

The Village Players
P.O. Box 770
Wolfeboro, NH 03894

THEATER USE AGREEMENT for
THE VILLAGE PLAYERS THEATER
51 GLENDON STREET, WOLFEBORO, NH

I. The Village Players Theater is owned and operated by The Village Players, a nonprofit educational 501(c) 3 performing arts organization. The theater is available at the exclusive discretion of The Village Players for use by other organizations for activities related to the arts. Only dates that do not conflict with the VP calendar will be considered for other uses.

II. Use of the theater by _____ (name of organization) will begin on _____ (date and time)

and end on _____ (date and time).

The responsible party _____ (name of individual)

of the above named organization is wholly responsible for its use of the theater under the terms of this agreement.

III. All organizations using this theater must be fully insured against bodily injury or property damage for the entire period stated above. The Village Players, its Board of Directors, or any of its members shall NOT be made liable for any damage or injury to lessee or any other person, or to any property, occurring on the said premises or any part thereof, and lessee agrees to hold The Village Players harmless from any claims for damages & injury no matter how caused.

A copy of the insurance declaration page stating limits of coverage for bodily injury/property damage and product/liability/theft coverage must be submitted with this contract.

IV. The rental fee for use of the theater is _____.

A deposit of 50% of the total rental fee must be included with this signed contract. A security deposit of \$100 (more may apply depending on use) will be charged for the first floor rental of the theater. Within thirty days prior to the event dates, the balance of the rental fee is due along with the security deposit

and verification of insurance. The Village Players reserves the right to waive all or part of these fees at its discretion.

V. Failure to comply with all the terms of this agreement and with the Rules for Use of the Theater may result in action by The Village Players Board of Directors, including but not limited to fines, denial of future use of the theater, or litigation.

The Village Players Board of Directors reserves the exclusive right to waive any portion of this agreement, or to add any portions to this agreement it deems necessary, or to make any changes to this agreement which it deems required before signing.

The undersigned agrees to the terms of this rental agreement and understands the Rules for Use of the theater.

Signature Date

Print name

Name of organization

Address

Phone and/or email contact

Insurance company name and address: _____

Name of insured policy holder _____

Signature of Village Players president or representative

Date

Print name

Rules for Use of the Theater

1. "Use of the theater" for any organization other than The Village Players means the use of the first floor only in the building. This includes the main auditorium, stage, backstage area, makeup/holding room, reception room, and restrooms. Designated lighting technicians only may be in the light booth on the second floor. Anyone not a Village Players member is prohibited from being on the second, third, and basement floors of the building at any time for any reason unless special approval has been given to them from the Board of Directors. No one may be on the fire escape unless there is an emergency.

2.. Any organization using the theater may use existing fixtures on the first floor. "Existing fixtures" includes these items in place at the time of agreement will consists of standard stage lighting and our standard sound system. Use of any other equipment owned by The Village Players is prohibited without prior agreement from the board. No additional lighting / sound equipment or alternations made to existing fixtures may be used without prior approval from the board.

3. The theater will be opened and closed by a person from The Village Players or other person so approved by the board of directors.

4. Heat shall be set no higher than _____ degrees and no lower than _____ degrees in the winter. Air conditioning should be set no lower than __degrees in the summer months. When leaving, heat should be turned down to 60 degrees and air conditioning should be turned off.

5. Any use of The Village Players property such as makeup, costumes, props, furniture or any other equipment not already designated is prohibited without prior agreement from the board.

6. Any equipment used with the permission of the board must be returned in the same condition as when it was loaned out. The theater itself must be returned to the condition it was in at the time the agreement was made. This includes but is not limited to removing trash, cleaning any portion of the theater used by the organization, and removing all items brought into the theater, either personal or belonging to the group. The Village Players will dispose of any items left behind after one week.

7. No changes of any kind to any part of the interior or exterior of the building are allowed including temporary signage. No alternations of any kind to any existing fixtures are allowed.

8. Snow and ice removal during the time the theater is in use is the responsibility of the organization renting the theater.

9. The following activities are prohibited in and/or around the building at any time: the use of alcohol, illegal drugs, or any other intoxicating substance; use of oil based paints; use of any device which produces open flames, pyrotechnics, smoke or chemical fog. Also use of any firearms and other real weapons that are potentially dangerous. If any aforementioned materials are used, it shall be the obligation of the Village Players and/or staff to discontinue the performance until the items are extinguished and removed from the stage. Smoke and heat will trigger the sprinklers and smoke detectors. NO smoking is allowed in the building at any time, however; smoking outside is permitted provided cigarettes or cigars are properly disposed of. No animals other than those assisting disabled persons are allowed in any part of the building.

10. Remnants of any food products brought into the theater should be taken out with you when you leave daily. No garbage may be dumped in the dumpster in the back parking lot. **NO FOOD OR BEVERAGES ARE ALLOWED IN THE MAIN AUDITORIUM AT ANY TIME.** The Village Players also .ask that you leave the theater in a clean and orderly condition after each use. If you leave any items for another rental date, The Village Players or other organization must keep items in a manner that will not interfere with the use of the theater.

11. The Person in Charge of the organization will be responsible after each use for making sure that all lights and other equipment are turned off, heating/air conditioning is set according to the temperatures listed in this agreement and all doors are locked and all windows are closed.

12. Absolutely NO parking in the lot adjacent to the side School Street door entrance or in the driveway on the Lehner Street side of the building. The School Street side door of the building is not to be used for entrance to the building. All loading and entrance is to be done through the front doors or through the side door located on the Lehner Street side. Vehicles may be parked in a single line on the gravel way behind the Village Players building if necessary.