

Rental Contract
Woodward Arts Theatre

818 Main Street, Woodward, Oklahoma 73801
Phone: (580) 256-7120 Fax: (580) 256-7121

Renting Organization: _____

Representative's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (_____) _____ Alt. Phone: (_____) _____

Email address: _____

Performance Rental Date(s): _____ Total Performance Days: _____

Time of Performance(s): _____ Until: _____ (Including set-up/dismantle time)

Rehearsal Rental Date(s): _____ Total Rehearsal Days: _____

Time of Rehearsal(s): _____ Until: _____

Theatre Sound System Needed: Yes _____ No _____ (Review Technical Rider)

Theatre Lighting System Needed: Yes _____ No _____ (Review Technical Rider)

A key to the Theatre will be given to the Renting Organization on the first day of rehearsal or performance. The Renting Organization will be responsible for locking and securing the building at all times after receiving a key from Management. The Renting Organization will be responsible to return the key following the performance. Deposit will not be returned until key is received and an agent of the Woodward Arts & Theatre Council has walked through the facility to assess any damages.

Key # ___ Given To: _____ Date: _____

Key # ___ Returned By: _____ Date: _____

This section to be completed by WATC Personnel

Outline of Charges

Deposit: _____ Date Paid: _____

Rental Fee-rehearsals: _____ Deposit received by: _____

Rental Fee-performance: _____

Extra Charges: Technician(s): _____ (Lights/Sound \$30/hr per Technician needed-Paragraph 4)

Clean Up Fee: _____

Damage Fee: _____

No Representative: _____ (for performance day – paragraph 11)

Theatre Mgr. Time: _____ (office hours, placement of props, etc. \$30/hr – paragraphs 15 & 25)

Other Charges: _____ Description: _____

TOTAL CHARGES: _____ **Date Paid:** _____

Check #: _____

Deposit Refunded

Amount: _____ Date: _____ Check #: _____ Approved by: _____

The following are the terms and conditions of rental agreement between the Woodward Arts & Theatre Council, Inc. hereinafter referred to as Management

And _____, hereinafter referred to as Renting Organization.

Management's representative is an agent of the Woodward Arts & Theatre Council, Inc.

1. A \$500.00 damage/cleaning deposit is required, in addition to the base rental charged for the Theatre. Reserved dates will not be guaranteed until \$500.00 deposit and contract are received and signed by both Renting Organization and Management. If the Renting Organization should cancel prior to performance, and give a thirty day notice, they will be refunded 80% of the deposit. Cancellations less than thirty days prior to rental date, no deposit will be refunded. Any refund will be made only after all obligations of Renting Organization are complete. Any extra charges will be deducted from the deposit before it is returned and any charges over and above the deposit will be billed to Renting Organization or its contact representative.
2. The base rental for a performance/event is \$1000.00 per day, payable in advance. Rental is for the Theatre Building only and renter will not have access to the Josie Adams Cultural Centre.
3. The base rental for rehearsal for the performance is \$100.00 per rehearsal is payable in advance. Rehearsals that involve more than 40 people will cost \$2/person for every additional person over 40 people. Rehearsals and performances with minors are subject to our minors policy.
4. Technical equipment, including but not limited to lights and sound, provided by Woodward Arts Theatre will only be operated by technicians certified by the Management. Only an approved technician can operate the technical equipment. These technicians will be provided at \$40.00 per hour per technician. Charges for the technicians will be in addition to base rental charge. The Renting Organization will be responsible for any additional charges from the technicians for any additional services or hours not defined in the WATC contract
5. All bookings must have a local sponsor and productions must be approved by Management.
6. The Renting Organization in conducting any performance, public or private meeting, or in giving any lecture or concert, shall conform to, comply with, and abide by all laws of the United States, the State of Oklahoma, and the ordinances of the City of Woodward.
7. Retail Sales of any item on the theatre property must be pre-approved by Management. No third party sales will be allowed unless arrangements are made with Management.
8. At the time of signing this contract or as otherwise agreed, Renting Organization shall provide Management with written information as to when tickets go on sale, ticket price, and the advertised phone numbers of ticket agents.
9. If Renting Organization utilizes an outside production company, a copy of the outside production company's technical requirements must be acquired by Renting Organization and shall be attached to rental agreement. If the technical requirements are not attached to the rental agreement, the Renting Organization shall be responsible to provide any equipment which is not currently available in the theatre. Any and all damage from such added

