

Presser Performing Arts Center
Lease Agreement Contract

Today's date: _____

This Agreement is made between Presser Performing Arts Center hereinafter known as PPAC and: _____

Phone #	Email
Name of Contact Person	
Address	Alternate phone
	Website
Please describe the event lessee is hosting or NAME of EVENT:	
Dates of lease	Times of lease
Dates of show	Times of show

√	Spaces	Dimensions	Amenities	Rate
	Security Deposit - Date is secured with deposit	This is not part of the overall total cost, this will be returned if compliant to contract within 10 days proceeding event.		\$300
	Art Gallery Walls	30', 24', 12', 13', 5', 20', 4' total 108' of linear space, 10' off floor	AS hanging display system, REVEAL, rods with Heavy-Classic hooks, display item must have wire backing	You hang, +maintain \$100 per month We hang +maintain \$300 per month
	Art Studio 1 st floor	24' X 25'	2 sinks, exterior door, 25 chairs, 3 tables, south facing windows	\$50/HR
	Black Box Theatre 1 st floor	55' X 55'	PPAC sound and light tech required (may secure by the hour) LED lighting grid, 200 chairs, 16 seating platforms 4x8 variable heights, drapes	\$600 for 6 hour increment
	Extra Chairs not	Black Mitey	200-250 available	1.00 each

	already located in designated spaces	Lite folding chairs		
	Green Room 1 st floor	28' X 17'	CLEANUP required. Dishwasher, fridge, double ovens,	\$75/HR
	Main Stage Performance 1 st floor Auditorium	Performance space 35' X 26', 800 seats	Fly system, 3 floors of dressing rooms, 5 Rest Rooms. 6 hour increment required, 6 hours total time of occupancy	\$800
	Main Stage Sound System	Sound System Sound Tech required for additional charge. mixing board & 4 wireless Lavalier microphones, 3 SM58 handheld, 2 monitors, batteries will be the responsibility of Lessee.		\$200 per day
	Main Stage Overtime	Per hour for contract extension same day of rehearsal or performance (overtime)		\$100. Per hour
	Main Stage "Snake"	Sound System "Snake" to use your own system		\$300 total per day
	Main Stage Light board	Light board with color washes, <u>consultation required</u> for light cues. Warm wash and cool wash Light tech required for additional charge.		\$200 per day
	Main Stage Spotlight	Spotlight (Operator not included) you must provide light tech and they must receive training from PPAC personnel		\$50. Per hour
	Main Stage Movie screen	18 X 28	In conjunction with Main Stage Apron	\$100 per day
	Main Stage Apron	4'x 35' stage 450 seats = 1st floor	Apron of stage, (Speaking, Movie hosting)	\$400 for 4 hour increment

	MAIN STAGE - Rehearsal Days:	Not open to public (not using lobby restrooms) (defined as 1, four hour period, total time of occupancy)		\$400.00
	Main Stage Included no charge: Basic Sound: 3 SM58 handheld mics w/ cables, 3 mic stands, mix is preset (operator not included) Basic stage Lighting: 10 presets on preset button box (<i>light board not included</i>)			
	Main Stage Projector	Hdmi connection YOU provide adaptor to your device, 3000 lumens		\$50 per day
	Main Stage, Balcony	Balcony w/ your own Usher/Security (required) provided for safety		\$100 with Main Stage agreement
	Music Studio 1 st floor	18' X 24'	Kawai baby grand piano, sink, 30 chairs	\$50/HR
	Music/Art room combined 1 st	24'X43	Opened partition 55 chairs	\$100 HR
	Piano	6' Kawai Baby Grand Piano (Lessee pays for tuning) only one move to and from location allowed		\$100 per event day
	Presser Lobby - Maggie Gallop Wing	Lessee sets up and tears down	2 Rest Rooms seating for 104 at round tables	\$100 per hour
	Presser Lobby – Main Stage	Lessee sets up and tears down	2 family Rest Rooms, seating for 80 at round tables	\$80 per hour
	Projector Portable	ViewSonic, HDMI, Full HD 1080p, 3000 ANSI Lumens, 15,000:1 contrast ration		\$75 per day
	Screen (pull up) Mobile	Celexon 72" 60" x 33" viewing area 16:9 format, floor pull up, pneumatic lift		\$35 per day
	Screen on trolley	49", Apple TV (Portable)		\$50 per day
	Scrim (Restrictions do apply)	18 'x 30' may be used as screen or for lighting effects	If flown, you must provide fly tech and they must receive training from PPAC personnel	\$100
	Facility Manager	This person is non-negotiable, they are the contact person for PPAC and will open the doors and lock up the facility after use, can direct the location of items that may be needed		\$300 6 hr limit, Addl +\$50 per hour
	Sound/Light Technician	You may receive a list of names to call.		\$35 per hour

	Optional cleaning services after Event or comply to checklist.		Optional	\$300 - \$600
	WiFi included		Limited bandwidth for streaming videos.	Free

The rental fee lease is due 10 days prior to performance.

