCTED! It is the Tenant's responsibility to insure that fire exits are not obstructed by equipment or materials INSIDE OR OUTSIDE the theatre at any time.
11. FILM SCREENINGS: Any use for showing of any films is subject to approval of the WET Management and requires a written, legal release for screening from the filmmaker and or film distributor.
12. PUBLICITY: The Tenant is responsible for all publicity for this event.
13. CLEANING: The Tenant will return the WET in the condition that it was found. If not cleaned appropriately, a \$75.00 cleaning fee will be deducted from the Rental or Security deposit.

I, the on site responsible person for the attached rental, have read and agreed to the above conditions of use:

Signature

Date

dramaworks' WEST END THEATRE USEAGE GUIDELINES

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
- NO DUMPING OF PAINT OR PAINT THINNERS, OR CLEANING OF PAINTING TOOLS IS ALLOWED INSIDE ANY THEATRE SINK OR TOILET
- ANY SPILL OF ANY SUBSTANCE ON CARPETS OR FLOORS NEEDS TO BE MOPPED UP OR VACUUMED IMMEDIATELY
- ALL DECORATIONS SHOULD BE FREE-STANDING. MUST GET PRIOR AUTHORIZATION FOR ANY NAILING, SCREWING, STAPLING OR 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.

I, the on site responsible person for the attached rental, have read and agreed to the above conditions:

Signature

Date

Please return one signed copy of this document with the signed agreement.

Thanks you all for helping keep your dramaworks' WEST END THEATRE beautiful and available for community use by following these guidelines!