- equipment is the responsibility of the Renting Organization. Any improvements made to theatre property remain on the property unless otherwise agreed with Management.
10. A representative of the Renting Organization is REQUIRED to meet with Management or its representative at least one week prior to the performance date to discuss the Management's regulations and related matters.
 11. The Renting Organization, if providing reserved seating, must provide ushers. At least four ushers must come to theatre for orientation prior to performance. Designated time is to be arranged with Management, at least one week prior to performance.
 12. Posters, flyers, and other promotional or informational materials maybe placed about the premises of the Woodward Arts Theatre only with the consent of the Management. The name of the Woodward Arts Theatre will not be used in any way except as the description of location without consent of the Management. In addition, use of the Theatre marquee is neither required nor expected. If the Theatre marquee is used for advertisement prior to an event, a fee will be charged to the renter at the discretion of the Theatre Management. The Woodward Arts & Theatre Council, for any event or in any circumstance, is not required to advertise the renter's event on the marquee or in any of their poster cases, calendars, schedules and the like.
 13. All broadcasts, telecasts, tape recordings, films, etc., in the auditorium shall have prior written consent of the Management, and Renting Organization must comply with trademarks and copyright laws.
 14. A representative or representatives of the Renting Organization must be present for the entire performance of the event booked. Management reserves the right to set the number of required representatives.
 15. Renting Organization should have a representative at the Theatre Box office beginning at 9:00 a.m. or earlier if needed on day of performance until performance is over (including lunch), to answer phone and be available for questions, ticket sales, load-in, etc. The representative should check-in with Management immediately upon arrival. If personnel are not provided, there will be an additional charge of \$40.00 per hour that representative is not on premises. Any shipments, set-ups or other requirements for the performance are the responsibility of the Renting Organization.
 16. The Woodward Arts Theatre has a seating capacity of 300 on the lower level. No chairs will be set in the aisles. Aisles shall be used only for passage to and from seats and shall be kept unobstructed at all times. All doorways and exits in public areas shall be kept clear. The balcony, with seating capacity of 75 seats, can be used for general admission if additional seating is needed.
 17. Renting Organization should have a representative to pick up all trash and lock up at the end of each rehearsal/performance. All trash must be taken to the dumpster. Procedures for lock up and other necessary duties at the end of an event must be agreed upon between Renting Organization and Management prior to date of performance. Any additional cleaning required due to unusual state of use by Renter will be billed to Renting Organization.
 18. The Renting Organization shall be responsible for the conduct of its representatives, casts and workers while in the Theatre.

