

# MAJESTIC



# THEATRE

## Production Rental Application

### 1. INSTRUCTIONS

This rental application is used for Production Rentals such as Concerts, Theater Productions, Festivals, and Charity Benefits. The Majestic Theatre, Inc. must receive applications at least fourteen (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. RULES & REGULATIONS

The Majestic Theatre is a historic landmark is must be treated as such. Below are the rules and regulation regarding usage of the property including the theatre, courtyard and parking lot. You are responsible for providing accurate information to the Majestic Theatre, Inc. within this rental agreement.

- a. During the event, you are the responsible party for damage or injury caused from the event. You must provide the Majestic Theatre, Inc. with a Certificate of Insurance listing the Majestic Theatre, Inc. as additionally insured. You must carry the minimum of one million dollars combined single limit bodily injury and property damage for each occurrence. Certificate must be submitted to the Majestic Theatre prior to your event, failure to do may result in the rental being cancelled.
- b. Access is prohibited in the following areas:
  - Floors beyond the balcony level (including projection room and lodge rooms)
  - Mechanical rooms under the stage (boiler room and blower room)
  - Mechanical room above the stage (electric room)
  - Catwalk above the stageViolating these restrictions may result in damage, bodily harm, penalties and the revocation of this rental agreement.
- c. Access to the theatre will be granted to the renter on date(s)/time(s) established in the application. Setup and Teardown must be factored in to the date(s)/time(s) provided. The Majestic Theatre, Inc. books performances and schedules rentals on a daily basis. It is your responsibility to provide accurate information. Modification of these times must be provided at least twenty-four (24) hours in advance. If the Majestic Theatre does not receive notification and renter is an hour late to arrive, the Majestic Theatre, Inc. will have to assume the event has been cancelled. Rental hours are between 10:00am through 11:00pm. An additional seventy-five dollars (\$75.00) per hour will be assessed for any hours outside of the rental hours. These fees will need to be paid in cash at that time, prior authorization is required. Teardown/Load-Out overage will be assessed at one-hundred dollars (\$100.00) per hour in cash due at that time.
- d. Open flames and sparks are forbidden. This includes but not limited to pyrotechnics, candles, lighters, matches, etc.
- e. Prior arrangements must be made with the Majestic Theatre for use of in-house sound and lighting system. Renters are welcome to bring their own sound, freestanding lighting system and production crew at the renter's expense. Any systems brought in would have to be setup around the existing in-house system and must be freestanding. House systems cannot be moved to accommodate other equipment. Items may not be hung on the theatre fly bars or balcony railing.
- f. It is the renter's responsibility to ensure that safety during the event is overseen. This includes, but not limited to, the hiring of security, traffic control, fire extinguishers for tents and outside cooking per Fire Code, fire aid services, etc.

- g. Concessions and Alcohol Sales. The Majestic Theatre, Inc. reserves the right to sell concessions including alcohol at all events.
- h. It is the renter's responsibility 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 Majestic Theatre. You are responsible for any additional trash generated by your event. Dumpsters may not be placed on the grass.
- i. A site map shall be provided with your rental application to outline the entire event venue. This shall include all areas associated with the event including location of all stages, fencing, barricades, scaffolding, tents, portable restrooms, booths, cooking areas, trash dumpsters, grease/ash containers, gray water containers, any other temporary unit or structure, first aid, handicap parking, parking area for vehicles and/or trailers.
- j. Temporary structures & units, banners & marketing materials cannot be staked or drilled into asphalt, concrete, masonry, electrical conduit, etc. Materials may not be hung on the Majestic arch or on the Majestic Theatre fence. Decorations, promotional materials, etc. may not be attached to walls with any permanent or temporary measures such as screws, nails or tape.
- k. Renter is responsible for obtaining any required permits or requests for street closure for their event.
- l. Cancellation Policy. It is your responsibility to notify the Majestic Theatre, Inc. in writing two (2) weeks prior to rental day and ensure the receipt of letter. Deposits are non-refundable and renter may be responsible for full amount if cancellation is not received in writing per this policy.

### **3. THEATRE USAGE FEES**

Rental fees are detailed below and are set by the Board of Directors. These are the only fees available and are non-negotiable.

- a. Rental of Majestic Theatre includes courtyard
  - \$985.00 Standard Flat Fee per day
  - \$600.00 Non-Profit Organization Rental – requires and official, valid 501(c)(3) IRS Determination Letter attached to this application.
  - \$200.00 Cleaning fee will be assessed for all rentals (Renter is still required to clean up per Section 2).
  - \$200.00 Charge for use of each item: in-house sound system, lighting system, and/or projection equipment. This is an optional add-on.
  - \$100.00 electricity charge if renter requires access to electricity in courtyard (standard 110 outlets). This is an optional add-on.
- b. Rental of Majestic Theatre Courtyard only
  - \$300.00 Standard Flat Fee
  - \$100.00 electricity charge if renter requires access to electricity in courtyard (standard 110 outlets). This is an optional add-on.
- c. A non-refundable deposit in the amount of fifty percent (50%) of total rental is required to complete reservation of the Majestic Theatre and/or Majestic Theatre Courtyard. Balance due must be paid prior to load-in. If the renter cannot pay remaining balance, there will be no event and theatre will not be opened.
- d. Additional fees may be applied at the discretion of the Majestic Theatre, Inc. Board of Directors.
- e. Majestic Theatre, Inc. can process ticket sales through its online ticket system. There will be an additional three-dollar (\$3.00) fee per ticket. Renter may elect to have this fee paid by the ticket buyer at check-out.

