



2937 west 25th street Cleveland, OH 44113
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THEATER RENTAL AGREEMENT

Please note: Rentals are NOT confirmed until this agreement is (1) signed by a person with authority to bind the renting organization to a legal contract, and (2) returned to LatinUs Theater Company before the agreement due date of _____.

THEATER RENTAL POLICY Rental Fees/Reservations:

*A security deposit of \$75 is required for use of the facility for up to 4 hours. A security deposit of \$150 is required for use of the facility for more than 4 hours. (See cancellation policy below.)

*Theater rental: \$375 for a four-hour block, exceeding 4 hours/or \$700/day. Included in the rental fee are 30 minutes before and 30 minutes after for set-up and clean-up time. Catering area is included with theater rental (main lobby area). The theater fee covers use of the theater stage, audience chamber, restrooms, dressing room, use of basic sound and light systems. (Meaning, light houses and handheld microphone).

*Audio/visual System: There will be a fee of \$250 per day or part thereof for use of any audio/visual equipment. (\$30/hour for 4 hr. rental)....._____

*Event Technician at \$25 per hour/person....._____

*Video Computer /Projector / Operator...\$100/4hr or \$200/Day_____

(All media must be given to LTC 48hrs prior to event start)

*Lighting Equipment Operator\$75/4hr or \$150.00/Day_____

(Any event using theatrical lighting other than house lighting will require an Operator)

*Sound Equipment/ Operator\$75/4hr or \$150.00Day_____

(Any event using a microphone will require an Operator)

*Housekeeping, if need it, is \$175/rental. _____

Total Rental plus A/V fees: _____ + _____ = _____

*Rental Fee is due no later than 10 days before scheduled event.

*INSURANCE REQUIREMENT: The Tenant shall provide a CERTIFICATE OF LIABILITY INSURANCE naming LatinUs Theater Company as an additional insured, with required deposits by or before the Due Date listed.

* Dates for an event will not be held without the appropriate security deposit. The deposit will not be returned unless all requirements for usage have been met. Security deposit may be picked up the Monday immediately following the reserved date.

* Cancellations must be given 30 days in advance to receive the security deposit refund. Security deposit are part of total fees in case of no cancellations.

* Decorating and Cleaning.

Decorating and set-up cannot interfere with theater show times or other scheduled events. Time to set up or decorate will be granted as time allows. Please consult with theater Coordinator before the day of your event to arrange time for decorating. Nothing may be taped, tacked, or otherwise attached to theater walls. It is the responsibility of the Renter to clean after a private event. Cleaning must be completed within 30 minutes of reserved events without exception.

* Maximum Occupancy: LatinUs Theater Company can seat 110 in the theater. Occupancy cannot exceed 200. Please follow Covid precautions.

* Food: We encourage you to enjoy our facility and welcome you to bring your own food or hire a caterer for your event. Caterers must remove all equipment and clean the catering area and table area within 30 minutes of reserved event without exception.

* Alcohol: If alcohol is to be served at your event, you will need you own temporary alcohol license.

* Responsibilities: (Please initial each line)

_____ The user, organization, or group renting the theater is responsible for clean-up of the premises. Supervisors of the event are responsible for notifying all assistants and participants concerning rules and guidelines that must be followed. If the theater is unfamiliar to you, i.e., lights, sound, etc., or if extensive electrical hookups are required, contact the coordinator 3 days prior to use.

____ No tobacco products are allowed.

____ No open flames or incense are allowed. There will be no exceptions.

____ The theater assumes no liability for injury or accidents that occur during the event, whether inside or outside the building.

____ The renter will assume all financial responsibility for damage to the facility incurred by the renting party. Any damage must be reported immediately to the coordinator.

____ Unless you require use of the stage as part of your rental, please keep yourself and all guests away from the stage, the speakers, the film screen, and the dressing area below. LatinUs Theater Company assumes NO liability for injury sustained in these areas, and the Renter will be responsible for ALL damage to any part of this area of the facility.

____ LatinUs Theater Company will not be responsible for any lost or stolen items.

____ It is required for marketing purpose that our space has to be promoted as “**LatinUs Blackbox Theater at Pivot Center for Art, Dance and Expression**”. Failure to do this will close the door for future events of your company in our space.

By signing this agreement _____ states that they 1) have authority to bind the Tenant Organization to a legal contract, 2) have read all pages of this Rental Agreement, 3) _____ representatives will abide by all stated conditions, terms and policies designated by LatinUs Theater Company and 4) tenant organization also agrees to pay replacement costs of any equipment or damages to the facility during this use.

HOLD HARMLESS: Tenant also agrees to hold harmless and defend LatinUs Theater Experience Company, its board members, employees, and volunteer staff, from any and all liability based on claims for personal injury and or property damage or theft that may arise out of the Tenant’s negligent acts or omissions during this use.

1. Responsible Party: Name _____

Organization _____

Address _____

Phone _____ Email _____