- 1. PPAC reserves the right for all concessions.**
2. Lessee will have the rights to sale of all ancillary materials with PPAC approval.
- 3. Lessee agrees to use the Presser Performing Arts Center logo and graphic standards in ALL of its advertisements, web announcements and print material, which will be available upon request in jpeg, gif, and bitmap formats.**
4. *PPAC will **not** provide gaffing tape, **extension cords**, tools, hardware, tickets, ticket takers, ushers, parking, security personnel or additional tie line etc.*
5. **The Lessee agrees to return PPAC and all, PPAC equipment contained therein in the same condition as received. If not returned as such, the damage deposit is forfeited.** *This includes cleaning the facility to return the facility to the same condition in which the Lessee received the facility. Lessee shall reimburse PPAC for all damages to Presser or any of its equipment/furnishings, during lessee's use of the facility. Lessee may not alter the existing lighting or sound system of PPAC without prior permission. If PPAC grants permission to alter the lighting or sound system, Lessee agrees to restore the lighting and sound system to its original configuration after Lessee's use of the facility. Any alteration of the sound and/or lighting system of PPAC will be done at the expense of Lessee and Lessee agrees to reimburse PPAC for any damages caused to the lighting/sound system caused by Lessee's alteration.
6. PPAC shall not be liable to Lessee for any damage to Lessee's equipment or other personal property. PPAC has no liability for Lessee's equipment or personal material left in Presser. Items left after the reserved period shall become the property of PPAC
7. The agreement of PPAC to fulfill this contract is subject to the acts of God or any legitimate conditions beyond its control.
8. **ONLY PRESSER CONCESSIONS WILL BE ALLOWED IN THE AUDITORIUM OR STAGE. THE LESSEE MUST PROVIDE ADEQUATE SUPERVISION TO ENSURE ONLY PRESSER FOOD OR DRINKS ARE CARRIED INTO THE AUDITORIUM. NO UNAUTHORIZED PERSONS OR UNSUPERVISED CHILDREN (0-17) ARE ALLOWED TO WANDER ABOUT THE BUILDING.**
9. This agreement cannot be amended, modified or canceled except by a written agreement signed by both parties.

10. Presser will provide a Facilities Manager who will be responsible for opening and closing the building and will provide access to secured areas when necessary. The Facilities Manager will be present to provide general assistance if needed. There is a fee associated with the Facilities Manager.
11. Prior to every performance the lessee will announce to the audience the location of the fire exits in the event of an emergency (Audio CD available to be played).
12. The Lessee agrees that only **paper tape** or masking tape will be used on the stage floor and not any other type of adhesive. No props, equipment, or scenery will be skidded across the stage floor, nor will anything be attached to the stage drapes.
13. **No signs will be posted on walls or glass doors.**
14. The only service animals allowed in the facility are dogs.
15. PPAC reserves the right to end a performance or event if anything other than the agreed upon performance or event occurs, such as lewd behavior or excessive profanity and or nudity.

The damage deposit is due at signing of the Lease Agreement. Damage deposit is forfeited if event is cancelled 10 days prior to date of reservation. The rental fee lease is due 10 days prior to performance.

_____ I give permission for photos taken by PPAC to be used for PPAC web site and promotions.

_____ I have read and understand the items on this document

Mailing address:

Presser Performing Arts Center
 900 South Jefferson St.
 Mexico, Missouri 65265
 573-581-5592, www.presserpac.com

Authorized Agent of Presser:

Lessee's Signature:

 Lois Brace, Executive Director
 or
 Stephanie Kulas, Administrator

Please keep this portion of the contract if you plan to use the checklist.

As stated in #7 of the contract: **“The lessee agrees to return Presser and all PPAC equipment contained therein in the same condition as received. If not returned as such, the damage deposit is forfeited.**

*This includes cleaning the facility to return the facility to the same condition in which the Lessee received

Cleaning Checklist:

- _____ Empty ALL Restroom trash cans, (lobby, 2nd floor balcony, and all 3 floors of backstage area)
- _____ Empty all trash cans in Lobby
- _____ Empty all trash cans in all dressing rooms (all 3 floors)
- _____ Pick up all trash in auditorium
- _____ Leave box office tidy
- _____ Remove all trash from stage
- _____ take trash to outdoor bin located in back of bldg.
- _____ Sweep stage floor
- _____ Flush toilets if necessary
- _____ Replace all trash liners