

AUBURN SCHOOL DISTRICT THEATRES

Auburn Performing Arts Center (A.P.A.C.)

Auburn Riverside Theatre (A.R.T.)

Theatre @ Auburn Mountainview (T.A.M.)

RENTAL AGREEMENT FORM

1. **IMPORTANT!** A written **TECHNICAL RIDER** detailing light plots, stage settings, sound needs, special equipment requests, etc.) must be submitted before the contract can be finalized!).

2. ALL CONTRACTS, PAYMENTS, & INSURANCE SHOULD BE DIRECTED TO:

- **PAM L. SMITH**
Theatre & Business Manager
Auburn P.A.C. & A.R.T. &
T.A.M.
915 Fourth Street Northeast
Auburn, Washington 98002

OFFICE: 253-931-4827
FAX: 253-931-4715
E-MAIL: psmith@auburn.wednet.edu
WEB: <http://www.auburn.wednet.edu/PerformingArts/PerformingArts.html>

- Ed Dunaway/A.P.A.C. House Technician
- Mark Petersen/A.R.T. House Technician
- Joe Cughan/ T.A.M. House Technician

BACK STAGE: 253-931-4719 Ext. 1609
edunaway@auburn.wednet.edu
BACK STAGE: 253-804-5154 (ask for Theatre)
 After 3:30 p.m. dial extension 5250 mpetersen@auburn.wednet.edu
BACK STAGE: 253-876-2509 jcughan@auburn.wednet.edu

3. ADVERTISE your event at the appropriate location:

Auburn Performing Arts Center
(A.P.A.C.)
 700 East Main Street
 Auburn, Washington 98002

Auburn Riverside Theatre
(A.R.T.)
 501 Oravetz Road
 Auburn, Washington 98092

Theatre @ Auburn Mountainview (T.A.M.)
 28900 124th Ave. S.E.
 Auburn, Washington 98092

3. To guarantee your booking, these 4 important items must be received two (2) months prior to event:

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| <ol style="list-style-type: none"> 1. <u>2-Part Building Use APPLICATION</u> 2. <u>Total Facility Rental FEE</u> 3. <u>CERTIFICATE OF INSURANCE</u> (see # 5 for specifics) E-copy is preferred. | <ol style="list-style-type: none"> 4. <u>Signed RENTAL AGREEMENT FORM</u>
(Keep a copy for your records) |
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NOTICE OF CANCELLATION must be received 30 days in advance or a 20% cancellation fee will be charged!

4. LABOR IS DUE AND PAYABLE WITHIN 30 DAYS AFTER EVENT!

You will be billed directly *after* your event for any/all PERSONNEL used at the following rates:

- A Lead Technician with minimum of (2) additional technicians, a House Manager & Custodian are required for all events. A *minimum of (4) four hours will be charged per technical staff member utilized.*

(NOTE: When estimating labor please add one (1) additional hour to your overall time in venue for the technical crew.)

<u>Lead Technician</u>	\$26.00 per hour (<i>required for all events/rehearsals</i>)
<u>Sound/Light operator</u>	\$17.00 per hour
<u>Adult Technician</u>	\$17.00 per hour
<u>Stage Technician</u>	\$15.00 per hour
<u>Student Technician</u>	\$11.00 per hour
<u>House Supervisor</u>	\$15.00 per hour (<i>required for all events, 2 if balcony is used</i>)
<u>Custodial Service</u>	\$25.00 per hour (<i>minimum 4 hrs/performance and 3 hrs/reh</i>) (Custodial O.T. is \$37.50 per hour)
<u>Kitchen Manager</u>	\$23.00-\$27.00 per hour (<i>by arrangement</i>)

!Overtime & penalties will be charged under these conditions: *After 10 hours worked in one day, and/or 40 hrs. in a week @ 1.5x the prevailing rate. *Double time (2x) the prevailing rate will be charged after 12 hours in one day and * for any work required between 12:00 a.m. and 8:00 a.m. *A (1) hour meal break must be called at, or by the end of the (5th) hour of work or (1.5x) the prevailing rate will be charged until the break is given. Holiday rates are 2 times normal rates. Holidays are based on Auburn School District designated holidays. **The prevailing rate is defined as the base rate for the given category plus any compounding time penalty situation(s). (Rates subject to change without notice.)**

***PLEASE NOTE:** Staffing and provisional decisions for each production will be made at the sole discretion of the Managing and Technical Directors. The renter will guarantee all attendant costs to the Auburn School District.

LIABILITY INSURANCE REQUIREMENT

5. You must have ONE MILLION DOLLARS of LIABILITY INSURANCE to occupy the building. The insurance certificate must cover all dates and times you will be in the theatre. Please ask your agent to list AUBURN SCHOOL DISTRICT AND ITS EMPLOYEES as ADDITIONAL INSURED.
 6. If you require GELS, you will need to supply your own. You also must provide your own CD's, gaffer's tape, and/or batteries for wireless microphones. **Our Technical Director(s) will be able to meet with you to discuss all your technical needs and to answer questions.**
 7. Please check with Theatre Manager before making deliveries. With back-to-back usage, we have no room available for even short term storage.
 8. All materials used on stage must be flame-proofed (self-extinguishing). The technical director can give you the name of a theatrically acceptable flame retardant. **No Pyrotechnics allowed.**
 9. **NO FOOD OR DRINK IS ALLOWED IN THE THEATRE AT ANY TIME**,...this includes water. **NO EXCEPTIONS.** (Performers are allowed food and drink in the green room only.)
 10. There is absolutely **NO SMOKING** anywhere on Auburn School District premises.
 11. **EVENT READER BOARD** space is included in the rental fee for the day of the event (*APAC only*.) Additional days are subject to marquee availability.
 12. Please arrive at the time indicated on your building use application. **A Lead Technician must be on site at all times that the theatre is open.** **PLEASE DO NOT ARRIVE EARLY OR ASK A CUSTODIAN TO LET YOU IN!**
 13. Facility owned sound and lighting equipment is available at no additional charge - labor excluded. **All district owned theatrical equipment will be operated by district employees only!**
 14. **Assistive Listening Devices** (ALD) are available upon request for patrons at no charge. (*See House Manager for details*).
 15. If one of our **pianos** is requested, we provide our own tuner and you will be responsible for his fee.
 16. Please do not ask our personnel to be responsible for ticket sales or giving change at the door. The renter is solely responsible for his/her tickets and money.
You must provide the following personnel unless otherwise arranged with the Theatre Manager:
 - Ushers (number to be determined by size and type of event)
 - Box Office personnel (and supplies)
 - Concession personnel (and supplies)
 - Parking attendants - ***All your support personnel (ushers, etc.) must arrive in time to be briefed on emergency evacuation procedures by our house manager and/or lead technician at least one (1) hour prior to the event.***
17. If a problem arises during your event, notify the Theatre Manager, Lead Technician, or House Manager who will then take appropriate action.
18. If the **Media** has been invited to your event, the Manager must have at least 48 hours notice.
19. **PLEASE DO NOT PARK IN LOADING ZONES OR FIRE LANES. This includes the loading dock area at rear of A.P.A.C.**

ENJOY YOUR STAY AND BEST OF LUCK WITH YOUR PRESENTATION!!

Signed _____ Date _____ (Revised 5-26-08)