### **4. PAYMENT / APPLICATION / CORRESPONDANCE**

- a. All documents and payments must be submitted to the Majestic Theatre, Inc. Business Office located at 230 N. Plaza Blvd., Chillicothe, OH 45601. Mail submitted to the theatre address will be returned as non-deliverable.

# MAJESTIC



# THEATRE

## Production Rental Application

Organization: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

On-Site Coordinator Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Non-Profit Organization:  Yes\*  No \*Federal Tax ID Number: \_\_\_\_\_

### I. EVENT OPERATIONS

#### **THEATRE**

Name of Event: \_\_\_\_\_

Event Type:  Concert  Theater Production  Festival  Charity Benefit  Other

If other, please specify: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Theatre Areas to be Used:  Lobby  Main Floor  Balcony  Dressing Rooms  Stage  
 Other: \_\_\_\_\_

Street Closure: Will you be filing for street closure  Yes  No

Event Set-Up Date: \_\_\_/\_\_\_/\_\_\_ Set Up Hours: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Event Day #1: \_\_\_/\_\_\_/\_\_\_ Hours: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Event Day #2: \_\_\_/\_\_\_/\_\_\_ Hours: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Teardown Date: \_\_\_/\_\_\_/\_\_\_ Hours: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Rain Date(s): \_\_\_\_\_

#### **COURTYARD**

Will you be using the courtyard for any element of your event beyond serving as entrance to event?

Yes (complete Section II - Event Components on page two)  No (skip Section II - Event Components)

If yes, specify use: \_\_\_\_\_

**II. COURTYARD EVENT COMPONENTS**

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

On Site Cooking	Courtyard Vending	Merchandise Sales	Carnival
Product Giveaway	Soliciting Donations	Vehicles on Display	Auction
Booth Rental	Musical Concert	Exhibits/Displays	Banners/Signage
Portable Stage, Size: _____		Bounce Amusements: _____	

Vending:

Number of food vendors: \_\_\_\_\_

Number of merchandise vendors: \_\_\_\_\_

Electric Service

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

Will a generator be used? [ ] Yes [ ] No

Name & cell for electrical contractor: \_\_\_\_\_

Portable Restrooms

Provider: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of units: \_\_\_\_\_ Delivery Date: \_\_\_\_\_ Pick Up Date: \_\_\_\_\_

Temporary Structures

Type of temporary structures to be used: \_\_\_\_\_

• Tents

Number of Tents: \_\_\_\_\_ Tent sizes: \_\_\_\_\_

Tent Provider: \_\_\_\_\_ Phone: \_\_\_\_\_

Delivery Date/Time: \_\_\_\_\_ Pick Up Date/Time: \_\_\_\_\_

• Temporary Fencing

Fence Provider: \_\_\_\_\_ Phone: \_\_\_\_\_

Install Date/Time: \_\_\_\_\_ Removal Date/Time: \_\_\_\_\_

**III. ADVERTISING / SIGNAGE**

The Majestic Theatre can accommodate one 24" wide x 36" tall poster provided by the renter in the front display.

Delivery Date of Poster: \_\_\_\_\_ Do you want the poster returned? [ ] Yes [ ] No

Please indicate your requested wording on the Marquee (if available, not guaranteed). Limited to three lines, sixteen spaces per line. Letters and numbers are limited. All efforts will be made to accommodate your request.

---



---



---

**IV. RENTAL FEE ASSESSMENT**

THEATRE

- \$985.00 Theatre/ Courtyard Rental
- \$600.00 Non-Profit Theatre/Courtyard Rental
- \$200.00 Sound/Lighting/Projection System Usage
- \$100.00 Courtyard Electric

Total Theatre Rental: \$ \_\_\_\_\_ + \$200 Cleaning Fee = \_\_\_\_\_

COURTYARD ONLY

- \$300.00 Courtyard
- \$100.00 Courtyard Electric

Total Courtyard Rental: \$ \_\_\_\_\_

TICKET PROCESSING

Agree - \$3.00 per ticket processing fee to use Majestic Theatre’s ticketing system. Collected tickets dispersed to renter (less fees):

- Monthly
- 5 Days Prior to Show
- 5 Days Post Show

**V. 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 insurance, detailed site map, payment of fees, and details for any contract services required to make the proposed event safe and successful. I verify that I have read and understand the rules & regulations and all documents associated with this application and the conditions under which my request will be considered. The entire risk of promoting an event (before or after the agreement is approved) is the sole responsibility of the applicant.

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return all documents to:  
Majestic Theatre, Inc.  
230 N. Plaza Blvd.  
Chillicothe, OH 45601

Applications are processed in the order they are received. Required documents must be attached.

For Office Use Only

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Total Fees: \_\_\_\_\_

Approved upon the following conditions: \_\_\_\_\_

\_\_\_\_\_

Majestic Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Renter: \_\_\_\_\_

Date: \_\_\_\_\_