

# MAJESTIC



# THEATRE

## **PRODUCTION RENTAL APPLICATION**

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 thirty (30) days prior to your event date(s). Incomplete applications cannot be processed and applying does not guarantee your event will be approved. All documents and payments must be submitted to the Majestic Theatre, Inc. at 230 N. Plaza Blvd., Chillicothe, Ohio 45601 and not at the physical theatre address.

### **I. RULES & REGULATIONS**

The Majestic Theatre is a historical landmark and must be treated as such including the theatre, courtyard, and parking lot.

#### **a. ACCESS**

i. Access is **prohibited** in the following areas:

- Floors beyond the balcony level (including projection room & fourth floor)
- Mechanical Rooms (boiler room, blower room, electrical room)
- Catwalk above the stage

Violating these restrictions may result in damage, bodily harm, penalties, and the revocation of this rental agreement.

b. Access is granted to the renter on date(s)/time(s) established within application. Setup and teardown must be incorporated into date(s)/time(s) provided.

Modification of these date(s)/time(s) must be provided at least twenty-four (24) hours in advance. If the renter is an hour late to arrive, the Majestic Theatre, Inc. will have to assume the event has been cancelled.

i. Rentals are scheduled daily, no hourly or other options available. Rentals are available between the hours of 10:00AM and 11:00PM. An additional seventy-five dollars (\$75) will be assessed for usage outside of the rental hours and paid in cash at that time. Prior authorization is required.

ii. Teardown/load-out time overage will be assessed at one-hundred dollars (\$100) per hour in cash due at that time.

### **II. SAFETY**

a. The renter is responsible for ensuring safety during the event. This includes, but is not limited to, the hiring of security, traffic control, fire extinguishers for tents, outside cooking per Fire Code, first aid services, etc.

i. Security can be provided by private citizens, veterans organizations, or paid services. Security must be provided for events containing 350 or more ticket holders/attendees.

b. **ALL EMERGENCY EXIT DOORS MUST REMAIN FREE OF OBSTRUCTION AND MAINTAIN A CLEAR PATHWAY.**

c. **Open flame(s) and sparks are forbidden.** This includes, but is not limited to, pyrotechnics, candles, lighters, matches, etc.

d. Renter is responsible for obtaining any required permits or requests for street closure for their event.

### **III. RENTER'S RESPONSIBILITIES**

a. You are the responsible party for damage or injury caused by your event. You must provide the Majestic Theatre, Inc. with a **Certificate of Insurance (COI)** listing the Majestic Theatre, Inc. as additionally insured. Coverage must contain a minimum of one million dollars combined single limit bodily injury and property damage for each occurrence. **COI must be submitted prior to your event, failure to submit may result in rental being cancelled.**

- b. It is the renter's responsibility for all litter, grease, trash, and water generated by your event.
  - i. Arrangements should be made with a private power-washing contractor to remove all stains left behind by your event.
  - ii. A small dumpster is available in the Majestic Theatre parking lot. You are responsible for any additional trash generated by your event. Dumpsters may not be placed on the grass.
  - iii. There shall not be any tape, nails, screws, pins, etc. applied to walls for any reason.
  - iv. Materials are forbidden to be hung or affixed to the "Majestic Arch" or the fence.
  - v. Any violation of these may result in a fine up to \$500 for damage.
- c. TEMPORARY STRUCTURES
  - i. Temporary structures, units, banners, marketing materials, etc. must not be staked or drilled into asphalt, concrete, masonry, electrical conduit, etc.
  - ii. Renters must submit a site map to include outline of the entire event venue to include all areas associated with the event including stage(s), 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.

