

**FRANCISCO CENTER FOR THE PERFORMING ARTS
RENTAL AND USAGE AGREEMENT
BOOKING FORM**

Event: _____

Sponsor: Spanish Peaks Players Other: _____

Event Dates (\$50/day): _____

Rehearsal Dates In Theatre (\$15/day): _____

The Theatre Manager must be promptly notified of changes to the proposed rehearsal schedule or production dates. Changes will not be allowed if they result in "double booking" of the theatre for either rehearsals or event.

Event Contact/Director: _____ Phone: _____

E-Mail: _____ Mailing Address: _____

Ticket Price: _____ Ticket Outlet(s): _____

NON-SPANISH PEAKS PLAYER EVENTS:

The following goods or services may be provided by the FCPA at the request of the Renter. Additional charges may apply, as set forth below:

- | | | |
|---|---|--|
| <input type="checkbox"/> Lighting Personnel | <input type="checkbox"/> Set Assistance | <input type="checkbox"/> Advertising |
| <input type="checkbox"/> Ticket Production/Printing | <input type="checkbox"/> Playbill Production/Printing | <input type="checkbox"/> Posters |
| <input type="checkbox"/> Ticket Takers | <input type="checkbox"/> Intermission Assistants | <input type="checkbox"/> Costumes (describe below) |
| <input type="checkbox"/> Props (describe below) | <input type="checkbox"/> Costume Accessories (describe below) | <input type="checkbox"/> Other (describe below) |
- Refreshments (specify type, amount, date and time needed): _____
- _____

Other Special Needs (specify type, amount, date and time needed, etc.): _____

COST SUMMARY:

Fee(s) for FCPA-Provided Goods/Services (Itemize): _____

Theatre Rent for Event Days: ____ Day(s) X \$50/day = _____ ("Event Rent")

Theatre Rent for Rehearsal Days: ____ Day(s) X \$15/day = _____ ("Rehearsal Rent")

TOTAL DUE: \$ _____, Payable As Set Forth in the Rental and Usage Agreement.

FCPA THEATRE MANAGER APPROVAL (Required):

RENTER APPROVAL (Required):

Date: _____

Date: _____

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ADDENDUM A – GENERAL RULES FOR THEATRE USE and
RENTER/DIRECTOR DUTIES AND RESPONSIBILITIES

Renter agrees that he/she/it ***will not***:

1. Allow maximum occupancy inside the theatre Facilities to exceed 100 persons, including, cast, staff, performers, audience members and others.
2. Permit open flames inside or near the Facilities.
3. Permit smoking inside the Facilities. (Smoking is permitted outside the buildings.)
4. Allow alterations, installations, repairs or redecoration (including painting) of any kind within or outside the Facilities without first obtaining the FCPA's written permission.
5. Permit illegal activities of any sort to occur during rehearsals or productions on the Facilities.
6. Assign or sub-let the Facilities to any person or entity without the prior written approval of the FCPA.

Renter agrees that he/she/it, *together with the event Director*, shall assume full responsibility for the following tasks. The FCPA may provide services or assistance to the Renter regarding any or all of these requirements. Such services or assistance, however, will not relieve the Renter of primary responsibility or liability for compliance. Except as excused by the Theatre Manager, failure to complete these tasks will result in the Renter *and the Director* being prohibited from future rental and/or use of the Facilities. The Renter and the event Director ***shall***:

1. Keep the Facilities in a clean, orderly and sanitary condition throughout the rehearsal and event time period.
2. ***No later than 24 hours*** following completion of the production or event:
 - Thoroughly vacuum the foyer, lobby and theatre seating area.
 - Sweep the uncarpeted theatre seating area, the stage, the bathrooms and the bathroom foyer area.
 - Return all lobby and green room items (such as paper plates, plastic cups, coffee pot, pitchers, table cloths, platters, etc.) to their proper location.
 - Restore the green room to pre-production status.
 - Return set materials and flats to their proper place. If these items need to be replaced or repaired, notify the Theatre Manager.
 - Return props to their proper storage area.
 - Clean the refrigerator and dispose of all perishable items. (Easily preserved consumables such as peanuts or bottled water can be left as long as they are properly contained and put away.)
 - Ensure that no alcoholic beverages are left anywhere inside the Facilities.
 - Arrange trash removal from the theatre grounds.
3. Pay for any damage to the Facilities and/or to appliances or fixtures therein which has been caused by any act (regardless of negligence or willful misconduct) of the Renter, any invitee of the Renter or any attendee at the Renter's rehearsals, production or event. Renter shall not be liable for damage due to ordinary and reasonable wear and tear and damage or loss not caused by the Renter or by someone under the Renter's control or supervision.
4. Be financially responsible for theft, willful destruction and/or accidents within the Facilities while the Facilities are under the control of the Renter.
5. Abide by all laws and regulations regarding the care and occupancy of the premises.
6. Give prompt notice to the Theatre Manager or a member of the FCPA board of directors of any maintenance or repair requirements within the Facilities.
7. **PLEASE NOTE**: If the Renter has arranged access to and use of costumes and/or props owned by the FCPA, the Director must ensure that actors and/or crew sign out their costumes and/or props on the sign-

Initials: _____FCPA _____Renter

out board so that all theatre users know where costumes and props are currently located. Within 72 hours following completion of the production or event, all costumes, costume accessories and/or props used must be returned to their proper location(s) within the Costume or Prop Room. Renter agrees that any costumes used will be returned in a *clean* and pressed condition, with any damage done to the costume(s) fully repaired. Props used must be returned to the Prop Room in the same condition as they were prior to use.

In addition to the above requirements, the FCPA strongly encourages the following:

- The Director should ask the Theatre Manager to review existing issues with regard to theatre cleanliness and damage discovered prior to initiating event casting, rehearsals, etc. This request will avoid the Renter being blamed for a problem caused by someone else and is therefore strongly encouraged.
- The Director should *promptly* ask the FCPA for help on things such as advertising, playbills, tickets, lighting, sound or music, set construction and the like if the Director anticipates needing such assistance. *Last minute "eleventh hour" requests for assistance are unlikely to be accommodated.*
- The Director should request that the Theatre Manager inspect the Facilities once the mandatory tasks are completed. The Security Deposit will not be returned to the Renter without the Theatre Manager's approval.

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