AUBURN SCHOOL DISTRICT THEATRES

Auburn Performing Arts Center *(APAC)*
Auburn Riverside Theatre *(ART)*
Theatre at Auburn Mountainview *(TAM)*

RENTAL AGREEMENT FORM

BEFORE WE BEGIN:

A TECHNICAL RIDER detailing light plots, stage settings, sound needs, special equipment requests, and all related info must be submitted and approved *before* the contract can be finalized.

1. ALL CONTRACTS, PAYMENTS, & INSURANCE SHOULD BE DIRECTED TO:

- **CAROL SMETHERAM**
  Managing Director
  Auburn School District Theatres
  915 Fourth Street NE
  Auburn WA 98002

  OFFICE: 253-931-4827
  E-MAIL: csmetheram@auburn.wednet.edu
  WEB: www.auburn.wednet.edu/theatres
- **Alex Struble | APAC** Technical Director **astruble@auburn.wednet.edu**
  PAC BACKSTAGE: 253-887-2631 or call theatre office: 253-931-4827
- **Nico Roycroft | ART** Technical Director **nroycroft@auburn.wednet.edu**
  ART BACKSTAGE: 253-804-5154 ext.725230
- **Mark Petersen | TAM** Technical Director **mpeterson@auburn/wednet.edu**
  TAM BACKSTAGE: 253-876-2509

2. ADVERTISE your event at the appropriate location:

Auburn Performing Arts Center (APAC)	Auburn Riverside Theatre (ART)	Theatre at Auburn Mountainview (TAM)
702 Fourth Street NE **Auburn WA 98002**	**501 Oravetz Road** **Auburn WA 98092**	**28900 124th Ave SE** **Auburn WA 98092**

3. To guarantee your booking, these **4 IMPORTANT ITEMS** must be received two **(2) MONTHS** prior to event:

1. **Signed Facility CONTRACT**
2. **Signed RENTAL AGREEMENT**
3. **CERTIFICATE OF INSURANCE - *E-copy is preferred***
4. **DEPOSIT: FULL Facility Rental FEE**

NOTICE OF CANCELLATION must be received 30 days in advance or a 20% cancellation fee will be charged. *(A 4-hour minimum per technician will be charged without 7 DAYS notice for ALL events - community & school.)*

4. LABOR IS DUE AND PAYABLE WITHIN 30 DAYS AFTER EVENT - You will be billed *after* your event for any/all staff assigned to the event based on the following policies and rates:

- To comply with District and safety protocol, a **Lead Technician** and a minimum of two **additional technicians, 1-2+ House Managers, Safety Officer** and **Custodian** are required for all events; and, **two technicians** for **all event rehearsals**.
- You will be charged for ALL set-up associated with your event. If set-up falls outside your booking window, **a minimum four-hour per technician** labor fee will be charged.
- **A minimum of (4) four hours will be charged per technical staff member assigned to each event.**

(NOTE: When estimating labor please add one (1) additional hour to your overall time in venue for the technical crew.)

Technical Director	**$38.00 per hour**
Lead Technician	**$35.00 per hour *required for all events/rehearsals***
Sound/Light Technician	**$30.00 per hour**
Student Technician	**$18.00 per hour**
House Supervisor	**$28.00 per hour** *(1-2 required for all events, 3+ if balcony is used at APAC)*
Custodial Service	**$40.00 per hour** *(Minimum 4 hrs for performances/rehearsals)*
Safety Officer	**$60.00 per hour** *(1-2 required for all events, scheduled & assigned by the ASD Safety Director)*

Event contact will see and approve labor timesheets at conclusion of each day.

Overtime & penalties will be charged under these conditions: *After 10 hours worked in one day, and/or over 40 hour in a week at 1.5x the base rate. *Double-time (2x) the base rate will be charged after 12 hours in one day and for any work required between 12am and 7am. *A *minimum* 30 minute meal break must be called at, or by the end of the FIFTH (5th) hour of work or 1.5x the base rate will be charged until the break is given. Holiday rates are double-time (2x) normal rates. Holidays are based on Auburn School District designated holidays. ***RATES SUBJECT TO CHANGE WITHOUT NOTICE.*** *PLEASE NOTE: Staffing and provisional decisions for each production will be made at the sole discretion of the Managing and Technical Directors. The renter will guarantee all attendant costs to the Auburn School District.

LIABILITY INSURANCE REQUIREMENT

5. You must have ***ONE MILLION DOLLARS of LIABILITY INSURANCE*** to occupy the building. The insurance certificate must cover all dates and times you will be in the theatre. **(IMPORTANT—Please ask your agent to list *AUBURN SCHOOL DISTRICT AND ITS EMPLOYEES* as *ADDITIONAL INSURED.)* Email C.O.I. to: csmetheram@auburn.wednet.edu**

6. If you require **GELS, CD's, Gaffer's tape, tie line, etc.** you will need to supply your own. You also must provide your own **BATTERIES for wireless microphones**. ***Client must provide exact weight for all flys/linesets including hardware, and wiring within +/- 15 lbs. If you give us the incorrect weight your equipment may end up damaged!* Our Technical Director(s) will meet with you to discuss all your technical needs and to answer questions.**

7. Please check with Managing Director before making deliveries. **With back-to-back usage, we have no storage space available.**

8. All materials used on-stage must be flame-proofed (self-extinguishing). The technical director will provide the name of a theatrically acceptable flame retardant. **NO OPEN FLAME OR PYROTECHNICS ALLOWED.**

9. **Other than bottled water, NO FOOD OR DRINK IS ALLOWED IN THE THEATRE AT ANY TIME. NO EXCEPTIONS.** *(Performers are allowed food and drink in the green room only.)*

10. **NO SMOKING/VAPING or ALCOHOL** permitted on Auburn School District premises, including inside buildings or in the parking lot.

11. Please arrive at the time indicated on your building use application. ***A Lead Technician must be on-site at all times.*** **DO NOT ARRIVE EARLY OR ASK A CUSTODIAN TO LET YOU IN!**

12. **PLEASE DO NOT PARK IN LOADING ZONES OR FIRE LANES** *(unless temporarily loading and unloading)*

13. Facility owned sound and lighting equipment is available at no additional equipment charge. **All district-owned theatrical equipment is operated by district employees *only*.**

14. **NO ON-SITE SET-BUILDING.** All sets must be pre-fabricated prior to show date.

15. **Assistive Listening Devices (ALD)** are available upon request for patrons at no charge. *(See House Manager for details.)*

16. If a **PIANO** is requested for your event, we provide its tuning service and the fee will be added to your final bill.

17. **TICKETING: CLIENT is solely responsible for TICKET SALES, TICKET COLLECTION and REVENUE/ RECONCILIATION.**

18. **All event personnel must arrive with adequate time to be briefed on theatre policies and emergency evacuation procedures by our house manager *(at least one (1) hour prior to the event)*.**

You must provide the following personnel unless otherwise pre-arranged with Managing Director:

Ushers (# to be determined by size and type of event)
Box Office personnel (& supplies)
Concession personnel (& supplies)
SECURITY - ***A Safety Officer or Officers will be assigned to your event at a rate of $60/hour per officer***
Parking attendants (if deemed necessary)

18. If the **MEDIA** has been invited to your event, the Managing Director must have at least 48 hours notice.

19. If a problem arises during your event, please notify Theatre Management immediately.

Signed_____ **Date**_____ ***(Revised 8/29/24 KLD)***