

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

BEFORE WE EVEN BEGIN:

IT IS MANDATORY THAT THE LIAISON(S) FOR EVERY EVENT SPEAK FLUENT ENGLISH

***A TECHNICAL RIDER** detailing light plots, stage settings, sound needs, special equipment requests, etc. must be submitted (and authorized) before the contract can be finalized.*

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

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| <ul style="list-style-type: none">CAROL SMETHERAM
Managing DirectorAuburn P.A.C. & A.R.T. & T.A.M.
915 Fourth Street Northeast
Auburn, Washington 98002 | OFFICE: 253-931-4827
E-MAIL: csmetheram@auburn.wednet.edu
WEB: http://www.auburn.wednet.edu/theatres |
|---|--|
- Nico Roycroft** | A.P.A.C. Technical Director nroycroft@auburn.wednet.edu
 - Alex Struble** | Assistant Technical Director astruble@auburn.wednet.edu
- A.P.A.C. BACK STAGE:** 253-931-4880 (Ex. 706100) or call theatre office: 253-931-4827
- Ed Dunaway/A.R.T.** Technical Director edunaway@auburn.wednet.edu
BACK STAGE: 253-804-5154 (ask for Theatre) After 3:30 p.m. dial extension 5250
 - Mark Petersen/T.A.M.** Technical Director mpetersen@auburn.wednet.edu
BACK STAGE: 253-876-2509

2. ADVERTISE your event at the appropriate location:

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

702 Fourth Street N.E.
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:

1. Signed Building Use APPLICATION
2. DEPOSIT: FULL Facility Rental FEE
3. CERTIFICATE OF INSURANCE (see # 5 for specifics) E-copy is preferred.
4. Signed RENTAL AGREEMENT FORM

NOTICE OF CANCELLATION must be received 30 days in advance or a 20% cancellation fee will be charged. (A 4-hour minimum per technician will also be charged without 7 DAYS notice for ALL events - community & school.)

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, 1-2+ House Managers & 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.)

Technical Director	\$38/hour on weekdays
Lead Technician	\$35.00 per hour <i>required for all events/rehearsals</i>
Sound/Light Technician	\$30.00 per hour
Student Technician	\$18.00 per hour
House Supervisor	\$23.00 per hour <i>(1-2 required for all events, 3+ if balcony is used at APAC)</i>
Custodial Service	\$40.00 per hour <i>(Minimum 4 hrs for performances/rehearsals & 3 hrs for meetings)</i>

! Overtime & penalties will be charged under these conditions: *After 10 hours worked in one day, and/or over 40 hrs. in a week @ 1.5x the base rate. *Double time (2x) the base rate will be charged after 12 hours in one day and * for any work required between 12:00 a.m. and 7:00 a.m. *A *minimum* 30 minute meal break must be called at, or by the end of the (5th) hour of work or (1.5x) the base 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. (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. **(IMPORTANT—Please ask your agent to list AUBURN SCHOOL DISTRICT AND ITS EMPLOYEES as ADDITIONAL INSURED.)**

Email C.O.I. to: csmetheram@auburn.wednet.edu

6. If you require GELS, CD's, Gaffer's tape, tie line, etc. you will need to supply your own. You also must provide your own BATTERIES for wireless microphones. *Client must provide exact weight for all flies/linesets including hardware, and wiring within +/- 15 lbs. If you give us the incorrect weight your equipment may end up damaged!* 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 MGR 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 OPEN FLAME OR PYROTECHNICS ALLOWED.
9. Other than bottled water, **NO FOOD OR DRINK IS ALLOWED IN THE THEATRE AT ANY TIME. NO EXCEPTIONS.** (*Performers are allowed food and drink in the green room only.*)
10. There is absolutely NO SMOKING/VAPING or ALCOHOL permitted on Auburn School District premises.
11. 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!**
12. **PLEASE DO NOT PARK IN LOADING ZONES OR FIRE LANES.**
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. **TICKETING:** The renter is solely responsible for his/her tickets and money. Please do not ask our personnel to be responsible for ticket sales or tearing tickets.
17. All your support personnel must arrive in time to be briefed on emergency evacuation procedures by our house manager at least one (1) hour prior to the event. *You must provide the following personnel unless otherwise pre-arranged with Theatre Manager:

Ushers (# to be determined by size and type of event)
Box Office personnel (& supplies)
Concession personnel (& supplies)

SECURITY—(*at discretion of Manager*) Client must make all arrangements with an approved/licensed Security Company or APD prior to event.
Parking attendants (if deemed necessary)

18. If the MEDIA has been invited to your event, the Manager must have at least 48 hours notice.
19. If a problem arises during your event, please notify Theatre Management immediately. They will then take appropriate action.

Signed _____ Date _____ (*Revised 8/9/23 by KLD*)