



# Venetian Theatre Rental Information and Agreement

## **Summary of Available Facilities/Standard Rental**

The Venetian Theatre seats 380 people plus 6 spaces for wheelchairs.

Rental of The Venetian's Auditorium includes use of the green room as well as the facility's lobby. It also includes:

- Stage lighting
- Use of microphones and PA system
- One (1) Venetian staff member

Additional staff and services are available for additional fees.

## **Rental Policies**

Before signing a rental agreement, potential renters must read these key policies. They are meant to ensure that The Venetian's facilities remain in top condition. All renters must agree to abide by these regulations. Renters assume full responsibility for executing all conditions of this agreement, and for overseeing all members of rental group for the duration of the rental to ensure that these conditions are being met.

Upon signing rental agreement, renter(s) acknowledge the following regulations and agree to the conditions prescribed below:

### **Standard Occupancy Rates**

- \$400.00 for the first two (2) hours
- \$100 for each subsequent hour occupied

- \$35 for each hour spent doing pre-event set-up, lighting adjustments, rigging adjustments, or technical operations within the theatre. This fee does not include the use of extra Venetian staff to perform these preparations.
- There is a \$1000.00 minimum for any Friday or Saturday rental.
- Prior storage of any sets, promotional materials, or any other items relating to renter's production will be subject to additional fees depending upon space demands.
- The Venetian auditorium and the Venetian Piazza room are separate rentals. Fee adjustments can be made for separate rentals. Separate rentals of the Piazza room is limited to the activities which allow the remainder of the Venetian to operate without interference.
- Rental of the Theatre or Piazza Room must be paid for in full thirty days prior to the event.

### **Reduced Rates for Non-Profit Organizations**

- \$300.00 for the first two (2) hours
- \$75.00 for each additional time slot of two (2) hours

### **Additional Staff/Equipment**

- Stage crew members are available at \$20.00 per hour/per person (minimum of 2 hours/person).
- With at least two weeks of advance notice, technicians (lighting, sound, etc.) are available at \$35.00 per hour/per person (minimum of 2 hours/person).
- Only approved, trained individuals may operate the theatre's light, sound, or any other technical system. Any non-Venetian operator must be pre-approved by Venetian management.
- Bear in mind that use of multiple systems demands additional theatre technicians and plan accordingly.
- Ticketing services are available.

### **Cleaning and Trash Service**

- The Venetian provides cleaning services on or before each event day.
- Groups must provide their own crews for set up and clean up, and are responsible for any necessary cleanup during pre-event set up.
- During all occupation hours, all trash must be placed in trash cans on the premises. Any trash that exceeds these containers must be removed by the renter.
- In the event that a renter does not perform sufficient clean up there will be a charge of \$35.00 for each hour that Venetian staff are occupied with said clean up.
- The Venetian provides regular garbage pickup at the end of each event day. Any additional garbage pickup comes at a fee of \$25.00.

### **Cleanliness and Damage Prevention**

- Renter agrees to maintain cleanliness and avoid damage to all occupied areas of The Venetian. This includes but is not limited to cleaning/trash pickup as outlined in “Cleaning and Trash Service.”
- In-house set construction is not allowed. Pre-made sets may be completed and installed on stage so long as no heavy construction work is being performed. Venetian management must be notified of any construction being performed on the premises. Renters may nail or staple sets to the stage or any other surfaces in the auditorium only after consultation with management.
- The Venetian does not allow smoking in any part of the facilities.
- Renter agrees to prevent damage to all carpeting. This includes but is not limited to the use of flower petals that can be pressed into the carpet and cause stains.
- Renters may use confetti or glitter but must be aware that these items generally demand extensive clean up. For details review outline of cleaning expectations and fees under “Cleaning and Trash Service.”

### **Equipment Regulations**

- Open flames are acceptable only when pre-approved by Venetian management and noted in rental agreement.
- Renters may not remove, relocate or in any other way tamper with The Venetian’s technical equipment. This equipment includes but is not limited to all lighting/sound devices and curtains. Permission to make any such adjustments must be pre-approved by Venetian management.

