

MAJESTIC



THEATRE

Special Event Rental Application

RA # _____

1. INSTRUCTIONS

The Majestic Theatre, Inc. must receive applications at least 14 days prior to your event date(s). Incomplete applications cannot be processed and submitting an application does not guarantee your event will be approved.

2. APPLICATION INFORMATION

Organization putting on the event: _____

Applicant Name: _____ Title: _____

Mailing Address _____ City: _____ State: _____ Zip: _____

Applicants Contact Information

Office Phone: _____ Fax: _____

Cell Phone: _____ Email: _____

On site coordinator name: _____

Cell Phone: _____

Event Website: _____

Is it a non-profit? _____ If so, federal 501(c) (3) ID Number _____

NOTE: Valid federal ID non-profit status letter MUST accompany your application.

3. EVENT OPERATIONS

Name of Event: _____

Type of Event: Festival Concert Theatre Production Charity Benefit Other

If Other, please specify: _____ Anticipated Attendance: _____

Specific areas to be used for event: _____

Street Closure: Will you be filing an application for a street closure? Yes No

Set up date: __/__/__ Set up hours: _____ am/pm to _____ am/pm

Event Day #1 __/__/__ Operation hours: _____ am/pm to _____ am/pm

Event Day #2 __/__/__ Operation Hours: _____ am/pm to _____ am/pm

Teardown Date: __/__/__ Teardown Hours: _____ am/pm to _____ am/pm

***Accurate times needed for Majestic Personnel to allow access to the Courtyard/Theatre.**

One hour past the time is assumed your event has been cancelled.

***If you need to modify the times please notify the Majestic 24 hours in advance of set up times.**

Rain Date(s) _____

Will you be charging a fee for this event? Yes No If so, how much? _____

Is the fee per person? _____ per team _____ other _____
Where are tickets/applications available? _____

4. EVENT COMPONENTS

Please circle **all** elements that apply to your event and provide numbers when requested:

On Site Cooking	Theatre Production	Portable Stage, Size? _____
Courtyard Vending	Soliciting Donations	Booth Rental
Merchandise Sales	Vehicles on Display	Inflatables (bounce amusements) # _____
Carnival	Auction	Tent, Size? _____
Product Giveaway	Musical Concert	Banners/Signage
Shuttle Service	Exhibits/Displays	

- Vending:
Number of Food Vendors _____
Number of Merchandise Vendors _____
- Electric Service: There is a \$100/day fee for basic electric (standard outlets), when available.

Do you need to hook up to our basic electric source? Yes No

Will a generator be used to provide event power? Yes No

Name and cell # of your electrical contractor: _____

Proof of Insurance/Bonding must be provided for electrician.

WATER SERVICE: Water sources in the theatre are for cleaning purposes only.

NOTE: There is no water service in the courtyard.

PARKING: Parking is available in the Majestic Theatre's Lot. Please describe the parking arrangements you have made for staff, volunteers, entertainers, patrons, supply trucks and/or vendors:

RESTROOMS: There are non-handicap accessible Men/Women's restrooms within the theatre available with Theatre Rental. For additional restroom access and for Courtyard rentals, you are responsible for providing, removing and maintaining portable restrooms to accommodate your event attendees and participants. Portable restroom suppliers can assist you with determining the quantity.

Name & telephone number of company supply restrooms: _____

Number of single units: _____ Number of multi units: _____ Number of handicap units: _____

Delivery date & time: _____ Pick up date & time: _____

TEMPORARY STRUCTURES: Tents & booths cannot be staked to asphalt areas of parking lot.

Please indicate on site map location of each tent & booth. Tents cannot be secured to electrical conduit.

Describe type of temporary structures to be used: _____

Tents: Size(s): _____ Total number: _____

Name of tent supply company & contact person: _____

Telephone number of supplier: _____ Emergency Cell Number: _____

Delivery date & time: _____ Pick up date & time: _____

Fencing: Only temporary fencing may be erected.

Name of fence contractor & contact person: _____

Emergency Cell number: _____ Date of installation: _____ Removal Date: _____

Reason for erecting temporary fence: _____

Please indicate on site map location of all fencing.