19. The Renting Organization shall not sell, serve, or permit food, refreshments or beverages of any kind unless the Management so expressly delegates the right to do so. Reception where food and beverages are to be served must receive the consent of the Management. **At no time is food or drink other than bottled water permitted in the Auditorium. This prohibition includes rehearsals. Tobacco use is not permitted anywhere in the Theatre, this includes spit tobacco, e-cigarettes, and vapes.** If smoking/vaping does occur, the Renting Organization forfeits the \$500 deposit and will pay an additional \$150 cleaning fee.
20. The Renting Organization shall not attach any articles (example- lights, decorations, etc.) to the theatre, including but not limited to, theatre staircases, railings, doors, windows, pillars, mirrors, without approval from Management. Further, no paint, wires, nails, adhesives, tacks, screws, tapes or similar articles will be installed on floors, walls, ceilings, drapes, curtains, or plaster surfaces.
21. The Renting Organization shall not erect or operate on the premises, without written consent of the Management, any machinery or equipment operated by electricity or other power. **The use of any substance of an explosive or flammable nature is not permitted. Use of any special effects needs to be approved by the Woodward Arts & Theatre Council board prior to any rehearsals and performances. This includes but is not limited to candles.**
22. All technical stage work and use of the Theatre equipment, rigging, storage areas, and dressing rooms are under the direct supervision of the Management. **Equipment shall not be removed or altered under any circumstances. Structural or electrical changes may be made only by consent of Management.** The Renting Organization shall leave the stage and stage area (to include, if approved for use, workshop room off of stage) clear and clean after the final performance within the timeframe designated by contract. If the stage area is not cleared within the designated period, the Management will employ a crew for this purpose and bill the Renting Organization. Costs incurred in replacing or repairing lost, stolen or damaged equipment and in repairing facilities for damages will be billed to, due and payable from the Renting Organization, or Renting Organization's contact representative.
23. The use of the side stage room (workshop area) is prohibited, unless management gives written approval to rental parties wishing to occupy the room. Use of the room includes, but is not limited to, any storage, staging, props, scenery, costumes, actors, technical personnel, equipment, or any other articles that do not belong to the Woodward Arts & Theatre Council. Any of the above items or individuals in this area may be removed without consulting or informing Renting Organization.
24. Run-of -show storage will be provided only by special written arrangement with the Management. The Management assumes **NO** responsibility for the property or materials of others left on premises of the Theatre. Additional scheduled event or rehearsal, or property not stored by previous arrangement, thereby prohibiting the booking of another event in an available time period, the Management shall 1.) Arrange for equipment to be stored or removed from the premises at Renting Organization's expense or 2.) Charge Renting Organization rehearsal or performance rate, whichever applies. The Renting Organization is encouraged to design scenic elements for easy portability and storage.
25. The placing of props, scenery or other equipment in the Theatre in advance of scheduled rehearsals or performance, which require opening and closing of the Theatre, must be arranged with the Theatre Manager

26. The Management may refuse or cancel bookings at any time and for any reason without any liability of any kind, when, in their sole opinion, the event may not be in the best interest of the Theatre or the Community. This includes but is not limited to building issues, acts of nature and any other reason. Damage issue

Your signature below will indicate that you have read and understand paragraphs 1 thru 26 and assume full responsibility for assuring compliance therewith. It is also understood that failure to comply will justify appropriate action by Management of the Woodward Arts & Theatre Council and Woodward Arts Theatre.

Signature: _____ **Date:** _____

Printed Name: _____ **Phone:** _____

*Please complete, sign, date, and return pages 1 & 4 of the Rental Agreement along with a \$300 deposit to hold the date of the event on the Management's calendar.
In addition, please include all equipment charges along with your deposit.*

Pages 2 & 3 can be kept for your reference. A copy will be returned to you upon approval.

Rental of the Woodward Arts Theatre is hereby approved as follows:

Renting Organization:

Event Rental Date(s):

Set-up Date(s): _____

Woodward Arts & Theatre Council, Inc.

Received By: _____ **Date:** _____

Woodward Arts & Theatre Council, Inc.

818 Main Street • Woodward, OK 73801

(580) 256-7120 • watc@att.net

Rental Checklist

____ Representative(s) for Performance(s)
(Paragraph 15)

Name: _____ Phone: _____

Name: _____ Phone: _____

____ Technical Requirements
(Minimum 4 weeks in advance- paragraph 5)

____ Mtgs. with Mgmt., Reps, & Ushers

____ Pre-approved of retail sales

____ # Technicians Needed for Performance
(Paragraph 4)

____ Poster Consent Approved

Name Tech 1: _____

Name Tech 2: _____

Written notice of ticket sales information: _____

Advertised phone number of ticket Agent (paragraph 8) _____

List of Ushers (4 per night-paragraph 11)

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

4. _____

4. _____

____ Representative(s) for Performance Day
(per night paragraph 14)

____ Representative(s) for Lock-Up
(per night Paragraph 17)

Name: _____ Name: _____

Phone #: _____ Phone #: _____

Stage Specifications

Proscenium: Opening 36' Height 15'

Stage Depth from Proscenium to back Traveler Curtain 26'

Stage Apron: Depth 4' Length 32'

Depth of Off-Stage Wing Space from Stage to Walls 7'

Depth of Space Behind Back Traveler Curtain to Back Wall 8'

Seating

Main Floor: 326 Seats Balcony: 174 Seats