

NEW ENGLAND YOUTH THEATER FACILITIES RENTAL AGREEMENT

Name of Individual or Organization:

Contact Person: _____

Contact Phone: _____

Address: _____

Contact Email: _____

Event Name: _____

Date(s) _____

Rooms to be used: _____

Special Circumstances (e.g., liquor license): _____

An estimate for rental and staff charges will be issued separately. Final statement will reflect staff hours actually worked. A non-refundable deposit of one-half the rental fee, exclusive of staff charges, is required in order to confirm the rental. A certificate of property and liability insurance shall be provided to NEYT prior to any facilities rental.

I, on behalf of _____ (“renter”), have read NEYT’s Rental Guidelines. I fully understand and agree that the renter will abide by the provisions of the Rental Guidelines. I further understand that the renter will indemnify, hold harmless and defend the New England Youth Theater and pay all fees and charges immediately as they come due. I represent and warrant that I have full authority to enter into this agreement on behalf of the renter.

Signature of Renter(s)/Renter Representative, Date

Print Renter(s)/Renter Representative Name & Title

Signature of NEYT Rental Manager, Date

Please contact the New England Youth Theatre Technical Directors with any information concerning the schedule and technical needs of your event:

Gerald Stockman, Assoc. Technical Director, jerrys@neyt.org, (802) 380-5505

NEYT RENTAL INFORMATION AND GUIDELINES

CLASSROOMS/MEETING ROOMS

Our three classrooms are available at the following hourly rates:

Small Classroom \$10/hour

Medium Classroom \$12.50/hour

Large Classroom \$15/hour

The Large Classroom is equipped as a dance studio, with a vinyl dance floor permanently installed over a sprung wooden floor. One wall of the classroom is mirrored.

STAGE, GREEN ROOM & LOBBY (together as a package)

For meetings and conferences: \$30/hour, \$400/day (7am-3pm)

Day and performance rentals include use of theater equipment, with restrictions.*

See below, under All Users.

For performances:

Monday, Tuesday \$200/Performance

Wednesday, Thursday, Sunday \$225/Performance

Friday, Saturday \$250/Performance

Four hours of rehearsal/setup time are included with each performance.

Additional rental time billed at \$30/hour.

It is assumed that the renter will provide box office staff, house manager, ushers and technical staff appropriate for the scale of the performance. If NEYT provides any or all of these individuals, the user will be billed for their time at the estimated rate.

TOTAL BUILDING RENTAL

Weekdays

Single day, 9 am to 5 pm, Monday -Friday: \$600. No staff fees for NEYT Building Representative are incurred during normal working hours on weekdays.

Evenings and Weekends

Staff fees will be charged on evenings and weekends.

TOTAL BUILDING RENTAL PLUS PERFORMANCE

If a performance is planned as part of total building rental, add \$150 to cost.

STAFF

It is required that NEYT staff be present during the rental period. Unless there is a need for active staff participation there will be no additional charge for staff during normal business hours, Monday-Friday, 9am-5pm. Otherwise \$17.50 per hour will be charged for any participating staff member.

The user will be charged \$17.50/hour for an NEYT representative when using the theater after 5:00 pm or at any time on weekends.

Technical Directors, House Managers, Box Office Managers, Ushers, and Stagehands may be available at an additional charge should the user require but not furnish these personnel.

ALL USERS

NEYT theater equipment (lighting, sound & projection) may be operated by renters only if trained and/or approved by NEYT. Otherwise, NEYT will provide technical personnel at an agreed upon rate.

DEPOSIT AND CONTRACT

A deposit is required to confirm rental—fifty percent of base rental fee, exclusive of staff charges, due at time of signed contract with the balance due no later than the day of the event.

CLEANUP

It is the responsibility of the renter to restore the theater to the way it was found before the event. The NEYT building representative assigned to your event will help facilitate cleanup. Because of the difficulty in accessing the area under the audience seating in the theater, only water may be brought into the auditorium—**NO FOOD OR SWEETENED BEVERAGES.**

INSURANCE

Renters are responsible for their own liability & property insurance during the rental period. A written copy of the user's policy is required. NEYT accepts no liability for accidents, property loss or other events that are beyond their control during the rental period. The renter shall also have the New England Youth Theatre named as "additional insured" in their policy.

STUDENT EMPLOYMENT

Trained and mentored NEYT students may be available as personnel (technical, box office, ushers, concessions) for nonprofit weekend and evening events at \$12.50 per hour.

CONCESSIONS

Kitchen and concession counter are available for renters to sell refreshments during events. NEYT reserves the right to provide & sell concessions at events if the renter does not.

PUBLICITY

Presenter is responsible for his/her own publicity, including posters, flyers, press releases, mailings, etc. Text on all promotional materials must be cleared with NEYT no later than three weeks prior to the event. Email text to michelle@neyt.org. NEYT must receive three posters/flyers at least two weeks before opening. Posters will be displayed in our lobby, NEYT will provide an event notice on our web site and the event will be listed on our marquee. Any advertising or other communications publicizing your event must not imply any endorsement or sponsorship by NEYT.

NON-DISCRIMINATION

The New England Youth Theatre does not discriminate on the basis of race, color, religion, creed, national origin, ancestry, disability, gender, sexual orientation, or age. Use of NEYT's facilities by any individual, group or organization that espouses views in contradiction with this non-discrimination policy is prohibited.

NON-PROFIT 501(c)3 USERS

Performance rental fees are reduced by 10% for non-profit users. This discount applies to rental fees only, not to labor.