



139 S. Center St. PO Drawer A
Goldsboro, NC 27533
(919) 583-8432

www.goldsboroparamount.com
sarchibald@ci.goldsboro.nc.us

Date _____

I. Contact Information

Sponsoring Organization _____
Address _____

Contact Name _____
Email address _____
Numbers- business _____ cell _____
 home _____ fax _____

Mailing address _____

Secondary Contact _____ number _____

II. Event Information

Event/Name/Title _____

Proposed Date(s): _____

Description: _____

III. Event Schedule (Techs: S=Sound/L=Lights/F=Fly)

*Techs needed- Yes/No -Please circle (Sound, Lights, Fly)
Only techs paid by the City of Goldsboro will be permitted to use theatre equipment)

1. **Set-In** (begins with **FIRST** access to the theatre) Please describe what you will be doing (ie: building sets, rehearsing, unloading equipment etc.) _____

_____ Date: _____ Start Time: _____ End Time: _____ Techs: S/L/F

2. **Rehearsals** –Please list your proposed rehearsal dates and tech schedule

Date: _____ Start Time: _____ End Time: _____ Techs: S/L/F
Date: _____ Start Time: _____ End Time: _____ Techs: S/L/F
Date: _____ Start Time: _____ End Time: _____ Techs: S/L/F
Date: _____ Start Time: _____ End Time: _____ Techs: S/L/F
Date: _____ Start Time: _____ End Time: _____ Techs: S/L/F

3. Public Performance(s)/Lecture(s) –

(List the dates and start time you will need access & curtain time)

Date: _____ Start/Curtain Time: _____ Techs: S/L/F
Date: _____ Start/Curtain Time: _____ Techs: S/L/F
Date: _____ Start/Curtain Time: _____ Techs: S/L/F
Date: _____ Start/Curtain Time: _____ Techs: S/L/F

4. School Performance(s) – please list the dates, starting and running time

Date: _____ Start/Curtain Time: _____ Techs: S/L/F
Date: _____ Start/Curtain Time: _____ Techs: S/L/F

IV. Ticketing Information

Tickets: This event will be ticketed: _____ Yes _____ No

Seating is: _____ Reserved _____ General Admission

Admission Prices: Full Price: \$ _____

Discounts:

Senior (60+): \$ _____ Student: \$ _____ Child (12&under): \$ _____

Other: \$ _____ (Describe) _____

Ticket Sales Begin (*preferred* start date)

Date: _____

Where will tickets be sold? _____

Where can calls regarding event be referred to? _____

Will you be using the ticket box office prior to the event? _____

V. Additional Information/Amenities

Concessions: Do you plan to sell concessions/merchandise?

_____ Yes _____ No If yes, what type _____

Do you have liability insurance? Yes/No- Please provide certificate of insurance

Piano Needed: Yes/No **Podium Needed:** Yes/No **Projector:** Yes/No

Orchestra space needed: Yes/No (Up to 27 seats can be removed for space)

Event Management: Stage Manager: _____

House Manager: _____

Director: _____

Number of ushers you will provide- _____

Advertising: To post your event on the Paramount website, please provide the following information:

Presenting Organization: _____

Title of Event: _____

Genre: __Comedy __Music __Family __Dance __Theater

Dates: _____

Times: _____

Your website URL: _____

VI. Rules/Regulations

- A. The Paramount Theatre will extend a priority to established local performance groups; however rental dates will normally be assigned on a first come first serve basis.
- B. Rental fees will be based on four hour increments.
- C. All areas must be kept clean and free of clutter.
- D. Rental dates should be made three weeks in advance and will require a 25% non-refundable deposit.
- E. Property of renter should be removed upon completion of the performance.
- F. Storage of production props, equipment etc. will be permitted during the period of rehearsal dates only. The Paramount Theatre, nor its staff, will be responsible for stored items or damages of any kind to stored items.
- G. There will be no smoking permitted in The Paramount Theatre.
- H. No tape should be used on the walls or floor of the theatre without staff consent.
- I. Eating or drinking will be permitted in the lobby only. Refreshments can be served and eaten in the lobby, but cannot be taken into the auditorium. Care should be taken in planning refreshments; avoid foods that can be spilled easily and/or require special receptacles or clean-up
- J. It is the responsibility of the renter to ensure that no children are unattended.
- K. The Paramount Theatre will not be responsible for selling tickets for sponsoring organizations.
- L. There are no animals permitted on the premises of The Paramount Theatre with the exception of service animals as defined by ADA.
- M. Renter is responsible for obtaining, at its own expense, prior to the date of event, all necessary licenses for the performance.
- N. Alcohol permits must be obtained by the renter from the North Carolina Alcoholic Beverage Control Commission and a copy of the permit and proof of liquor liability provided to the Foundation of The Paramount Theatre prior to the event.
- O. The Paramount Theatre reserves the right to require liability insurance. The renter is fully responsible for any damages caused by any person associated with the production under the renter's supervision. If the damage is not covered by liability insurance, or the user does not have liability coverage, the user will be held responsible for the damages. The additional charges will be included in the final invoice for payment.
- P. Renter shall indemnify and save harmless the Foundation of The Paramount Theatre & The City of Goldsboro from and against any and all claims, costs, expenses, and/or liability for damages to person or property arising from or relating to the use or occupancy of the Theatre by the renter during the rental period or permitted to be done by the renter in or about the Theatre, or otherwise resulting from any breach or default in the performance of renter's obligations under this agreement, including attorney's fees and court costs.
- Q. The use of pyrotechnics and smoke effects are not allowed in The Paramount Theatre.

VII. Fees & Services

Performances: (Events are based on 4 hour performance time)
 \$500.00 for first performance/event in a day
 \$250.00 for second performance in same day
 \$250.00 for Educational Synopsis

Rehearsals/Social Events:
 \$125.00 (per event/based on a 4 hour performance time)

Workshop/Presentation:
 \$300.00 (per event/based on a 4 hour workshop)

Meeting Space (Board Room)
 \$100.00 (per event/based on 2 hour meeting)

VIII.CHARGES

<u>USE:</u>	<u>DATE(S):</u>	<u>FEE:</u>
Set In	_____	_____
Rehearsal	_____	_____
	_____ x\$125.	_____
Performance	_____	_____
Technical Services (Total hours _____ x \$15. x # of techs)		_____
Total		_____
Deposit (25% non-refundable-due at request)		_____
Balance Due & Paid (Due first date of rental period) _		_____

(Please make checks payable to: **City of Goldsboro**)

I/we hereby agree to abide by all provisions, rules and regulations contained in this reservation agreement of The Paramount Theater.

Representative _____
 Organization _____
 Theatre Director _____ Date _____

Approved: July 08

For Office Use Only:

Technician(s) requested/confirmed - _____
 Technical Ryder obtained- _____
 Amenities -Podium- Stage Clouds- Projector- Piano- Orchestra Pit-
 Tables- Chandelier- Red Carpet- _____
 Tasks- Press Release/Website/HVAC _____
 Evaluation- _____

t/y submitted

Number attended- _____