

ROYAL FAMILY PERFORMING ARTS SPACE RENTAL FACT SHEET

1. A rental is considered a lock-out for rental duration if Renter plans to:
 - Erect a set
 - Program lighting cues
 - Hang/Re-Focus any instruments on the Royal Family grid
 - Leave any production items on the premises between rental days/hours

2. If Renter is planning to erect a set, program lighting cues, utilize the house sound system, hang/refocus any instruments on the grid, or load-in any technical equipment, they must provide the name and contact information of their Technical Director/Supervisor to discuss the technical scope of the production with a Royal Family representative.

3. All production items and equipment being brought into the space must be approved by Royal Family.

4. Set plans, lighting plot, and sound plot must be approved by Royal Family and stage condition and grid/electrics must be returned to pre-existing plot at completion of rental.

5. Renter must provide adequate and properly trained technical staff to load-in, build, run, and load-out their production. Royal Family can provide a list of technical theatre artists who have worked in the space previously.

6. Renter may not move cabling on grid. Units/channeling/dimmers must be restored to pre-rental state at close of rental duration.

7. Total electricity pull must adhere to the 80 AMP limit coming into the theatre.

8. Renter must request and adhere to specified time-frames for load-in and load-out (limited to 1 hour each for entrance and exit of production items into and out of the building).

9. For Commercial Entities, regular season lock-out rates start at \$4000/week (maximum 40 hours/week) or \$800/day (maximum 8 hours/day). For more hours per time period, please add an additional hourly rate of \$100/hr.

10. For Commercial Entities, regular season non-lock-out rates start at \$85/hr (rehearsal only) and \$100/hr (tech/performance/house open).

11. For Non-Profit Companies, regular season lock-out rates start at \$3500/week (maximum 40 hours/week) or \$700/day (maximum 8 hours/day). For more hours per time period, please add an additional hourly rate of \$85/hr.

12. For Non-Profit Companies, regular season non-lock-out rates start at \$65/hr (rehearsal only) and \$80/hr (tech/performance/house open).

13. Front of house must be run in accordance with Royal Family's policies.

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14. Renter must provide a Certificate of Insurance and proof of General Liability Insurance to cover their staff, volunteers, and audience for duration of rental. If Renter does not carry their own General Liability, they can inquire purchasing coverage under Royal Family's liability insurance.

15. Royal Family does not market, promote, or otherwise advertise Renter's productions.

16. House capacity is 89 seats. Theatre may not exceed 100 persons (including staff, performers, volunteers, and audience members).

17. Signage is not permitted to be left outside building during non-performance days/hours. Renter may provide one 24"x36" sign to be displayed at building entrance in accordance with Royal Family's signage policy.

18. Royal Family permits up to 2 site visits before rental period begins. After 2 visits, Renter must pay \$30 for each additional visit.

19. When contacting Royal Family regarding rentals, for the most prompt response please include as much of the following information as possible:

Your name

The name of the production

Names of any significant people/organizations involved: director, playwright, producing organization, producer, etc.

How much time you'd like to rent (dates or date range, hours)

Please indicate if your company is non-profit or commercial

Scope of production and technical requirements/plans

20. Access to the theater, green room, and the single stall 3rd floor bathroom, are included in theatre rental along with the rep lighting plot, basic sound package, and select soft goods/theatre drapery. Access to any other areas in the building is not included in your rental and Royal Family does not provide staffing for your production needs or front of house.

21. Royal Family requires a 10% security deposit for every rental, to be refunded in full or in part upon final walkthrough/end of rental based upon gross negligence or damages incurred by Renter.

22. Rentals must be paid for by check or money order. Royal Family cannot accept payment via credit cards.