

9/29/11

## Rental Agreement Contract

This agreement is made between *Presser Performing Arts Center* (PPAC)

and \_\_\_\_\_ Lessee and dated \_\_\_\_\_.

1. Name and Address of Lessee:

\_\_\_\_\_

2. Intended use of Presser:

\_\_\_\_\_

3. Date(s) of Lease. Performance/rehearsal time(s) and date(s)

\_\_\_\_\_

4. Rental Fee Total \_\_\_\_\_

5. **PPAC reserves the right for all concessions.**

6. Lessee will have the rights to sale of all ancillary materials.

7. **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.**

8. **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 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.

9. 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

10. PPAC **will not** provide **gaffing tape, extension cords, tools, hardware**, tickets, ticket takers, ushers, parking, security personnel or additional tie line etc.

11. The agreement of PPAC to fulfill this contract is subject to the acts of God or any legitimate conditions beyond its control.

12. This contract becomes null and void if not signed by the lessee or his/its authorized agent and returned ten (10) days after the above date.

13. **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.**

14. This agreement cannot be amended, modified or canceled except by a written agreement signed by both parties.

15. 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 regulate the heat, A/C and provide access to the light board and sound system and provide general assistance if needed.

16. 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).

17. The lessee agrees that only **paper 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.

18. PPAC requires that all programs contain a 1 page PPAC insert of giving Donors and PPAC membership form (provided by PPAC). If Lessee prefers to include the information in Lessee's printed program, that information will be provided.

19. **The rental fee lease is due 10 days prior to performance. The damage deposit is due at signing of the contract. Damage deposit is forfeited if event is cancelled prior to date of reservation. The contract includes the following items:**

1	X	\$200.00	\$200.00	Damage Deposit, Must be paid to <b>secure the date</b>
		\$ 30.00		PPAC Insurance coverage extension or <b>proof of own insurance</b>
	X	\$600.00 =		Auditorium (bldg. open 2 hours prior to show time) 6 hours total time of occupancy
	X	\$300.00 =		Rehearsals (defined as 1, six hour period)
		\$ 40.00 =		Per hour for <b>contract extension</b> same day of rehearsal or performance
	X	\$ 50.00 =		Balcony w/your own Usher/Security provided for safety
	X	\$100.00 =		Sound system mixing board & 4 wireless Lav mics w/4 9 volt batteries, 3 SM58 handheld, 2 banks of overhead mics 6 total, 2 monitors, additional batteries will be the responsibility of Lessee, Operator available for additional cost.
		Included n/c	n/c	Basic stage Lighting w/ operator
		Included n/c	n/c	Basic Sound: 3 SM58 handheld mics w/ cables, 3 mic stands, mix is preset (no operator)
	X	\$ 50.00 =		Projector, Sony 3000 Lum, VGA port, Mac & PC compatible
	X	\$ 75.00 =		Scrim (restrictions do apply) 18'x30' may be used as screen or for lighting effects, or Movie screen 18x26
	X	\$ 5.00 =		Spotlight (operator not included)
	X	\$ 50.00 =		Yamaha Clavinova (electric) piano
		\$100.00 =		6' Kawai Grand Piano (Lessee pays for tuning) only one move on and off allowed
		\$200.00		Optional cleaning after Event
	X	\$125.00 =		Film night only (4 hours) access to auditorium only
	X	\$ 20.00 =		Wi Fi password per day (24 hour)
Total				

\_\_\_\_\_ I give permission for photos taken by PPAC to be used for PPAC web site and promotions

Location: 900 S. Jefferson St.

Mailing address:

P O Box 845

Mexico, Missouri 65265

573-581-5592

Authorized Agent of Presser:

\_\_\_\_\_  
Lois Brace Exec. Dir.

Cell (573)473-0919

www.presserpac.com

\_\_\_\_\_  
Lessee/Manager's Signature

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
cell phone

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 the facility.”

If Lessee chooses not to return the bldg. in the same clean condition as received the Lessee may choose to pay the cleaning crew fees of \$200.00.

### Cleaning Checklist:

- \_\_\_\_\_ Empty ALL Restroom trash cans, (lobby, 2<sup>nd</sup> 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