

The Augusta Arts Council Building Usage Fee

The Augusta Historic Theatre ~ 523 State Street ~ Augusta, KS 67010 ~ (316) 775-2900

Rules and Regulations concerning the usage of the **Augusta Historic Theatre**

The Augusta Arts Council (AAC) encourages the public to use the Theatre as a site for meetings, performances, recitals, workshops, and other activities compatible with the facility. These regulations have been adopted, so that all parties will be aware of the fees and all other matters involved in the usage of the Theatre.

All contact regarding the usage of the Theatre must be through the Augusta Arts Council administrative staff. All requests for usage of the Theatre must be made in writing at least four (4) weeks prior to the event to allow for a review and a decision to be made of the request by the Augusta Arts Council Board.

Rental Fees

The fee of \$_____ for up to _____ () hours use per day, there will be an additional charge for each hour over. A reservation/deposit fee equal to half the rental fee must be paid at time of reservation by separate check. This deposit will apply to the cleaning/damage deposit.

Renting the theatre to show a movie comes with additional fees and legal obligations. Please provide, in writing, your proposed requirements to the AAC board for approval. Fees will be discussed before approved.

Rehearsal Time, Stage Set/Strike

Over and above the basic rental fee for an event, there will be an additional charge of \$25.00/hour to rehearse, set stage and/or strike. Please note: AAC staff or a Board Member must be present at all times.

Payment of Fees

All fees must be paid in full two weeks prior to event; unless previously approved arrangements have been made with the AAC.

Damages

Any damage to the facility or equipment during an event or rehearsal will be assessed against the renting party. This also applies to the adequate clean-up of the facility. No one shall attempt to nail, bolt, tape, or attach anything to the walls, floors, or ceilings or other parts of the Theatre without advance, written permission from the AAC.

Projection Booth, Sound, & Lighting Equipment

Should the renting party require the use of the projection booth, notice must be given at the time of the request for the usage. Renter will be charged for the authorized personnel of the AAC to operate the projectors or other equipment in the projection booth. No one shall occupy the booth without authorized personnel present. If the renting party requires sound, lighting, and/or other equipment, this must also be noted at time rental agreement is signed. Equipment costs are determined by hours used and wage of approved operator.

Prior written approval must be obtained from the AAC Board to bring in additional equipment or equipment outside the items made available by the AAC. **If the renting party would like to show a movie, during the rental event, additional fees will apply for booking the movie and are the responsibility of the renting party.**

Additional Rental Fees

See Attached Rental Rates

Personnel

The renting party will notify the AAC if personnel will be needed to help staff their event at time of signed rental agreement. Staff use will be charged to renting party as noted above. If the renting party would like the AAC to provide clean up after said event, an additional clean-up fee of \$250.00 will be charged. Additional clean-up fees may be assessed, dependent on event. These fees will be noted when rental agreement is signed.

Concessions

The AAC reserves the exclusive right to sell concessions during the use of the Theatre. Any refreshments offered by the renting party must be approved, at time rental agreement is signed. NO alcoholic beverages are allowed to be distributed, and/or sold on the premises by the renting party.

Publicity

Event publicity is the responsibility of the renting party. If approved, in writing by the AAC Board, there is the potential to advertise on the Theatre's Facebook page, twitter, marquee, and highway sign. There is also the potential to hang flyers at the Theatre. Publicity approval through AAC and Theatre venues MUST be approved by the AAC Board.

Building Codes

The renting party must abide by the federal, state, county, and city building codes which apply to the Augusta Historic Theatre. This includes keeping exits clear, access to wheel chair seating clear, and NO SMOKING (this includes electronic smoking devices). NO ONE is allowed in the Theatre basement. Additional fees may be levied against the renting party for non-adherence.

Revised 2021

Augusta Arts Council and Historic Theatre Usage Agreement

Name of responsible individual(s): _____

Street Address: _____ City: _____ State: _____ Zip: _____

Phone number: _____ Message Number: _____

Description of activities to be held in Theatre:

Estimated Attendance: _____ Date of usage for your event: _____

Date & times of rehearsal if needed: _____

Starting and ending time of event (time provided to guests) _____ am/pm to _____ am/pm

Time needed for Theatre to be open on day of event for set up: _____

Estimate time Theatre will need to be open after the event: _____

Equipment Needs for Arts Council to Supply (please check all that apply): Tables (# _____) Digital Projector
 Sound Technician Spotlight Stage Lights

Additional information/equipment: _____

Additional charges for equipment may be assessed

Food and Beverages to be served during event:

Will you need the theatre to sell concessions during the event? Yes No

For Theatre Personnel Use

Usage	Fees	Total
Theatre Usage Fee	\$	
Deposit	\$	
Projectionist Fee	\$50.00	
Sound Technician Fee	\$50.00	
Light Technician/Spot Light	\$50.00	
Additional Staff	\$50.00 per 2	
Theatre Staff Clean Up	\$250.00	
Rehearsal Time	\$25.00/hour	
Additional Fees		

Total amount due to Augusta Arts Council, Inc.: \$ _____

Deposit Information: Date Paid: _____	Check/Cash/CC(circle one)	Amount Paid: _____
Balance Due: \$ _____		

The above fees are due to Augusta Arts Council, Inc. at least two weeks prior to event, unless previous arrangements have been approved by the AAC Board, in writing. The deposit is required upon signing of contract to use Theatre for aforementioned event. A 10% penalty of total fees PLUS deposit fee will be non-refundable if notice of event cancellation is provided within 7 days of the event date.

I/We understand and agree to the rules and rates governing the rental of the Augusta Historic Theatre. I/We will be held responsible for any damages caused during the usage of the Theatre for the aforementioned event.

Printed Name(s): _____

Signature(s): _____

Date: _____

Signature of authorizing party of the Augusta Historic Theatre & Arts Council:

_____ Date: _____