

Pittsfield Community Theatre
RENTAL POLICIES

Clean Up and Damage Initial _____

A separate deposit may be required for each separate rental agreement. The return of the deposit is subject to two conditions: (1) inspection and assessment of condition of the facility by the PCT upon move out and (2) payment of any balances due. Damage deposit will be refunded four (4) weeks after event if there is no damage. A portion of the damage deposit will be retained if additional cleaning of the facility is required. **NO confetti, hay, birdseed, rice, and any items of that nature can be used in the theatre or lobby. If these items are used a \$200 fee will be assessed.**

All renters are expected to leave the rented space in the same condition as it was upon being rented. If the space is not left in the same condition as rented, a fee at the discretion of the PCT will be deducted from the damage deposit. Fees incurred by the PCT in excess of the damage deposit to bring the space back to its original condition will be invoiced to the renter.

Props must be removed immediately after the final performance or upon agreed load-out date. The PCT is not responsible for storing props, or for damages to props left behind. Theatre setup and breakdown must be completed on the day and time specified in the contract. Failure to comply will result in a storage fee of \$200 per day.

The PCT reserves the right to increase deposits at any time based on the specific nature of a given renter's proposed activity or based on previous experience with a given client.

Confirmation of Booking for All Venues Initial _____

Rental dates requested are tentatively scheduled ***and held for a period of 72 hours*** pending receipt of the required deposit. Reservations will be cancelled if the deposit is not received within 72 hours of making the reservation.

Any renter that has an outstanding balance will not be granted a confirmed booking until the balance due is paid. Subsequent bookings are subject to cancellation for outstanding balances. The renter may not gain access to the facilities until all required payments, documents, and a signed rental contract including all required attachments such as the rental policies has been received by the PCT.

Outstanding Balances Initial _____

New contracts cannot be issued unless all outstanding invoices are paid in full. If any fees due from this contract, or any other contracts between the renter named on this contract and the PCT are outstanding on the date of this contract rental, this contract will be null and void and renter will forfeit any deposits.

Payment Due Initial

Payment shall be due for the total amount of the rental contract the day prior to load-in. Fees incurred during the rental period that have not been pre-paid will be invoiced immediately following the load-out and are due within ten days of invoicing. Renters that have unpaid balances will not be allowed to hold a scheduled event, will not be allowed to schedule future activities and are subject to having previously booked reservations cancelled.

Checks returned for insufficient funds can only be replaced with certified cashier's check or cash, and are subject to additional NSF fees.

Pittsfield Community Theatre Initial

In leasing the Pittsfield Community Theatre, renters have access to the theatre, dressing rooms, lobby, and box office.

The PCT retains the right to rent the theatre during other unscheduled hours. Renters must be specific with hours needed for the rental.

"Sharing" of the theatre with another group is not permitted, even under the allotted time scheduled. A separate contract must be made for each group renting the theatre. A scheduled attachment is included with this contract defining the hours of use by the renter.

Box Office Initial The Box Office is provided at no additional charge on the date of the scheduled event. Fee for additional use of the box office is negotiable.

Liability Insurance Initial

Renter shall procure and maintain general liability insurance against any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the Pittsfield Community Theatre facilities in the amount of \$1,000,000 (one million dollars) per occurrence.

Such insurance shall name The Town of Pittsfield and The Pittsfield Community Theatre as additional insured prior to the rental date of the facility. Renter must provide certificate of such insurance to the theatre manager, which shall be endorsed to provide thirty (30) days notice to the Pittsfield Community Theatre of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the Pittsfield Community Theatre may deny access to the facility.

Theatre Policies Initial

Renter agrees to follow the Policies of the Pittsfield Community Theatre as stipulated in the Theatre's Policies document. See policies at <https://pittsfieldtheatrec.wixsite.com/mysite/policies>

House Technicians Initial

A minimum of one (1) PCT house technician to manage light and sound is required for all theatre rentals; more may be required depending upon the complexity of the event, which will be determined by the Theatre Manager. For example, if you need a Stage Manager to call your show, add a technician. **The final decision regarding the number of technicians required will be made by the Theatre Manager.**

Clients will contact the Theatre Manager at pittsfieldtheatre@myfairpoint.net or 207-487-5461 to schedule technicians and discuss rental needs.

Alcohol Policy Initial

NO ALCOHOL of any type is permitted at any time. Violation will result in immediate cancellation of this contract and forfeiture of any and all fees paid.

Signage Initial

NO SIGNS can be displayed unless approved by the PCT management.

Disclaimer

The Pittsfield Community Theatre and the Town of Pittsfield are not responsible for the content of any performances.

Client Signature

Date

Client's Name (please print)

Event Name

Event Date