

**MARGATE CITY SCHOOL DISTRICT  
DR. DOMINICK A. POTENA PERFORMING ARTS CENTER**

**FACILITY LICENSE AGREEMENT**

THIS Facility License Agreement is dated and entered into as of 2/25/25 ("Effective Date")

by and between the Margate Board of Education ("Licensor") and Name of Renter ("Licensee").

**Directions: The Licensee should complete all information below (page 1), along with noting the designated representative (page 4). Once complete, the Licensee and a witness of their choice should sign the contract (page 8) and mail the original agreement to the PAC Facilitator at the address listed below.**

**LICENSEE CONTACT PERSON:**

\_\_\_\_\_

Position/Title with Licensee:

\_\_\_\_\_

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

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

Telephone No: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax No: \_\_\_\_\_ Email: \_\_\_\_\_

**LICENSOR CONTACT PERSON:**

Debbie Roland  
PAC Facilitator  
7804 Amherst Avenue  
Margate City, NJ 08402

Work phone: 609-822-2353 ext. 117  
Email: dappac@margateschools.org

\_\_\_\_\_

**BACKGROUND**

**MARGATE CITY SCHOOL DISTRICT**  
**DR. DOMINICK A. POTENA PERFORMING ARTS CENTER**

Licensee seeks to acquire the right to enter upon and use Licensor's premises and facilities known as the Dr. Dominick A. Potena Performing Arts Center (the "Premises") located at 7804 Amherst Ave., Margate, New Jersey 08402 (the "Property") from time to time for the purposes specified in Paragraph 1, below. NOW THEREFORE, in consideration of mutual covenants entered into between the parties and other good and valuable consideration the parties agree as follows:

1. LICENSED PREMISES AND FACILITIES

a. Licensor hereby grants to Licensee during the License Term set forth in Section 2, below, a non-exclusive license (the "License") (i) to enter upon the Property, (ii) to enter upon and use the Premises, which shall include the theater (the "Theater"), ticket booth, lobby/reception area, bathrooms and backstage rehearsal rooms located thereon, and (iii) of ingress and egress to and from the Property and Premises, all from time to time, subject to the terms and conditions herein, all for the purpose of presenting theatre productions and other live entertainment performances, and conducting all rehearsals attendant thereto ("Permitted Use").

b. The dates and times of Licensee's use of the Premises for performances shall be as mutually agreed upon by the parties from time to time during the License Term. The dates and times of rehearsals shall be scheduled as reasonably requested by the Licensee during the License Term, subject however to (i) use by other licensees which is scheduled prior to Licensee's request and (ii) the prior written consent of the Licensor which consent shall not be unreasonably withheld, delayed or conditioned. The schedule for both performances and rehearsals shall be set forth on Exhibit A, and said Exhibit shall be amended from time to time as necessary to reflect updated agreed-upon scheduled performances.

c. Licensor agrees that upon Licensee's reasonable request it shall provide from time to time for use in connection with the Permitted Use such equipment, consumables, technical personnel support, Custodial/Black Seal Support, the lobby/reception area and other space, amenities and facilities which Licensor has available for hire ("Additional Facilities"). The Additional Facilities to be provided hereunder shall be set forth on Exhibit B, and said Exhibit shall be amended from time to time as necessary to reflect updated agreed-upon provision of Additional Facilities

d. Licensee acknowledges and agrees that all equipment, consumables, technical support and Custodial/Black Seal Support included in the Additional Facilities provided hereunder shall be operated and/or dispensed only by Licensor's designated approved personnel, and Licensee acknowledges and agrees that operation or dispensing of Additional Facilities by anyone other than Licensor's designated approved personnel is strictly prohibited. Licensor's designated personnel is set forth on Exhibit C.

e. Licensee acknowledges and agrees that any other use of the Premises except as expressly provided herein, or any access to or use of any other areas of the Property (except as necessary for ingress and egress to the Premises) is strictly prohibited.

f. Licensee acknowledges and agrees that all unloading and loading of Licensee's equipment and materials will be done during contracted times only. Furthermore, Licensee will be responsible for all labor required to unload and load said equipment and materials during the term of the lease.

g. The License granted hereunder is subject to all existing covenants, conditions, reservations, contracts, leases, licenses, easements, encumbrances, restrictions and rights of way with respect to the Premises, whether or not of record.