#### IV. THEATRE USAGE & FEES

- a. Rental fees are set by the Board of Directors. Listed are the only fees available and are non-negotiable.
  - i. The rental of the Majestic Theatre includes access to the courtyard.
    - 1. RATES:
      - \$1,000 Standard Flat Fee per day plus percentage of ticket revenue. Discount rate of \$800 for eligible 501(c)(3) non-profit organizations plus percentage of ticket revenue. Renters must include an official, valid 501(c)(3) IRS Determination Letter.
      - 2. Percentage Retention of Ticket Revenue to the Majestic Theatre:
        - \$1.00 - \$10,000 = 10% of Ticket Revenue
        - \$10,001 - \$15,000 = 15% of Ticket Revenue
        - \$15,001 & higher = 20% of Ticket Revenue
      - 3. A \$250 cleaning fee will be assessed for all rentals of the facility. Renters must still comply with Section III(b) and Section III(b)(ii).
      - 4. **Renters must provide their own professional sound system and operator or contracted provider for sound at the renter's expense. RecW is the recommended sound provider for the Majestic Theatre.**
        - a. Outside systems (lighting, sound, etc.) must be freestanding and must be set up around any existing in-house equipment, house systems shall not be moved to accommodate other equipment, items shall not be hung from theatre fly bars or balcony railings.
      - 5. In-house lighting systems (general stage wash) or projection equipment are available as an add-on for \$200 for each service.
      - 6. Rental of the Majestic Courtyard is available at \$300 per day with no access to indoor facilities.
        - a. Electrical usage in the courtyard is available as an add-on for \$100 for standard 110 outlets.

- b. A non-refundable deposit in the amount of fifty percent (50%) of the total rental balance is required to complete reservation of the Majestic Theatre and/or Majestic Theatre Courtyard.
  - i. The remaining balance must be paid prior to load-in. If the renter cannot pay the remaining balance, the Majestic Theatre will not be open and there will be no event.
- c. Majestic Theatre, Inc. can process ticket sales through its online box office/ticket system at no additional cost to the renter. Fees are collected through processing fees passed to consumers during the check-out process.
- d. Additional fees may be applied at the discretion of the Majestic Theatre, Inc. Board of Directors.
- e. Renters are responsible for all fees incurred for music licensing. The Majestic Theatre will invoice renters following the close of the financial quarter.

**V. CANCELLATION POLICY**

- a. It is the renter's responsibility to notify the Majestic Theatre, Inc. in writing four (4) weeks prior to the day of rental and ensure such a letter is received by the Majestic Theatre, Inc.
- b. Deposits are non-refundable as stated in Section IV(b).
- c. The renter may be responsible for the full amount if cancellation is not received in writing per this policy.

**VI. MAJESTIC THEATRE RESERVATIONS**

- a. The Majestic Theatre, Inc. reserves the right to sell concessions including alcohol at all events. **Renters must schedule an intermission during production.**
- b. The Majestic Theatre, Inc. Board of Directors reserves the right to ensure that all policies and procedures are being followed. Infractions to this agreement may result in an event being cancelled or shutdown if violations are not resolved in a timely manner during production.

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## 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: \_\_\_\_\_

Security Provider: \_\_\_\_\_

Contact information: \_\_\_\_\_

**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.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**% of Ticket Revenue Schedule**

\$1.00 - \$10,000 = 10% of Ticket Sales  
\$10,001 - \$15,000 = 15% of Ticket Sales  
\$15,001 & Higher = 20% of Ticket Sales

**IV. RENTAL FEE ASSESSMENT**

THEATRE

- \$1,000.00 Theatre/ Courtyard Rental + % of Ticket Revenue
- \$800.00 Non-Profit Theatre/Courtyard Rental + % of Ticket Revenue (if applicable)
- \$200.00 Lighting/Projection System Usage
- \$100.00 Courtyard Electric

Total Theatre Rental: \$ \_\_\_\_\_ + \$250 Cleaning Fee = \_\_\_\_\_

COURTYARD ONLY

- \$300.00 Courtyard
- \$100.00 Courtyard Electric

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

TICKET PROCESSING

Agree – Usage of Majestic Theatre box office/online ticketing system. Collected ticket revenues 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: \_\_\_\_\_