

THEATRE RENTAL CONTRACT
PARADISE PERFORMING ARTS CENTER
P.O. Box 1124 Paradise, CA 95967 Office: (530) 872-8454 | Fax: (530) 872-0809

Event Name: _____

Event Date: _____

Event Time: _____

No. of Performances: _____

Load In Date & Time: _____

Load Out Date & Time: _____

No. of Rehearsals: _____

Renter/ Responsible Contract Person: _____

Age restrictions for Admission? Yes No

User Group: _____

Address: _____

Email Address: _____

City: _____ State: _____ Zip Code: _____

Office Phone: _____ Cell Phone: _____ Fax #: _____

Non-Profit Status: Yes No

Insurance Provider for all Theater use for this event: The Renter/User Group must provide proof of general coverage liability insurance in an amount not less than \$1,000,000 (one million dollars) naming the Paradise Performing Arts Center as additional insured.

Initial: _____

In the event that a bill or refund is to be issued to the Renter/User Group from the Paradise Performing Arts Center, please indicate the name of the person or organization authorized to receive the bill or payment if different from above.

Address (if different): _____

Federal Tax ID # for this person or organization: _____

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Dates and Times contracted for use of the Paradise Performing Arts Center:

Please read and initial the following two paragraphs.

In the boxes below, are shown the hours that you or a representative from your group will be occupying any part of the theater. When making your schedule, please be aware of the legal requirement for break times for all PPAC employees, including a one-half hour break after five (5) hours of work. Also, be aware that overtime charges will apply on employee time that exceeds eight (8) hours of work per day and/or forty (40) hours per week.

Initial: _____

Please provide a tentative schedule of your event. The schedule should include rehearsal time(s), load in and load out time(s) and a Tech rider. (i.e. sound requirements, lighting requirements, special needs or requests, stage plot, lobby set...This must be submitted with this contract.

Initial: _____

Date	Day	Start Time	End Time	Activity

PPAC Fee Schedule and Estimate:

An authorized representative of PPAC must be present at the expense of the Renter at all times during the renter's presence on the premises. (This fee is included in the hourly rate) PPAC reserves the right to determine minimum staffing at all events, at the expense of the Renter.

See the attached schedule of fees and the estimate of charges for use of the facilities at the Paradise Performing Arts Center.

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These charges may be modified upon conclusion of the program and are dependent upon actual number of hours of use, consideration of damages, and/or use of additional facilities, equipment or staff.

In the case of damage(s), clients will be billed.

Every performance requires the use of the following minimum staff: 1 House Manager (Included in rental fee) and 1 Managing Tech.

All rehearsals and set up require the use of the following minimum staff: 1 House Manager (Included in rental fee) and 1 Managing Tech.

Reminder: All checks should be written to "Paradise Performing Arts Center" Please note that your signature at the end of the contract indicates that you have reviewed and accept this estimate of your fees. .

Initial: _____

Occupancy and use of the Theater:

Occupancy and use of the premises is only for the dates and times listed above. Time is based on the actual time the Renter group may come into the building for any event or related activity. Please allow for load-in, set-up, pre-production, load-out, and clean-up time. Staying on the premises past the contracted time will be billed at the hourly rate.

The PPAC premises will be surrendered in the same condition as immediately preceding occupancy.

This includes all space and equipment used. If the theater is not clean upon arrival notify the House Manager or Managing Technician right away so the condition can be verified. If you do not report pre-existing conditions, you may be held responsible. If any damage to the Theater or its equipment is observed as a result of your function, you will be billed for all necessary repairs and/or replacement and labor.

All equipment belonging to the Renter group must be removed immediately after the event is completed unless agreements are made and addendums are attached to this contract. The Paradise Performing Arts Center is not responsible for lost or stolen property.

No portion of the premises or equipment will be altered, improved, or changed without prior written consent of the House Manager/Managing Technician. All activities will be under the supervision and approval of the House Manager/Managing Technician or their designee. All activities requested beyond that which is listed in the contract require the sole approval of the House Manger/Managing Technician.

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Food, Beverage & Merchandise:

The PPAC reserves the right to all food and beverage concessions. Renter groups may not serve food or beverages of any kind, nor sell food or non-food items, without prior written permission from the House Manager. The PPAC, as the venue, receives 10% commission of concession sales unless otherwise agreed upon.

Promotions:

All marketing, advertising, ticketing and publicity for said event is the sole responsibility of the Renter group.

Deposits:

All checks should be written to Paradise Performing Arts center. The previously collected \$250.00 Non-refundable Use Deposit is collected in order to officially schedule a date for an event.

Liability Release:

The undersigned hereby agrees to indemnify, defend, and hold harmless the Paradise Performing Arts Center, their officers, officials, employees and volunteers from and against all liability, loss, damage, expenses, costs (including, without limitation, costs and fees of litigation) of every nature arising out of or in conjunction with Renter's use and/or occupancy of the Paradise Performing Arts Center facilities there under or its failure to comply with any of its obligations contained in the agreement, except for such loss or damage which is caused by the sole negligence or willful misconduct of the Theater.

Acknowledgment:

This contract is not assignable, and no part of it may be transferred or used by anyone other than the Renter. This contract is valid only for the purposes shown and may be revoked at any time by the Theater. It is the responsibility of the undersigned to inform all persons utilizing the facility of the need to comply with all regulations of the Paradise Performing Arts Center.

I have read and understand the rules and regulations of the Theater and agree to abide by the terms set forth in this contract. I also acknowledge that this contract and attachments only contain part of the overall policies of the Paradise Performing Arts Center.

Applicant's Signature: _____ **Date:** _____

PPAC Signature: _____ **Date:** _____

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Addendum: or Attachment

Applicant's Signature: _____ **Date:** _____

PPAC Signature: _____ **Date:** _____