

Presser Performing Arts Center
 Rental Agreement Contract

Today's date: _____

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

Name :			
Phone #		Email	
Name of 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	
\$200.00 DATE paid:		Damage Deposit, Must be paid to secure the date. This is not part of the overall total cost, this will be returned if compliant to contract within 10 days of concluded event.	
			Must show Certificate of Insurance!
DAYS		TOTAL	
No Charge included	Included no charge		Basic Sound: 3 SM58 handheld mics w/ cables, 3 mic stands, mix is preset (no operator)
	Included no charge		Basic stage Lighting: 10 presets (<i>light board not included</i>)
_____X	\$600.00		MAIN STAGE - 1 st floor Auditorium (bldg. open 2 hours prior to show time, or to be arranged) 6 hours total time of occupancy
_____X	\$300.00		MAIN STAGE - Rehearsal Days: (defined as 1, six hour period total time of occupancy) not open to public (not using lobby restrooms)
_____X	\$400.00		Film night only (4 hours total time of occupancy) access to auditorium only Movie screen included no access to stage!
	\$ 75.00		Per hour for contract extension same day of rehearsal or performance (overtime)
_____X	\$100.00		Balcony w/ your own Usher/Security (required) provided for safety

	\$150.00		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. Sound Tech available for additional charge.
	\$300		Sound System "SNAKE" only plug in. (\$150 for system + \$150 restoration fee)
X	\$200.00		Light board with color washes, consultation required for light cues. Warm wash and cool wash provided. Light tech available for additional charge.
X	\$ 100.00		Spotlight per 2 hours (operator not included)
X	\$ 100.00		Projector, Sony 3000 Lum, VGA port, Mac & PC compatible (you must provide your own adaptor)
X	\$100.00		Movie Screen 18 X 28
X	\$ 100.00		Scrim (restrictions do apply) 18'x30' may be used as screen or for lighting effects
X	\$ 50.00		Yamaha Clavinova (electric) piano
X	\$100.00		6' Kawai Grand Piano (Lessee pays for tuning) only one move on and off allowed
	\$200.00		Optional cleaning after Event
X	\$ 40.00		Wi Fi password per day (24 hour)
Date of Deposit			Do not include deposit in the contract total
Total			

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. 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.

5. 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
6. ***PPAC will not provide gaffing tape, extension cords, tools, hardware, tickets, ticket takers, ushers, parking, security personnel or additional tie line etc.***
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 regulate the heat, A/C and provide access to the light board and sound system and provide general assistance if needed.
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** 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. 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.

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 10 days prior to date of reservation.

____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 Exec. Dir.
Cell (573)253-6870

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."

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