



139 S. Center Street | PO Drawer A
Goldsboro, NC 27533
(919) 583-8432
www.goldsboroparamount.com
sarchibald@ci.goldsboro.nc.us

RESERVATION AGREEMENT

Date _____

I. Contact Information

Sponsoring Organization: _____

Physical Address: _____

Contact Name: _____

Email Address: _____

Website: _____

Phone Numbers – Business: _____ Cell: _____

Home: _____ Fax: _____

Mailing Address: _____

Secondary Contact: _____ Phone Number: _____

II. Event Information

Event/Name/Title: _____

Genre: _____ Comedy _____ Music _____ Family _____ Dance _____ Theater _____ Other

Proposed Date(s)/Time(s): _____

Please provide a description of the event including length, any intermissions, special effects (strobos, gun shots, smoke, dry ice, etc.), adult language or situations, and suggested appropriate audience (family, adults only, young children and adults, etc.): _____

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

Techs Needed? Yes No If Yes, please circle (Sound, Lights, Fly, Firewatch)

* Only techs employed and paid by The City of Goldsboro are permitted to use theatre equipment. A minimum of 5 (five) hours is required for each tech for the first performance/event including set-up time. At least 2 (two) weeks prior to your event, please provide the Theatre Director with a script/schedule/agenda/rider and/or other document(s) showing light/sound cues and other tech requirements.

** Firewatch is required when smoke or similar special effects are being used. Please speak to a Paramount Theatre representative or see Section VI. Rules/Regulations - Item S or the Renter Supplement Guide for details.

1. **Set-In** – (Begins with **FIRST** access to the theatre) Please describe what you will be doing (i.e.: assembling sets, rehearsing, unloading equipment, etc. Set construction and painting, other than minimal touch ups, is not permitted on the stage) _____

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

2. **Rehearsal(s)** – Please list your proposed rehearsal Date(s) and Tech Schedule:

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

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

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

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

3. **Public Performance(s)/Lecture(s)** – Please list the Date(s), Start Time you will need access to the theatre and Curtain Time:

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

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

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

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

4. **School Performance(s)** – Please list the Date(s), Start Time you will need access to the theatre and Curtain Time:

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

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

IV. Ticketing Information

Will this event be ticketed: Yes No

If yes, will you be using the Paramount Box Office Service? Yes No

If yes, please complete the Paramount Theatre Box Office Agreement

If no, where will tickets be sold? _____

Seating will be: _____ Reserved _____ General Admission

Admission Prices: Full Price: \$ _____

Discounts:

Senior (65+): \$ _____ Student (18 & Under): \$ _____

Other: \$ _____ (Describe): _____

Ticket Sales Begin (preferred start date): _____

Where can calls regarding event be referred to? _____

V. Additional Information/Amenities

Concessions*: Do you plan to sell concessions/merchandise? Yes No

If yes, what type? _____

*Please note that food/drink is only allowed in the lobby and backstage areas. Food/drink is not allowed in the auditorium or on stage.

Do you have liability insurance? Yes No

(If yes, please provide certificate of insurance to The Paramount Theatre)

Grand Piano* Needed (\$120.00): Yes No

*Grand Piano is a K. Kawai Grand. The piano may be tuned at request of Renter with two weeks advance notice. One tuning is included with rental of Piano. Renter will be charged \$120.00 for each additional tuning.

Yamaha Clavinova (Digital Piano) Needed (\$15.00): Yes No

Orchestra Pit space needed (\$50.00): Yes No

(Up to 27 seats can be removed for Orchestra Pit space. The grand piano cannot be moved to Orchestra Pit)

Projector Needed (\$25.00): Yes No

Chandelier Needed (\$25.00): Yes No

Podium Needed (\$15.00): Yes No

Alcove Stage Extensions Needed: Yes No

Event Management: Stage Manager: _____

House Manager: _____

Director: _____

Number of ushers you will provide (See VI. Rules/Regulations, Item T): _____

Advertising: Advertising is Renter's responsibility. Please see Advertising Contacts in the Renter Supplement Guide for what is included with your rental and a brief list of local advertising options. Shared advertising with the Paramount Performing Arts Series may also be available. Contact a Paramount Theatre representative for details.

