

Wieting Theatre Rental Contract

(Revised January 1, 2014)

The Wieting Theatre is a facility operated by the Wieting Theatre Guild located at
101 South Church Street
Toledo, Iowa 52342

Booking Manager: Mary Fasse-Shaw **Phone:** (641) 751-5251

E-Mail: thespian@iowatelecom.net

Renter: _____ Contact: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Alt. Phone: _____ E-Mail: _____

Purpose of Rental: _____

Rental Dates / Times: _____

Anticipated Attendance: _____ Needs: _____

Group Type (Check One)

Commercial
 Non-Profit
 Commercial (Supporter)

Summary of Estimated Charges				
Description	Unit	No. Units	Commercial	Non-Profit
Performance Rental Fee	Performance	0	\$200	\$150
Rehearsal Rental Fee	Rehearsal	0	\$50	\$20
Meeting Rental Fee	Meeting	0	\$200	\$100
Number of Movies Displaced	# Movies	0	\$150	\$75
Guild Supervisor / Workers	Person-Hours	0	\$10	\$10
Projection Booth Technician	Hours	0	\$15	\$15
2D Private Showing*	Tickets (Min. of 50)	0	\$3	\$3
3D Private Showing*	Tickets (Min. of 50)	0	\$4	\$4
Subtotals			\$0	\$0
Total Estimated Fee			\$0	

Check this box if you will permit the Wieting to sell concessions and retain profits from the sale during this event.

*Additional conditions apply to "Private Showings". Refer to the next page for details.

In all cases, and in addition to these fees, the Wieting will collect a \$250 refundable damage deposit.

Special Needs or Arrangements (50/50 split, fees waived, etc.): _____

Please write two checks payable to the Wieting Theatre Guild, one for Deposit and another for Rental Fees.

***Wieting Theatre “Private Showing” Conditions**

A “private showing” of a 2D or 3D feature may be booked only if the following conditions are met.

1. The renter/guest purchases a minimum of 50 (fifty) paid admissions (\$150.00 for 2D or \$200.00 for 3D). If more than 50 individuals are in attendance they will be charged an additional \$3.00 or \$4.00 depending on the movie, 2D or 3D.
2. The Wieting concessions booth will be open with all proceeds from concessions sales retained by the theatre.
3. The renter/guest will be charged \$10/hour for EACH manager (a responsible Guild member with a key) and EACH worker (includes box office staff, ushers, stage hands and similar roles) to be on duty. This fee may be waived if a Guild member/manager or worker wishes to donate their time.
4. The renter/guest will be charged \$15/hour for a projection booth technician (approved projectionist) to be on duty. This fee may be waived if an approved projectionist wishes to donate their time.
5. The renter/guest will provide adult monitors to supervise and assist the guests during the show, and will arrange for at least two trained volunteers to staff the concessions booth. The adults filling these roles will be responsible for routine cleaning of the theatre immediately following the show.
6. The private showing may not displace any portion of the Wieting’s regularly scheduled public showings or events.
7. The feature to be shown must be provided in DCP (Digital Cinema Package) form with a valid KDM (Key Delivery Message) not less than 36 hours before the intended private showing. A DVD or Blu-ray disc may be acceptable if approved in advance with the Guild and projectionist.
8. If the private feature is NOT on the regular public schedule, then the renter/guest will be responsible for the full cost of obtaining the content AND a valid license for public performance of the content (usually \$200 or more per showing).
9. All private showings are subject to prior approval by the Guild. Content deemed not appropriate for public showings will not be approved for private showings.

Rules and Reminders

- Non-profit groups must provide a **valid tax exemption number** before this contract is signed.
- **Local, commercial groups** which actively support the Wieting Theatre may be granted a 20% discount on all fees at the discretion of the Guild.
- The Wieting Theatre is a **no smoking** facility. No smoking is allowed on the premises, neither inside the building nor around the exterior of the building and grounds.
- The **damage deposit** is collected to assure that the facility is left in the same condition as when possession was taken. If within the sole judgment of the Guild, the facility was not left in the condition it was in prior to use, or if additional cleaning, repairs, or other damage has occurred, the rental deposit may be retained in full or in part, with or without notice to the renter. This paragraph in no way limits the responsibility of the renter for any damages to the facility. Cleanup costs shall be billed at the rate of \$20 per hour per person, and shall be deducted from the deposit. If cost of cleanup exceeds the deposit the renter will be billed for the excess.
- Per hour **fees are charged from the time the renter enters** the theatre until the time all their personnel leave the theatre. Rehearsal/set-up time includes all set-up and clean-up time.
- The renter will provide adequate **supervision** during rehearsals and performances. No loitering is permitted in or around the building. Person in charge of production must be present and supervising at all set-up, rehearsals and performances.
- The renter agrees to **comply with all applicable local, state and federal laws**.
- Renter agrees to **submit any and all set designs**, measurements, and construction plans and drawings for review by the Guild at least 14 days prior to the start of construction.
- As the floor to the Wieting stage is hardwood, care needs to be taken **when constructing a set, painting, or using power tools**. Common sense must be used in order to not mar the floor. Whenever possible, construct off stage, on the wings or outside in the walkway between the Wieting and the community building. Use a tarp or similar floor protection when painting. When using flats, do not screw the jacks or braces to the floor. Sandbags or seals should be used. Make sure that the flats, if used, on both sides of the stage down stage are hinged and moveable so that Guild members can move on and off the sound equipment and the movie screen can be flown up or down.
- **Concessions** will be operated by the Guild and no outside food or drink may be sold or consumed in the theatre without advance consent from the Guild. Renters may be permitted to serve 'homemade' items (cookies, etc.) and beverages during intermission where appropriate and agreed to in advance.
- Renter shall not allow any tampering or adjustments to **sound, lighting** or monitoring equipment. Only a technician authorized by the Guild will be allowed access to the projection/sound booth or storage areas. For a high school or community theatre production, the director/technical director and the student technicians/adult technicians will be informed of the sound and lighting equipment to be used and how to properly use these systems.
- Please bring any **advertisements or promotional materials** to the theatre for display at least two weeks before your event. It is your responsibility to send a press release to local newspapers.
- Theatre **capacity** is 300 with roughly 290 unobstructed seats plus limited spaces for wheelchairs. Several of the main floor seats are removable and may accommodate up to 10 additional wheelchair spaces. Everyone must have a seat and all aisles must remain clear of persons and obstructions at all times.

Renter: _____ Date: _____

Guild Representative: _____ Date: _____

