

Endicott Performing Arts Center

102 Washington Ave. Endicott, NY 13760

Schedule of charges:

Weekly Rate - Theater rental (3 to 7 days) **\$3,500**

Daily Rate –Theater rental (up to 2 days) **\$1,250**

(Daytime Schedule must not conflict with EPAC Events)

Additional Expenses: Daily Rate (based on standard four-hour event)

- **Sound equipment** (requires EPAC Tech. supervisor)**\$250**

(Includes mixer, amplifiers, monitors, up to 6 wired microphones and stands)

(Wireless Microphones incur an extra charge of \$45 each, + \$5 per day for batteries for each wireless microphone.)

Sound Board Operator: \$25/hr. standard 4-hour show..... **\$100**

- **Lighting Equipment** (requires EPAC Tech. supervisor)**\$250**

(Includes Full Stage Lighting Rig with board operator.) (Does **NOT** include follow spotlights and projections)

– **Follow Spot and Projector** (requires EPAC Tech. supervisor)**\$100 ea.**

Follow Spot and Projector Operator..... **\$50 ea.**

House Manager (required per each day of rental) **\$100**

EPAC Box Office Manager (per performance) **\$100**

Ticket Sales Percentage to House: 10% total ticket sales (online and box office)

Important!

A Booking Deposit of ½ the FULL Rental Price is required at the time of application.

This deposit will be refunded upon cancellation up to 30 days in advance of the event date.

Balance of Rental is DUE at the time of Event!

Dress Rehearsal Rates..... **\$250**

Dress Rehearsals can last longer than performances and sometimes require lighting and sound.

There is an extra charge of \$125 for a Tech. rehearsal with lighting and sound personnel.

Programs scheduled during normal public hours of EPAC (9:00 AM to 5:00 PM)

do NOT require a house manager to close and secure the theater.

An afterhours fee of \$25/hour for house manager will be charged.

Standard Events are based on typical 4-hour schedules.

If you have any questions about the contract or rental rates, please contact 607-785-8903.

Thank you for choosing to use the Endicott Performing Arts Center for your special event!

EPAC use only

Approved by: _____ Title: _____

Date: _____

Endicott Performing Arts Center

Group Rental and Confirmation

Group Name: _____ **Fax:** _____
Group Leader: _____ **Phone:** _____
Address: _____ **Email:** _____
City/State/Zip: _____
Event Name: _____

Agreed upon rental: Notes: _____

Theater: _____

Lighting: _____

Sound: _____

Other: _____

Total agreed rental: \$ _____

Payments:

Total Program Cost: \$ _____ Deposit received: \$ _____ Check Cash

Date received: _____ (Payable to "Endicott Performing Arts Center.")

Received by: _____ (EPAC Representative)

Balance Due: \$ _____ Due by date _____

STAGE & HOUSE NEEDS

House Requirements

box office space dressing rooms EPAC Box Office Services available at an extra charge

Other: _____

Equipment Requirements

Theater Lighting:

EPAC Technician/Crew Your Technician/Crew Spots needed

Sound:

EPAC Technician/Crew Your Technician/Crew

Number & Type of Microphones needed:

Additional Equipment needed:

other needs: _____

(Signature of Renter)

(Signature of EPAC Rep.)

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Endicott, NY 13760

RULES AND REGULATIONS OF THE THEATER:

- ◆ All tickets sales must be taken in or near the Box Office area in the lobby. We will provide a table if needed, but it must be staffed by your organization.
- ◆ Smoking is prohibited anywhere inside The Endicott Performing Arts Center.
- ◆ No alcoholic beverages or illegal drugs are to be consumed in or brought into the theater.
- ◆ **No food** is allowed in the theater seating area, except for a catered rental event. Cleanup after each rehearsal is mandatory. Garbage removal is not provided.
- ◆ Concessions will be operated by EPAC for the benefit of EPAC, unless otherwise indicated.
- ◆ Due to the historic value of the theater, **no physical changes can be made** to the building, stage, floor, or walls. Please do *not* use tape on the stage or walls for posters.
- ◆ All signage must be approved before placement at the theater. An easel will be provided (at your request) inside the front entrance for such signs.
- ◆ The EPAC staff theater technicians are the only persons authorized to use the audiovisual and lighting equipment in the Theater. If you are providing your own technicians, they must be qualified and approved by EPAC **before** installing or operating any equipment in the theater.
- ◆ Any lighting placement or equipment modifications must be approved by the authorized theater technician on duty **before** placement or modification.

IF YOU ARE NOT SURE OF SOMETHING, PLEASE CHECK WITH THE THEATER TECHNICIAN OR THE THEATER MANAGER BEFORE DOING IT.

I have read the above and agree that our group will comply with the above rules.

HOLD HARMLESS AGREEMENT:

The applicant, individual, and/or organization agrees to be responsible for all damages resulting from mental and physical bodily injury, including death at any time resulting therefrom, and/or for all damages arising out of, injury to, or destruction of property due to his/her/its activities or the activities of his/her/its agents, employees, partners, participants and guests arising out of or resulting from any act or omission in connection with the use or operation of any programs, events, or activity of the applicant, individual, and/or organization on Endicott Performing Arts Center premises; to provide an insurance certificate naming The Endicott Performing Arts Center, Inc as an additional insured representing a policy providing limits of (a) a minimum of \$1,000,000 each occurrence - \$2,000,000 aggregate bodily injury liability; \$100,000.00 each occurrence \$250,000.00 aggregate free property damage liability or (b) \$500,000.00 single limit of liability; and does hereby expressly agree to indemnify and save harmless The Endicott Performing Arts Center, Inc from all claims, suits, actions, judgments, damages, attorney fees, including the costs of a legal defense, and costs of every name and description to the extent not covered by, the applicant's, individual's, or organization's insurance, if any, arising out of or resulting from any act or omission in connection with such use, operations, or activities; it being understood that this is an undertaking of indemnity only and is not to be construed as an undertaking or obligation to pay claims for which there would not otherwise be a remedy in law.

This Agreement shall continue in effect From _____ (Load in or date of event)

To: _____ (Load out or end date of event)

Name of Group: _____

Name of Group Representative & Title: _____

Signature of Group Representative: _____ Date: _____