**MARGATE CITY SCHOOL DISTRICT  
DR. DOMINICK A. POTENA PERFORMING ARTS CENTER**

**2. TERM; TERMINATION**

- a. This Agreement shall commence on the Effective Date and shall expire on

August 10, 2025, 11:59 PM, subject, however, to Licensor's right to earlier revoke the License granted hereunder and terminate this Agreement as herein provided.

b. In the event that Licensee, any person acting on its behalf, or any person who is on the Property in connection with Licensee's use of the Premises, including its employees, representatives, agents, volunteers, attendees or invitees ("Licensee Users") (i) uses the Premises for any purpose other than the Permitted Purpose (ii) uses or accesses any part of the Property other than the Premises, (iii) uses any Additional Facility other than the Additional Facilities listed on Exhibit B, (iv) operates or dispenses Additional Facilities without prior approval of Licensor, (v) fails to pay any amounts due under this Agreement as and when due, (vi) fails have a designated representative present as required under this Agreement, (vii) provides false or misleading information to Licensor in connection with this Agreement, or (viii) fails to comply with any other material term or provision of this Agreement, then in each such event Licensor may revoke the License granted herein and terminate this Agreement immediately upon written notice to Licensee.

c. At the expiration or earlier termination of this Agreement, and/or revocation of the License granted hereunder, all rights of Licensee shall terminate and Licensee shall immediately cease use of the Premises and surrender same to Licensor, along with all Additional Facilities.

**3. LICENSE FEES; PAYMENT:**

a. As consideration for the License granted hereunder and for use and or consumption of Additional Facilities, Licensee shall pay to Licensor a License Fee computed at such rates for such services and facilities as set forth on Exhibit B. Licensee has determined in good faith, and Licensor acknowledges, that Licensee's estimated use of the Premises and Additional Facilities, and the Estimated Total License Fee will be created by the PAC Facilitator and agreed upon by both parties upon acceptance of the Agreement.

- b. License Fees shall be payable as follows:

i. One-half (50%) of the Estimated Total Fees set forth by the PAC Facilitator shall be paid upon execution of this Agreement.

ii. Remaining balance of the Estimated Total Fees for Contract shall be paid at least five (5) business days prior to Licensee's first performance date set forth on Exhibit A.

iii. Any schedule changes in hours or dates must be received ten (10) calendar days before the first performance or a \$200-400 administrative fee will be assessed to the Licensee.

iv. Upon completion of the event, the Licensor will submit a Final Invoice setting forth, in reasonable detail, the services and facilities actually provided and used hereunder, and the associated License Fees charged thereof, and payment thereon shall be due within seven (7) business days after the date of each invoice.

v. Licensee shall thereafter pay, as and when due, the License Fee balance reflected on the final invoice issued by Licensor, it being the intent of the Parties that Licensee shall be liable to pay License Fees based on the actual provision and usage of the Premises and Additional Facilities, and not based on the estimates provided initially by the Estimated Total Fees projection.

**MARGATE CITY SCHOOL DISTRICT  
DR. DOMINICK A. POTENA PERFORMING ARTS CENTER**

c. Notwithstanding the foregoing, Licensee shall pay Licensors- designated sound and lighting engineers directly. Licensee shall indemnify and hold Licensors harmless from and against any and all loss, cost, damage or expense (including reasonable attorney's fees) suffered or incurred by Licensors in connection with any claim, demand, action, suit or proceeding by a Licensors-designated sound or lighting engineer alleging that Licensee has failed to pay such engineer as and when due and owing.

**4. SECURITY DEPOSIT:**

a. In addition to the License Fees payable pursuant to Section 3, above the Licensee shall pay to the Licensors upon execution of this Agreement, the sum of 500 Hundred Dollars (\$500.00) to be held by Licensors as security for the full and faithful performance and observance by Licensee of the provisions of this License Agreement, and not as a deposit or advance of License Fees ("Security Deposit").

b. Licensee shall not be entitled to any interest whatever on the Security Deposit, and Licensors shall have the right to commingle the Security Deposit with its other funds.

c. Licensors may use the whole or any part of the Security Deposit toward the payment of any amount as to which Licensee is in default hereunder or to compensate Licensors for any loss or damage it may suffer, including the need for additional maintenance labor charges, by reason of Licensee's use of the Premises or default under this Agreement.

d. The balance of the Security Deposit, if any, remaining after all payments are made under section 4.c., above, shall be returned to Licensee within thirty (30) days after the later of (i) expiration or early termination of this Agreement or (ii) the surrender of the Premises to Licensors.

e. In the event Licensee cancels any performance later than thirty (30) days prior to the scheduled performance date set forth on Exhibit A, Licensee shall be in breach of this Agreement. In such event, at Licensors's option, and in addition to all other remedies available to Licensors at law or equity, the Security Deposit shall be retained by Licensors and forfeited by Licensee.

