



Rosendale Theatre Collective Rental Contract

Live Shows & Films / Off-Peak Hours

OFF-PEAK FILMS:
Tuesday, Wednesday 7:30 pm
Saturday & Sunday 1:00 pm
Friday & Saturday 9:30 pm
OFF-PEAK LIVE EVENTS:
Tuesday, Wednesday 7:30 pm
Saturday & Sunday 1:00 pm

This contractual rental agreement is made between the Rosendale Theatre Collective

and _____

on this date _____.

The Rosendale Theatre Collective Inc., herein referred to as Lessor, and

_____, herein referred to as the Lessee,
agree to the following terms and conditions of this contract.

Lessor agrees to the use of the Rosendale Theatre (a 250 seat theatre) for the purpose

of: _____

On the date(s) of _____

from _____ am/pm to _____ am/pm.

Intellectual Property

Lessee is solely responsible for obtaining the rights to perform or otherwise use any copyrighted materials including but not limited to text, recordings, images, or choreography.

Payment Information

All payment for rentals must be made in US dollars. Forms of payment are cash, check, or credit cards. Please make checks payable to: The Rosendale Theatre.

Insurance

If Lessee's organization is insured, the Lessee must provide a rider for The Rosendale Theatre.

Publicity

The Lessee agrees to provide posters and the Lessor agrees to display said posters in the lobby of the theatre 4-6 weeks before the date of the event. The Lessee will provide the Lessor with all promotional materials, including images and press releases to be included on the Lessor's Facebook page, monthly calendar, and website. The Lessee agrees to include the RTC logo, provided by the Lessor on all promotional materials (posters, flyers, website, facebook etc).

House Management

The Lessor shall run the front of the house. This includes box office, lobby ticket taking, and concessions. The Lessee agrees to provide their own Stage Manager to work in direct communication with the Lessor's House management team.

Concessions

All concessions are owned and operated by the Lessor. Lessor shall keep all proceeds from the sale of same. Lessee may not sell other foods or drink. The Lessee may sell their own merchandise and retain all proceeds from the sale of same.

Walk-Through

Pre-event walkthroughs are available to the Lessee and vendors on a by-appointment basis.

Clean-Up: Lessor is responsible for clean-up of concessions and broom swept theater.

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The Rosendale Theatre 408 Main Street, Rosendale, NY 12472
Box Office (845) 658-8989 - Anne Citron, Director: 845-594-6587
Mailing Address: Rosendale Theatre Collective PO Box 545, Rosendale, NY 12472
Email: info@rosendaletheatre.org Website: www.rosendaletheatre.com
The Rosendale Theatre Collective's 501(c)(3) number is: 800537659

Choose one column to fill out; Live Shows or Films:

Rental Fees and Required Expenses for <u>Live Shows</u> (off-peak hours)	Rental Fees and Required Expenses for <u>Films</u> (off-peak hours)
<p>The Lessee agrees to pay a rental fee of \$_____.</p> <p>A deposit of \$50 is due upon the signing of this contract. If the performance is cancelled less than 6 weeks before performance, then the deposit is non-refundable. This \$50 is also non-refundable depending on excessive clean-up.</p> <p>The Lessee agrees to pay the Lessor \$1.00 per ticket as a Sustainability Fee above the flat rental fee stated above.</p> <p>Also included in the rental fee will be: 4 hours of Technical assistance with the theatre's Technical Director to be broken down this way:</p> <ul style="list-style-type: none">• 2 hours of tech time prior to the event.• Approximately 2 hours running the show.• Any additional time needed with our Technical Director is billed to Lessee at \$26 per hour.• The Lessee agrees to load in for 2 hours prior to technical rehearsal and break down within two hours of the show's ending (this will be a total of 8 hours which is included in the rental).• In the event of any delay by the Lessee that leads to an extension of time beyond the time period agreed upon in this contract, the Lessee agrees to pay an additional fee of \$75 per hour.• Any use of the Lessor's projection equipment shall come with an additional \$50 fee to cover wear and tear.	<p>The Lessee agrees to pay a rental fee of \$_____.</p> <p>A deposit of \$50 is due upon the signing of this contract. If the performance is cancelled less than 6 weeks before performance, then the deposit is non-refundable.</p> <p>Also included in the rental fee will be: 2 hours of Technical assistance with the theatre's Technical Director to be broken down this way:</p> <ul style="list-style-type: none">• 2 hours of tech time prior to the event.• Approximately 2 hours running the show.• Any additional time needed with our Technical Director will be billed to Lessee at \$26 per hour.



Policies and Rules Governing Use of the Rosendale Theatre

- A) After the application for use of the facility has been approved by the program committee, the Lessee and Lessor must sign this contract and a deposit of \$50 must be put down. This deposit is non-refundable if event is cancelled with less than 6 weeks notice or if there is excessive clean-up.
- B) Permission to use the Rosendale Theatre for a specific event is not transferable without permission from the Lessor.
- C) The Lessee is solely responsible for damages to Lessor's property caused by Lessee or any person working for Lessee.
- D) All fire laws must be obeyed. Smoking is strictly prohibited inside the Rosendale Theatre.
- E) The Rosendale Theatre projector, microphones, lighting instruments must be staffed by Rosendale Theatre whose time is charged to Lessee as previously stated unless otherwise agreed upon by Rosendale Theatre and Lessee.
- F) The use of water, confetti, glitter, oils and smoke are prohibited.

I, the undersigned, have read, understand, and fully agree to all of the above listed conditions for the stated use of the facilities at the Rosendale Theatre.

LESSEE	LESSOR
<i>Lessee Name (please print)</i>	<i>Lessor / Rosendale Theatre (please print)</i>
<i>Lessee Signature</i>	<i>Lessor / Rosendale Theatre Signature</i>
<i>Date</i>	<i>Title</i>
<i>Phone</i>	<i>Date</i>
<i>Mailing Address</i>	

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