ADVERTISING/SIGNAGE:

What type & size of advertising displays are you planning? _____

_____ Please indicate on site map.

- The Theatre is in the continual progression of programming and renovation. The Theatre poster window and marquee are not always available for advertising. The Theatre poster window size is 24" wide x 36" tall
- Do you have posters for the window? Yes No If so, date posters are to be delivered? _____

Please indicate your requested wording on the Marquee(if available, NOT guaranteed):

Note: sixteen spaces per line, three lines. Some letters and numbers are limited. All efforts will be made to honor your marquee request.

THEATRE CLEAN UP/LITTER MANAGEMENT: You are responsible for all litter, grease/trash, and water generated by your event. Arrangements should be made with a private power-washing contractor to remove all stains left by your event. A small dumpster is available in the parking lot of the Theatre. You are responsible for any additional trash generated by your event. Please locate waste containers on site map. Dumpsters cannot be placed on the grass.

How will you collect and remove trash generated at your event? _____

What is the name and telephone number of your trash hauler? _____

Number of dumpsters ordered? _____ Size of dumpsters? _____

Delivery date and time for dumpsters: _____ Removal date and time: _____

Name and telephone number of your power wash contractor: _____

FIRST AID SERVICES:

The Theatre is not responsible for providing first aid or for any injuries occurring on grounds during your event. Who will be providing you on site first aid?

If a race or walk, will first aid providers follow participants on route? Yes No

POLICE/SECURITY SERVICE:

Have you hired Chillicothe Police Officers? Yes No
Have you hired a Private Security Company? Yes No If yes, total number hired _____
Name of security service/contact person: _____ Emergency phone # _____

TRAFFIC CONTROL: Vehicles and equipment should not come in contact with pedestrian at events.
How will you manage deliveries, entertainment transporting, and support vehicles for your event?

5. ALCOHOL SALES:

Majestic will handle all alcohol sales thru the concession stand.

6. SITE ROUTE MAP

You **MUST ATTACH** your event site map/route to this application. It should include:
An outline of the entire event venue including names of all street or areas that are part of the venue and the surrounding area. The location of all stages, fencing, barricades, scaffolding, tents, portable restrooms, booths, cooking areas, trash dumpsters, grease/ash containers, gray water containers and other temporary units. The location of first aid, location of handicap parking, and parking area for vehicles and/or trailers.

7. ACCESS

Access to the Lodge Room, Boiler Room, and Blower Room are prohibited. Access to the Backstage area including the stage, dressing rooms and the projector’s room are for staff of applicant’s production crew only and are not for general public access.

8. INSURANCE

In addition to completing the application form and paying the deposit and rental fees, applicant is required to submit an original Certificate of Insurance listing the Majestic Theatre, Inc as additional insured in an amount not less than one million dollars (\$1,000,000.00) combined single limit bodily injury and property damage for each occurrence. Your insurance certificate should list as the Certificate Holder: Majestic Theatre, Inc. 45 E. Second St., Chillicothe, Ohio 45601. Proof of insurance can be mailed to 230 N. Plaza Blvd. or via email to info@majesticchillicothe.net.

9. THEATRE USAGE FEES

- Majestic Theatre Rental Rates:
 - \$985.00 standard flat fee (this fee applies to all renters - there is no “special price”)
 - \$600.00 (non-profit renter’s fee / must provide a current and official 501(c)3 letter with this application)
 - Rental includes the hours of 10am to 11pm..
 - Each additional hour is \$75/hour paid (cash) at that time (no exceptions). Prior authorization is required
 - Rental of the Majestic Theatre includes the courtyard. (+ \$100 fee for outside electricity if needed)
 - Cleaning fee: \$200.00 for the general cleanup following an event. Renter must still clean up per the cleanup section of this agreement.
 - DEPOSIT: A NON-REFUNDABLE deposit for Theatre Rental is 1/2 of your total rental fee (paid to Majestic Theatre upon approval of proof of insurance and subsequent approval of application).
 - Remaining balance must be paid to Majestic Theatre Representative at load-in day of event (no exceptions).
- (cash or bank cashier’s check payable to: Majestic Theatre Inc.)

It is expressly understood if Renter cannot pay remaining balance at load-in / day of event – there will be no event and theatre will not be opened.

- Courtyard Rental

- \$300.00 (+ \$100.00 fee for outside electricity if needed) - Majestic Theatre Courtyard (only)

A non-refundable deposit for Courtyard Rental is \$150. Remaining balance must be paid 24 hours BEFORE the day of the rental.