**5. REQUIRED PERSONNEL:**

Licensee must have a designated representative, with the Authority to act on behalf of the Licensee, to be present at all times indicated on the Event Schedule Form. Licensee hereby designates the following person(s) as representatives(s) with the authority to act on behalf of Licensee:

A. Name: \_\_\_\_\_

B. Phone: \_\_\_\_\_

Licensee acknowledges and agrees that (i) it shall be required to provide, at its own cost and expense, all necessary ticket staff, ushers, stage manager, and crew, and (ii) Licensors will provide, at Licensee's cost and expense, an on-site supervisor to be present at all performances.

**6. LIMITATION OF LIABILITY; INDEMNIFICATION:**

a. Licensors shall not be liable for injury or damage to person or property sustained by Licensee, its employees, agents or representatives, or any other person, for any reason. Licensee hereby assumes all risk of injury or damage to person or property for itself and any other person who enters or is upon the Property or Premises in connection with Licensee's use thereof, and Licensee hereby releases Licensors and its

**MARGATE CITY SCHOOL DISTRICT  
DR. DOMINICK A. POTENA PERFORMING ARTS CENTER**

directors, trustees, officers, agents and employees from every claim, liability, or demand of any kind on account of any such injury or damage.

b. In addition to the indemnification under section 3.c., above, Licensee shall indemnify and hold Licensors harmless from and against any and all loss, cost, damage or expense (including reasonable attorney's fees) (collectively "Loss") suffered or incurred by Licensee in connection with any claim, demand, action, suit or proceeding (collectively "Claim") which arises out of or is in connection with Licensee's use of the Premises and Property, except and to the extent that such Loss arises out of or in connection with the gross negligence or willful misconduct of Licensors. The obligations of indemnity shall survive expiration or termination of this Agreement.

**7. ALTERATIONS; DAMAGE TO PROPERTY:**

a. Licensee shall not make any alterations, additions, or improvements to the Premises or the Property. Nothing shall be attached to walls, flooring, seats, or any item in the facility that will cause damage upon removal.

b. If Licensee or anyone acting for or on Licensee's behalf, including any independent contractors or other third parties providing goods or services to Licensee, causes any damage to the Property or the Premises in connection with the exercise of this License, Licensee shall be liable, at its own cost and expense, to repair and restore the Premises and Property to their condition immediately prior to Licensee's use thereof, normal wear and tear excepted. Licensee shall immediately notify Licensors of any damage to the Premises or Property, and shall use its best efforts complete the repairs and restoration as promptly as commercially reasonable. At Licensors' option upon written notice to Licensee within three (3) business days of receiving notice of damage, Licensors may repair and restore or cause such repairs and restoration to be completed, and upon demand from Licensors, Licensee shall immediately reimburse Licensors therefore.

**8. RULES AND REGULATIONS:**

The Licensee undertakes to observe all rules and directions which are imposed by the Licensors generally or specifically in respect to the use of the Premises and entry onto the Property.

**9. SAFEGUARDS:**

Licensee agrees to provide at its own expense the necessary safeguards to protect the Licensee's property when left overnight at the Premises.

**10. USE OF PROPERTY:**

Licensee agrees that the Licensors cannot guarantee an uninterrupted supply of electricity, water, heat, air conditioning or other utility and that Licensors shall not be responsible or liable to Licensee for any interruption in utility service, nor shall such interruption affect the continuation or validity of this Agreement.

**11. INSURANCE:**

The Licensee shall obtain and maintain during the term hereof, at its sole cost and expense,

a. General Liability Insurance in a combined amount of not less than ONE (\$1,000,000) MILLION DOLLARS for bodily injury or death and property damage in respect to activities related to Licensee's use of the Premises or Property.

