

TO: Prospective Perot Theatre Lessees

FROM: Director of Perot Theatre

Thank you for your interest in renting the Perot Theatre for your event.

Please read over the enclosed rental information so that you understand it fully; then complete the application enclosed and return it to the Perot Theatre. If the date you have requested is open and your application has been approved, you will be contacted by our office to make further arrangements. You should hear from the Perot staff within two to three weeks after the completed application is received.

IMPORTANT
APPLICATION TIMETABLE AND PROCEDURE

1. You request and receive this rental application.
2. Read information, complete rental application, and mail. (Must be received at least six weeks in advance of presentation. Completed application form and \$500 Security Deposit are required to hold a date)
3. Staff will contact you, prepare contracts, and mail.
4. Sign all contracts and return with proof of all royalties, licenses, and other applicable fees. (All due at least four weeks before occupancy.)
5. Copies of signed contracts returned to you. You may not advertise the use of the Perot Theatre before this point in time. **FAILURE TO OBSERVE THIS RESTRICTION COULD RESULT IN REFUSAL OF THE FACILITY TO YOUR GROUP.**
6. Estimated rent and labor fees due two weeks before occupancy.

APPLICATION PACKET

TO: Perot Theatre Lease Applicant

Some important points in the schedule and contract are:

- distinction between rates for local not-for-profit (IRS letter required) presenting locally produced performance and all other rentals
- Technical Director provided as part of the fee
- requirements for advanced consultations with Technical Director
- performance rates start with minimum six-hour time block; rehearsal, set-up rates are hourly
- distinction between worklight rehearsals and any rehearsal requiring use of sound or lighting system
- requirements that all house and technical personnel must be approved by Perot Theatre management
- penalty for time not pre-arranged
- due to the risk of damage to the theater, personal injury, and extra cleaning, number of people in the auditorium for rehearsals is limited to ten (10).
{Performance not-for-profit rate will apply to rehearsals with invited guests; check with your insurance agent about your added liability risk.}
- if you expect an audience less than 600, seating is limited to the main floor
- all accounting for ticket sales is handled through the Perot Theatre Box Office and use of the Perot Theatre Box Office personnel and ticketing system is mandatory.
- timetable for application, security deposit, contracts, insurance binder, estimated fees, must be strictly adhered to.

IMPORTANT NOTES AND REQUIREMENTS REGARDING PEROT THEATRE RENTAL

1. Rental rates for the theater include only the use of the building itself for the allotted time. Additional rates, for piano rental, hiring of stage hands, ushers, box office, etc. are listed on the rate sheet.
2. Several charges, besides theater rental itself, are *unconditional* including:
 - (a) Security deposit of \$500, which is refundable after the rental period.
 - (b) House Manager.
 - (c) Ten to twenty ushers (at the discretion of Theater Director).
 - (d) Theater Technicians at prevailing hourly rate each (performance or rehearsal).
 - (e) The theater Technical Director or designated representative - no charge.
 - (f) In addition other staff charges will be made at the discretion of the Theater Director based on your technical needs. All staff is trained and hired by the Perot Theatre. Any staff added at the last minute due to changes in lessee's needs will be billed at 150% of the charge.
3. It is *absolutely* required that you purchase a liability insurance binder (\$1,000,000 coverage as per Section 16 of the contract) to be in effect during your use of the theater. The Perot Theatre staff will be happy to assist you in locating an insurance company. The binder must be mailed back with the signed contracts. **Please make sure that the insurance binder has as additional named insured: TEXARKANA REGIONAL ARTS & HUMANITIES COUNCIL, INC. and the CITY OF TEXARKANA, TEXAS.**
4. Rental blocks are absolute. If the Theater Director feels that your load-in, load-out, or rehearsal is going to take more time than you have allowed for in the application, he is empowered to charge you for the additional time. Events beginning before 8:00 AM or continuing past midnight must be approved in advance by the Theater Director.
5. **The charge for lessee to wait until the day after the activity to return and take down props, sets, etc. is one-half the regular rental fee. Please schedule this in advance.**
6. During the rental period it is the responsibility of the lessee to see to it that all rules and regulations of the theater are adhered to. These include: Absolutely no food, drink, smoking, or running anywhere in the building, backstage, onstage, or in the house. Also, no taping or tacking of material (tape, pins, etc.) to the theater seats is permitted.

7. Any souvenirs sold in the theater must be requested and approved in advance, in writing, by the Theater Director. Food and drink are not to be sold. **A 20% concession fee is charged.**
8. No advertising of the event in the theater is permitted before the signing of the contract by both lessee and the City Manager/City Secretary. Any advertising before the contract is executed may result in nullification of the contract and loss of the deposit.
9. Estimated rent and labor fees are due two weeks before building is occupied.
10. Damages incurred during the occupation of the theater by the lessee will be charged to the lessee and taken out of the deposit. A clean up fee will be levied if the auditorium needs cleaning after a rehearsal or if backstage areas are left a mess.
11. Prospective lessee must get in touch with our Technical Director before the contract is mailed to discuss technical requirements. This is extremely important (phone 903/792-8681).
12. A 50 cents per ticket handling fee is charged for all tickets that go through the Perot Theatre box office. All sales and complimentary tickets are included in this.
13. A \$2.00 per ticket Theatre Enhancement fee will be charged for each ticket sold or given to a theatre patron. This fee will be assessed directly to patrons at the Perot Theatre Box Office, Lessee's will be charged this fee for each ticket checked out from the Perot Theatre Box Office.
14. In order to complete a theatre rental reconciliation (which needs to happen before any refunds can be issued), a complete list of complimentary tickets issued must be submitted. This list needs to contain the number of tickets issued with the names, addresses, and phone numbers of all recipients. The total number of comp tickets per section, per show also needs to be listed. The \$2.00 Theatre Enhancement fee does apply to complimentary tickets as well.