- Additional fees may be applied at the discretion of the Majestic Theatre Board of Directors.
- Majestic Theatre Board of Directors reserves the right to use the orchestra pit as seating for sponsors and members.
- Majestic Theatre can process your ticket sales on their interactive, online ticket system. If selected to use the theatre's ticketing system, there will be a \$3.00 processing fee per ticket implemented to all tickets Majestic Theatre, Inc. sells. These fees will be paid by the ticket buyer during check out. Upon selection of this process, Majestic Theatre, Inc. will process ticket sales and will remit payments, less fees to renter per negotiated guidelines with renter.

10. PRODUCTION (sound, lighting, video)

Majestic Theatre Inc. has an in-house sound and lighting system. Renters are welcome to bring their own sound and freestanding lighting system.

- Majestic Theatre works with a professional sound provider for professional productions and national acts. Majestic Theatre can provide a referral to their sound provider upon renter's request and at the renter's expense.
- If renter chooses to use the Majestic Theatre's sound and lighting system there is a minimal fee of \$200 for the day. The system is operated by an employee of Majestic Theatre who is directly responsible for the production system on behalf of the Majestic Theatre.
- Renter can bring in their own sound and lighting system & production person at renter's expense.

Note: any systems brought in would have to be set up AROUND existing house system (it would be too much work to tear down and store house system and then have to set it up again). - also house lighting system cannot be moved to accommodate other lights - any additional lighting brought in must be free standing and not hung on theatre fly bars or balcony railing.

Note: Majestic Theatre Inc. is its own production center, Majestic Theatre Inc. does its own programming & books its own shows as the *primary* function of the theatre. It is very likely we will have another event on the day before your event or another rental on the morning after your event. With events booked that tightly, we must hold firm to application guidelines as we do not have (any) time to tear-down and re-set the house systems. The Majestic Theatre house systems have to be up and ready to go at all times.

Note: Open flames are forbidden. This includes the use of candles, lighters, matches, etc.

11. CONCESSIONS: Majestic Theatre, Inc. reserves the right to sell concessions at all events.

12. CANCELLATION

Notification of cancellation must be received in writing two (2) weeks prior to rental day by certified letter to The Majestic Theatre, Inc. 230 N. Plaza Blvd., Chillicothe, OH 45601.

14. RENTAL FEE ASSESSMENT

\$985 Theatre / Courtyard Rental

\$600 Non-Profit Theatre/Courtyard Rental

\$200 Majestic Sound / Lighting Use

Total Base Rental: \$ _____ **+ \$200 Theatre Cleaning Fee = \$** _____

\$300 Courtyard Rental Only

\$100 Courtyard Electric

Total Courtyard Rental: \$ _____

Optional:

Agreement - \$3.00 per ticket processing fee to use Majestic Theatre’s ticketing system

Collected ticket sales dispersed to renter (less fees):

Monthly 5 Days Prior to Show 5 Days Post Show

Other Arrangements Requires Approval _____

15. ACKNOWLEDGEMENT/SIGNATURE

I, the applicant understand that I am responsible to provide all information necessary to meet the conditions and requirements of the application process and that by providing such information it is no guarantee that my proposed event will be issued a contract by the Majestic Theatre, Inc. I further accept responsibility to hold free and harmless the Majestic Theatre, Inc. and to meet all deadlines including submitting proof of proper insurance, a detailed site map, payment of all fees, and details for any contract services required to make the proposed event safe and successful. I verify that I have read and understand this application and the conditions under which my request will be considered. The entire risk of promoting an event (before or after a permit is issued) is the sole responsibility of the applicant.

Applicant’s Signature _____ Date _____

Return this application to:

Majestic Theatre, Inc.
230 N. Plaza Blvd.
Chillicothe, Ohio 45601

Applications are processed in the order they are received.

IMPORTANT REQUIRED ATTACHMENTS MUST BE INCLUDED WITH APPLICATION

For Office Use Only:

Do not write below this line

Date received _____ Received by _____ Total fees owed \$ _____

Agreement

Above application has been approved, with the following modifications and or additions.

Signature of Majestic Theatre Representative

Signature of Renter

Print Name

Print Name

Date

Date