**MARGATE CITY SCHOOL DISTRICT  
DR. DOMINICK A. POTENA PERFORMING ARTS CENTER**

b. Special Form policy or policies of property insurance, including sprinkler leakage coverage, covering the full replacement value of all of Licensee's property located on or within the Property and Premises.

c. Licensee relieves and hereby waives any rights of recovery against Licensors for injury or loss on account of hazards and risks covered by the insurance which Licensee is required to carry hereunder to the extent of the insurance proceeds Licensee would have received under said insurance if Licensee had maintained all insurance it is required to maintain hereunder.

d. All insurance required hereunder shall be on an occurrence basis, with no aggregate limit. All policies must include the Licensors, and the City of Margate as an Additional Named Insured.

e. The Licensee shall provide the Licensors with proof of the insurance requested in of this Agreement, in the form of a Certificate of Insurance from the Insurance Company providing the coverage. The Certificate of Insurance must be submitted to Licensors at least one month prior to the date use commences in accordance with Section 2 of this Agreement. Said policies shall not be cancelable or reduced without at least thirty (30) days prior written notice to Licensors.

f. The coverage required herein shall not limit the liability of Licensee under this Agreement.

g. Upon prior written notice to Licensee, Licensors may, from time to time, increase the required limits of coverage set forth above to such amounts as Licensors may deem commercially reasonable, in which case Licensee shall obtain such increased coverage within thirty (30) days after receipt of said notice from Licensors.

**12. CITY OF MARGATE:**

The Licensee acknowledges and agrees that the City of Margate is not a party to this Agreement and Licensee shall defend, indemnify and hold harmless the City of Margate from and any and all claims of damages arising out of or in connection with the use of the facilities and equipment under this Agreement.

**13. EVENT PROMOTION:**

a. Licensee acknowledges and agrees that in connection with the use of the facilities under this Agreement, neither the Margate City Board of Education nor the City of Margate, or any of their respective departments, endorse, sponsor, or support the event(s) for which the Licensee is using the facilities, and the Licensee may not advertise, promote, or suggest in any manner whatsoever that the Licensee's event is authorized, endorsed, sponsored, benefited, or supported by the Licensors, or any of its respective departments, or of the City of Margate.

b. Notwithstanding the foregoing, in all of Licensee's activities and material advertising or promoting its performances to be held at the Premises, Licensee shall prominently refer to the Premises as the venue of its performances, and such reference shall be as follows "The Margate City School District's Performing Arts Center located at 7804 Amherst Ave., Margate, New Jersey."

**14. COMPLIANCE WITH LAWS; PERMITS AND REGULATIONS:**

**MARGATE CITY SCHOOL DISTRICT  
DR. DOMINICK A. POTENA PERFORMING ARTS CENTER**

a. Licensee shall comply with all laws, statutes, rules, ordinances and regulations applicable to this Agreement or Licensee's activities conducted under this Agreement. Without limiting the foregoing, Licensee shall abide by room capacity limits established by the Fire Department of the City of Margate City.

b. Licensee will not carry on or permit to be carried on any activities which are illegal, immoral or which create a nuisance or an unsafe or unhealthy condition in and about the Property and the Premises.

c. Licensee shall be responsible for securing any approvals, permits or authorizations required by any federal, state or local governmental bodies or agencies in connection with this Agreement or Licensee's use of the Property or Premises.

d. Licensee acknowledges that school property is a drug and alcohol and free zone and that no alcohol or drugs will be served or permitted in any area of the Property.

**15. COVENANT NOT TO INCREASE FIRE HAZARD:**

The Licensee agrees that Licensee will not carry on upon the said Premises or permit to be carried on any activity which may increase the fire hazard above the hazard incidental to the ordinary conduct of the activity specified herein, or which may increase the cost of premiums payable for the insurance of the Premises against loss by fire, or which may cause any policy of insurance on said Premises to be void or voidable.

**16. NO ASSIGNMENT.**

The Licensee shall not assign this lease agreement or underlet the Premises or any part thereof without the Licensor's consent in writing.

**17. BINDING AGREEMENT:**

This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.

**18. INSISTENCE ON COVENANTS:**

The failure of the Licensor to insist upon strict performance of any of the terms of this Agreement shall not be construed as a waiver or relinquishment for the future of any such terms and conditions but the same shall be and remain in full force and effect.

**19. ARBITRATION OF DISPUTES-ADJUDICATED:**

In the event of dispute arising between the Licensor and Licensee concerning the terms of this Agreement, such dispute, shall be submitted to arbitration by two arbitrators appointed by the American Arbitration Association. The finding of said arbitrators shall be final and conclusive on any questions or matters so submitted to them. In case an arbitration is not otherwise arranged, either party desiring such submission to arbitration shall notify the other party in writing within 30 days from the termination of this agreement of the matter which it desires to submit to arbitration.

Licensor and Licensee waive any rights that either may have to submit the dispute for judicial determination by the Courts of the State of New Jersey.

