

PITTSFIELD COMMUNITY THEATRE

Theatre Rental Agreement

Dates of Rental: _____
Rental time: _____ to _____
Organization: _____
Performance Title: _____
Brief description of performance: _____

Name of person making all decisions on site: _____
Address: _____
City _____ State _____ Zip _____
Work: _____ Cell phone: _____ Fax _____

Number of performances: _____ Performance Times: _____
Dressing rooms? Yes _____ No _____
Rehearsal Fees: _____
Technical/Non-technical rehearsal (circle one)
Performance Rental Fee: _____
Damage Deposit: _____ (Refundable - 10 to 14 working days after function)
Additional Fees: _____ Technical Staff
_____ Load In/Out staff
_____ Audiovisual Equipment
_____ Deputy Fees
Total Due: _____ Total paid today: _____

Schedule for technical staff: Date/time: _____ Date/time: _____
Additional set up required? _____ Fee: _____

Renter has inspected the premises and accepts the use of the premises as is. Renter agrees to indemnify and hold harmless Pittsfield Community Theater and the Town of Pittsfield from any claims of any kind, including but not limited to; attorney's fees arising from the use or occupation of the premises by renter, renter's guests, invitee, agents, employees, or any independent contractors working for the benefit of renter. Renter further agrees to comply with all applicable ordinances and laws.

The renter shall find the premises to be clean and in safe condition and hereby agrees to leave said premises and surrounding areas adjacent to the Pittsfield Community Theater in a clean and safe condition. Failure by the renter to adhere to this provision, will subject renter to forfeiture of damage deposit. The renter also agrees to abide by all rules and regulations that are attached and made a part of this contract. The renter is responsible for damage or breakage to any portion of the Pittsfield Community Theater and its property.

The rental procedures, cancellation policy, front of house, backstage rules and merchandising rules, which are enclosed herewith, are incorporated into this contract and by signing this contract renter is agreeing to all of those procedures and rules. In the event that the lessor learns that renter intends to violate said procedures and rules or will otherwise be in violation of the procedures and rules, it reserves the right to cancel this contract and return all rent to the renter without further liability.

*****Final payment must be made prior to the event.***

***** Patrons must be at least 21 years of age to sign rental contract***

*****No performance/use will take place without adult supervision.***

*****Person who signs this contract must be present for function unless approved by Management Staff.***

*****Performances containing inappropriate material may be stopped at any time. Nudity, vulgarity or excessive noise is not allowed in the theater.***

Please initial the following:

I have read and understand the Rental Policies.

I have read and understand the Cancellation Policy.

I have read and understand the Alcohol Policy.

I will only release information regarding performance dates after I have received confirmation from the Community Centers.

Signature of Renter: _____ Date: _____

Signature of PCT Representative: _____ Date: _____

PCT retains the right to stop any performance of excessive noise or disruptive or rude behavior occurs.

Make checks payable to: Pittsfield Community Theater

Rehearsal Dates:

Entry/End Time:

Technical Rehearsal Needs/Dates: _____ Fees: _____

Any specific technical needs: _____

Total additional fees to be added to the balance due: _____ init. _____