

**Endicott Performing Arts Center
102 Washington Avenue
Endicott, NY 13760**

Schedule of charges

Weekly Rate - Theater rental (7 days)\$3,500
Daily Rate - Theater rental\$1,250

(Daytime Schedule must not conflict with EPAC Events)

Daily Rate - 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 \$25 each, + 4.05 per day for batteries for each wireless microphone.)

Daily Rate - Theater Lighting Equipment (requires EPAC Tech. Supervisor).....\$250
(Does **NOT** include follow spot light or projector)

Daily Rate – Follow Spot and Projector (requires EPAC Tech. Supervisor).....\$100

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

EPAC Box Office Management (per performance).....\$100

Ticket Sales Percentage to House: 5% total ticket sales (on-line and box office)

Important!

A Booking Deposit of $\frac{1}{2}$ the FULL Rental price is required at the time of application. This deposit will be refunded upon cancelation of the event up to 30 days in advance of the event date.

Balance of rental is DUE at time of Event!

Rehearsals are considered performances since many times they actually last longer than the actual performance and normally require full lighting, sound, and house manager services. There is an extra charge of \$250 for a full dress rehearsal the same day as the performance.

Programs scheduled before or after normal public hours of EPAC (9:00 AM to 5:00 PM) require a Tech specialist and/or house manager to close and secure the theater. An after-hours fee of \$25/hour per specialist/manager will be charged.

**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

STAGE & HOUSE NEEDS

Stage 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 needs

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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 _____

(Signature of Renter) (Signature of EPAC Rep.)

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: _____

EPAC use only

Approved by: _____ Title: _____

Date: _____

RULES AND REGULATIONS OF THE THEATER

- ◆ If your event involves ticket sales, all tickets must be taken in or near the ticket area in the concession 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, with the exception of a catered reception or other catered rental event. Cleanup after each rehearsal is mandatory. Garbage cans and bags will be provided.
- ◆ Concessions will be operated by the EPAC staff for the benefit of EPAC.
- ◆ Due to the historic value of the theater, **no physical changes can be made** to the building, offices, stage, floor or walls. Please do *not* use tape on the walls for posters or other advertising.
- ◆ 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 Lyric Theater. If you are providing your own technicians, they must be qualified and approved by our technicians **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.

Name of Group: _____

Name of Group Representative & Title: _____

Signature of Group Representative: _____ Date: _____