**MARGATE CITY SCHOOL DISTRICT  
DR. DOMINICK A. POTENA PERFORMING ARTS CENTER**

**20. LIENS, ENCUMBRANCES PROHIBITED:**

Licensee shall not cause or permit any liens to be placed against the Property or the Premises as a result of Licensee's exercise of rights under this Lease. In the event of the filing of any such lien, Licensee shall promptly, and in any event, within thirty (30) days, cause such liens to be removed.

**21. GOVERNING LAW:**

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of New Jersey.

**22. CONCESSION ITEMS:**

Licensee shall not sell any food, snacks or beverages ("Concession Items") at the Premises without the prior written approval of the District Superintendent and the Director of the Dominick A. Potena Performing Arts Center (the "Director"), and shall only sell Concession Items from areas of the Premises designated by Licensor. Concession Items shall not be permitted in the Theater. Licensee shall notify the audience that (i) only Concession Items sold by Licensee shall be permitted in the Premises and (ii) no Concession Items are permitted in the Theater. For each performance, Licensee shall designate an individual or individuals from its organization who shall, prior to each performance and during any intermission(s), monitor the entrances to the Premises and the Theater, to ensure that the above prohibitions are strictly complied with.

**23. PERFORMANCE LIMITATIONS:**

Silly string, confetti and other similar items are not permitted in the Premises. In the event any such items are a necessary part of Licensee's theatrical performance, then Licensee must obtain prior written approval from the Director to use such item during the production, and shall promptly clean-up and properly discard all such items after use.

**24. COMPLETE AGREEMENT:**

This Agreement constitutes the final, complete, and exclusive statement of the terms of this agreement between the parties. This Agreement may be altered, amended, or modified in whole or in part at any time only if in writing signed by all parties hereto.

IN WITNESS WHEREOF, each party hereto has caused this Facility License Agreement to be duly executed by its authorized representative as of the day and year first above written.

**Licensee**

**BY:** \_\_\_\_\_

**Printed Name:**

-

**Margate City Board of Education Licensor**

**BY:** \_\_\_\_\_

**Printed Name:**

\_\_\_\_\_  
**Witness Signature**

**Printed Name:**

\_\_\_\_\_  
**Witness Signature**



**MARGATE CITY SCHOOL DISTRICT  
DR. DOMINICK A. POTENA PERFORMING ARTS CENTER**

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

**EXHIBIT A  
SCHEDULE OF PERFORMANCES AND REHEARSALS**  
To be completed and submitted with contract request

**PERFORMANCE DATES:**

1. Aug 4th, 2025

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**PERFORMANCE TIMES:**

7:30 -9:30 pm

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REHEARSAL DATES:**

1. Aug 4th

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**REHEARSAL TIMES:**

5:00pm-6:00pm

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The above schedule is agreed to by the respective parties:**

**Licensor's Authorized Representative's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Licensee's Authorized Representative's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please note: Any changes to the dates or times must be communicated to the DAPPAC Facilitator at least 10 calendar days prior to the first performance.*

**Date provided to DAPPAC Facilitator:** \_\_\_\_\_

**MARGATE CITY SCHOOL DISTRICT  
DR. DOMINICK A. POTENA PERFORMING ARTS CENTER**

**Date provided to Director of Facilities:** \_\_\_\_\_

**EXHIBIT B**

**PREMISES, ADDITIONAL FACILITIES, AND ASSOCIATED LICENSE FEES**

**RENTAL RATES**

PAC daily rate (up to 8 hrs/day):	\$1200.00
PAC daily rate (8+ hrs to 12 hrs/day):	\$1600.00
PAC daily rate (12+ hrs to 16 hrs/day):	\$2000.00
Large gym at Tighe:	\$500/performance
Small gym at Tighe:	\$500/performance

Security Deposit: \$500.00 (set fee required)

Black Seal Custodian: \$50.00 per hour (or prevailing wage, if greater) with a minimum charge of four (4) hours each time used (*charges applicable to all rehearsal times and performance times*) Plus up to eight (8) additional hours for clean up after the event

On-site Supervisor: \$50.00 per hour with a minimum charge of four (4) hours each time used (*charges applicable to rehearsal time and performance time*)

Sound Engineer: \$50.00 per hour, paid directly to the engineer by the Licensee (*different rates may be negotiated directly with engineer*)

Lighting Engineer: \$50.00 per hour, paid directly to the engineer by the Licensee (*different rates may be negotiated directly with engineer*)