### **Personnel and Audience**

- Renter is responsible for the conduct of all members of rental group. During rehearsal and set up times occupation must be limited to approved members of group (actors, stage hands, etc.).
- Rental group must appoint a Stage Manager and notify Venetian Management of this individual.
- Renter must calculate and allow for the appropriate technical support and stage crew according to the section marked “Additional Staff and Equipment.” Such arrangements must be made at least two weeks in advance.

### **Advertisement and Media**

Once rental agreement and deposits have been finalized, renters may advertise their event/performance in the following manner:

- Information may be posted on The Venetian’s reader board. Desired display information should be presented to Venetian management for review/editing, and the Theatre Manager will make the final selection of exact display.

- Posters to be displayed anywhere on Venetian property must be delivered to Venetian management for approval of content prior to posting. Venetian management will determine where any advertisements will be posted within the facility. Renters may hang posters in additional public places after content approval by Venetian management.
- Any event programs, flyers, and any other materials to be distributed to the public must be pre-approved by Venetian management at least one week before intended distribution time.
- Renter may sell merchandise at The Venetian other than food and drink. Details must be coordinated with and approved by theatre management. All concession revenues belong to The Venetian.

### **Contracts and Deposits**

Renters must furnish the following at the time of booking:

- Name, phone number, and email of primary contact person(s), including those who will be responsible for set up and clean up after the event.
- A brief description of the nature of the event. (Corporate presentation, theatre production, recital, etc.)
- A basic timeline of the occupation that includes but is not limited to.
  - Set up date(s) and time(s)
  - Rehearsal date(s) and time(s)
  - Event date(s) and time(s)—opening of the theatre, actual start time of performance, approximated closing time. Renters must keep in mind that they will be charged by the hour until the theatre is officially closed.
- An approximation of how many people will be present for set-up/rehearsal days/performances
- An anticipated audience size
- Requests for space, services, and equipment (dressing rooms, lighting/sound, etc.)
- Requests for Venetian staff, stage crew, and/or technicians
- Confirmation that any renters' technical staff can be approved by Venetian management

Renter(s) must provide a minimum deposit of \$300 per rental day at execution of contract. All anticipated costs must be fully paid at this time. Reservations are not guaranteed until all agreements and payment have been received and approved by The Venetian.

### **Cancellations**

In the event that renter(s) cancel at least 30 days prior to scheduled occupation date a 20% fee may be charged. Should renter(s) cancel less than 30 days prior to scheduled occupation date they will not be entitled to any refund.

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ Duration: \_\_\_\_\_

Rental Fee: \_\_\_\_\_

All terms and conditions AGREED to on \_\_\_\_\_, 2009.  
(date)

Printed Name: \_\_\_\_\_  
(Renter)

Renter Signature: \_\_\_\_\_ / \_\_\_\_ / 2009  
(Renter) (date)

Venetian Signature: \_\_\_\_\_ / \_\_\_\_ / 2009  
(Manager/Owner) (date)

## The Venetian Theatre & Bistro

### Theatre Hold Harmless Agreement

In consideration of the use of The Venetian Theatre, I hereby release ORANGE PHELPS HOLDING COMPANY, LLC, and INHERITANCE HOLDING COMPANY, LLC, from any liability claim for personal injury and property damage sustained by me and others invited by me while I or my invitees are on the premises of The Venetian Theatre & Bistro, and will defend and hold ORANGE PHELPS HOLDING COMPANY, LLC, INHERITANCE HOLDING COMPANY, LLC, their managers, members, and employees, harmless from any such claim, including any litigation expenses, attorneys fees, loss or damage that may result from the claim. I represent that I have liability insurance that adequately covers any liability for personal injury and property damage which might result from the use of The Venetian Theatre by me or my invitees, and that I have named ORANGE PHELPS HOLDING COMPANY, LLC, INHERITANCE HOLDING COMPANY, LLC, their managers, members, and employees as additional insureds on my liability insurance policy.

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

Printed Name: \_\_\_\_\_

Signed Name: \_\_\_\_\_