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) <u>before</u> the contract can be finalized.

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

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	Theatre & Business Manager	OFFICE:	
915 Fourth Street Northeast Auburn, Washington 98002 • Chris Olds A.P.A.C. Technical Director colds@auburn.wednet.edu • Alex Struble Assistant Technical Director astruble@auburn.wednet.edu • Alex Struble Assistant Technical Director astruble@auburn.wednet.edu BACK STAGE: 253-931-4827 • Ed Dunaway/A.R.T. Technical Director chanavay@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 metersen@auburn.wednet.edu BACK STAGE: 253-876-2509 ADVERTISE your event at the appropriate location: Auburn Performing Arts Center Auburn Riverside Theatre (A.P.A.C.) 702 Fourth Street N.E. 501 Oravetz Road 702 Fourth Street N.E. 501 Oravetz Road 2000 124 th Ave. S.E. Auburn, Washington 98002 Auburn, Washington 98002 CERTIFICATE OF INSURANCE (see # 5 for specifies) E-conv is preferred. 4. Signed Building Use APPLICATION 2. DEPOSTI: FULL Facility Rental FEE 3. CERTIFICATE OF INSURANCE (see # 5 for specifies) E-conv is preferred. 4. Signed Ren TAL AGREEMENT FORM 41 42 42 Stonde at the following rates:			
Auburn, Washington 98002 • Chris Olds A.P.A.C. Technical Director colds@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 aduburn.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 metersen@auburn.wednet.edu BACK STAGE: 253-876-2509 ADVERTISE your event at the appropriate location: Auburn Performing Arts Center Auburn Riverside Theatre (A.P.A.C.) (A.P.A.C.) (A.R.T.) 702 Fourth Street N.E. 501 Oravetz Road 28900 124 th Ave. S.E. Auburn, Washington 98002 Auburn, Washington 98092 Auburn, Washington 98092 To guarantee your booking, these 4 IMPORTANT ITEMS must be received two (2) MONTHS prior to event: NOTICE OF CANCELLATION must be received 30 days advance or a 20% cancellation fee will be charged. (<u>A 4-hour minimum or technician will also be charged without 7 DAY advance or a 20% cancellation fee will be charged without 7 DAY advance or a 20% cancellation fee will be charged or al events. 4. Signed RENTAL AGREEMENT FORM 4. LABOR IS DUE AND PAYABLE WITHIN 30 DAYS AFTER EVENT! You will be billed directly after your event for any PERSONNEL used at the following rates: • A Lead Technicia</u>		WEB:	http://www.auburn.wednet.edu/theatres
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Student Technician	PERSONNEL used at the following rates: • A Lead Technician with minimum of (2) addition • *A minimum of (4) four hours will be (NOTE: When estimating labor please add one (1) Technical Director \$38/hour or Lead Technician \$32.00 per	onal technician charged pe <u>) additional</u> n weekdays & hour <i>required</i>	s, <u>1-2+ House Managers</u> & <u>Custodian</u> are required for all events. er technical staff member utilized.* <u>hour</u> to your overall time in venue for the technical crew.) a \$55/hour on weekends (<i>includes their mandatory OT pay</i>)
House Supervisor	PERSONNEL used at the following rates: • A Lead Technician with minimum of (2) addition • *A minimum of (4) four hours will be (NOTE: When estimating labor please add one (1) Technical Director	onal technician charged pe) additional n weekdays & hour <i>required</i> hour	s, <u>1-2+ House Managers</u> & <u>Custodian</u> are required for all events. er technical staff member utilized.* <u>hour</u> to your overall time in venue for the technical crew.) a \$55/hour on weekends (<i>includes their mandatory OT pay</i>)
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	PERSONNEL used at the following rates: • A Lead Technician with minimum of (2) addition • *A minimum of (4) four hours will be • *A minimum of (4) four hours will be (NOTE: When estimating labor please add one (1) Technical Director \$38/hour on Lead Technician \$32.00 per Sound/Light operator \$28.00 per Stage Technician \$23.00 per Student Technician \$16.00 per House Supervisor \$23.00 per	onal technician charged pe) additional n weekdays & hour <i>required</i> hour hour hour hour hour hour	s, <u>1-2+ House Managers</u> & <u>Custodian</u> are required for all events. er technical staff member utilized.* <u>hour</u> to your overall time in venue for the technical crew.) a \$55/hour on weekends (<i>includes their mandatory OT pay</i>) for all events/rehearsals uired for all events, 3+ if balcony is used @ APAC)
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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 <u>ONE MILLION DOLLARS of LIABILITY INSURANCE</u> 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 <u>AUBURN</u> <u>SCHOOL DISTRICT AND ITS EMPLOYEES</u> as <u>ADDITIONAL INSURED.</u>) Email C.O.I. to: psmith@auburn.wednet.edu
- 6. If you require <u>GELS, CD's, Gaffer's tape, tie line, etc.</u> you will need to supply your own. You also must provide your own <u>BATTERIES for wireless microphones</u>. *Client must provide exact weight for all flys/linesets including hardware, and wiring within +/- 15 lbs. If you give us the incorrect weight your equipment may end up damaged!* <u>Our Technical</u> <u>Director(s) will be able to meet with you to discuss all your technical needs and to answer questions.</u>
- 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. <u>A Lead Technician must be on site at all times that the</u> 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. <u>Assistive Listening Devices</u> (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: <u>The renter is solely responsible for his/her tickets and money.</u> 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. <u>*You must provide the following personnel</u> unless otherwise pre-arranged with Theatre Manager:

<u>Ushers</u> (# to be determined by size and type of event) <u>Box Office personnel</u> (& supplies) <u>Concession personnel</u> (& supplies) **SECURITY**—(at discretion of Manager) Client must personally make arrangements with Auburn Police Dept. in advance of event. Call 253-931-3080.) **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.

ENJOY YOUR STAY AND BEST OF LUCK WITH YOUR PRESENTATION!