Consumables per event: \$100.00 (set fee required)  
Included in each event rental:

- Use of one (1) handheld wireless microphone
- Access to backstage dressing rooms
- Six (6) tables (6 ft or 8 ft) and 12 folding chairs

Additional Mic requests: \$25.00 Handheld Wireless mic p/day p/mic  
\$35.00 Wireless Head worn mic p/day p/mic

Additional Tables (8 ft or 6 ft): \$9.00 p/table p/day

Additional Folding Chairs: \$1.50 p/day p/chair

**MARGATE CITY SCHOOL DISTRICT  
DR. DOMINICK A. POTENA PERFORMING ARTS CENTER**

**EXHIBIT C**

**LICENSOR DESIGNATED PERSONNEL**

Margate Board of Education Approved Sound and Lighting Technicians

- |                    |          |
|--------------------|----------|
| 1. Chelsi Crompton | Sound    |
| 2. Doug Pendleton  | Sound    |
| 3. BethAnn Hall    | Lighting |

**MARGATE CITY SCHOOL DISTRICT  
DR. DOMINICK A. POTENA PERFORMING ARTS CENTER**

**EXHIBIT D**

**Summary of Estimated Costs for Proposed Contract**

To be completed by PAC Facilitator and shared with Licensee before contract approval

Contract Licensee: \_\_\_\_\_

Purpose: \_\_\_\_\_

**PAC RENTAL:**

**COST**

Number of days (up to 8 hrs/day):	<u>1</u>	@ \$1200	\$ <u>1200</u>
Number of days (8+ to 12 hrs/day):	_____	@ \$1600	\$ _____
Number of days (12+ to 16 hrs/day):	_____	@ \$2000	\$ _____

<b>Total for PAC (Estimated)</b>			<b>\$ _____</b>
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**ADDITIONAL AREA RENTALS:**

**RATES**

Large gym: \$500/day	Number of days: _____	@ \$____/day	\$ _____
Small gym: \$500/day	Number of days: _____	@ \$____/day	\$ _____

**CONSUMABLES (SET RATE PER EVENT):** \$ 100.00

**ADDITIONAL AUDIO AND ITEM REQUESTS:**

Wireless Handheld mic: Amount: _____	@ \$25/mic for Number of days: _____	\$ _____
Wireless Headworn mic: Amount: _____	@ \$35/mic for Number of days: _____	\$ _____
Tables (6 ft or 8 ft): Amount: _____	@ \$9/day for Number of days: _____	\$ _____
Folding chairs: Amount: _____	@ \$1.25/day for Number of days: _____	\$ _____

<b>Total for Additional Areas/Items (Estimated)</b>	<b>\$ _____</b>
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**STAFF FEES:** \_\_\_\_\_

Black Seal Custodian (including rehearsal times):

Estimated Total Hours <u>5</u>	@ \$50.00/hr	\$ <u>250.00</u>
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Number of Custodians Needed _____ x hours x \$50.00	\$ _____
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On-site Supervisor (including rehearsal times):

Estimated Total Hours <u>5</u>	@ \$50.00/hr	\$ <u>250.00</u>
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<b>Total for Staff Fees (Estimated)</b>	<b>\$ _____</b>
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Sound Engineer:

Estimated Hours <u>5</u>	@ \$50.00/hr	\$ <u>250</u>
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Lighting Engineer:

Estimated Hours _____	@ \$50.00/hr	\$ _____
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**Total Fees for Sound and Lighting (Estimated)** \$\_\_\_\_\_

**Total Fees for Contract (Estimated)** \$\_\_\_\_\_

**Deposit Received (50% of Fees)**      **Date:** \_\_\_\_\_      **\$** \_\_\_\_\_

**Security Deposit Received**                      **Date:** \_\_\_\_\_                      **\$ 500.00**

**Balance of Contract Due**                      **Date:** \_\_\_\_\_                      **\$** \_\_\_\_\_

**Licensee**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Director of DAPPAC Date

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Representative Date

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_  
DAPPAC Facilitator

Contract witnessed by DAPPAC Facilitator and Initial Invoice Submitted

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

Contract reviewed by Director of Facilities for date conflict and staffing needs

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

Contract reviewed by Business Administrator and deposit received

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

Contract reviewed by Superintendent and submitted for Board of Education approval

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

Approved by Board of Education

Date of Approval \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Event report completed and Final Invoice Submitted by DAPPAC Facilitator

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