VI. Rules/Regulations

- A. The Paramount Theatre will extend a priority to established local performing groups; however, rental dates will normally be assigned on a first come first serve basis.
- B. Rental fees will be based on five (5) hour increments.
- C. All areas must be kept clean and free of clutter.
- D. Rental dates should be scheduled at least three weeks in advance and require a **\$125.00 non-refundable deposit** that will offset Renter's final invoice. The **full estimated balance is due 10 business days prior to the event** with the exception of established renters. Established renters are defined as renters with re-occurring uses and a good-standing history of payment.
- E. Property of Renter should be removed upon completion of the performance.
- F. Storage of production props, equipment, etc. will only be permitted during the period of rehearsal and during dark days (when the stage is occupied but not in use). The Paramount Theatre and/or its staff will not be held responsible for stored items and/or damages of any kind to stored items.
- G. There will be no smoking permitted in The Paramount Theatre.
- H. Nothing may be taped, nailed, stapled, tacked, or otherwise affixed to any part of the building without explicit staff consent.
- I. The use of Gaffer tape on the stage floor is permitted. No other tape is permitted on the stage or any other part of the building.
- J. Eating and/or drinking will be permitted in the lobby and backstage areas only. Refreshments can be served and consumed 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.
- K. It is the responsibility of the renter to ensure that no children are unattended.
- L. The Paramount Theatre will not be responsible for selling tickets for sponsoring organizations that do not use the optional Paramount Box Office Service.
- M. There are no animals permitted on the premises of The Paramount Theatre with the exception of service animals as defined by ADA or with explicit staff consent if they are an essential part of a performance/event.

- N. Renter is responsible for obtaining, at Renter's expense, all necessary licenses for the event, prior to the date of the event.
- O. In order to sell/provide alcohol at a performance/event, Renter must obtain liquor liability coverage and also obtain the necessary permits from the North Carolina Alcoholic Beverage Control Commission. A copy of the permit(s) and proof of liquor liability coverage must be provided to The Paramount Theatre prior to the event. Please see the Renter Supplement Guide for more details.
- P. The Paramount Theatre reserves the right to require liability insurance. Renter is fully responsible for any damages caused by any person associated with the event under Renter's supervision. If the damage is not covered by liability insurance, or Renter does not have liability coverage, Renter will be held responsible for the damages. The additional charges will be included in the final invoice for payment.
- Q. Renter shall indemnify and save harmless The Paramount Theatre Foundation and 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 Paramount Theatre by 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.
- R. The use of pyrotechnics and/or open flame is not allowed in The Paramount Theatre.
- S. Firewatch is required anytime smoke, fog, or similar effects are being used at the Paramount Theatre. Firewatch is required for the safety of renters and patrons. The building is swept periodically in case of fire or smoke when the fire alarm system in the theatre needs to be disabled. During rehearsals or private events, the Paramount Theatre may provide an additional staff member dedicated to Firewatch for a cost of \$10.00 per hour. However, during public events or performances, an off-duty firefighter employed by the City of Goldsboro *is required* to perform Firewatch. The estimated cost of an off-duty firefighter is \$25.00 per hour. To request an off-duty firefighter, please call the City of Goldsboro Fire Department at (919) 580-4262.
- T. Renter is required to provide a minimum of two (2) ushers for all public events and four (4) ushers for all public events requiring the use of Row U in the auditorium. Ushers must be at least seventeen (17) years of age.
- U. Row U in the Theatre auditorium is roped off for the safety of renters and patrons. This Row will not be sold or used by the Renter unless the seats are needed for a sell-out show. During events when Row U is used, an usher must stand or sit at each end of the row for the entirety of the event to assist in seating.
- V. Available Parking
- On-street parking is available for patrons & renters. Center Street and Chestnut Street are the most convenient.
 - The adjacent parking lot, belonging to StageStruck, is not the property of the Paramount Theatre. It is available for patrons and renters unless signage indicates it is in use by StageStruck.
 - The concrete slab approaching the loading door on the side of the theatre is available to Renter prior to, during and after a performance. Whenever possible, avoid blocking the entrance to StageStruck's parking lot from the concrete slab.
- W. Local, as stated in Item VII. Fees & Services, is defined as within the City of Goldsboro and within the County of Wayne, North Carolina.

VII. Fees & Services*

	<u>Local</u>	<u>Non-Local</u>
<u>Set In: (4 hours)</u> Assembling sets/props/instruments	No Charge	No Charge
<u>Performances/Events: (5 Hours)</u> First performance/event in a day	\$500.00	\$650.00
Second performance/event in same day	\$250.00	\$300.00
Educational Synopsis	\$250.00	\$300.00
<u>Rehearsals/Social Events: (5 Hours)</u>	\$125.00	\$150.00
<u>Workshop/Presentation: (5 Hours)</u>	\$300.00	\$400.00
<u>Additional Hours</u> to times listed above	\$40.00/Hour	\$40.00/Hour
<u>Dark Day:</u> (Stage occupied but not in use)	\$75.00	\$100.00
<u>Labor Fees:</u> Technicians (Light/Sound/Fly)	\$15.00/Hour per Tech	
Firewatch (Rehearsals/Private Event)	\$10.00/Hour	

VIII.CHARGES (This page is for reference only. Renter will receive a separate invoice showing total balance due)

<u>USE:</u>	<u>DATE(S):</u>	<u>FEE:</u>
Rehearsal(s): _____	_____	= _____
Performance(s): _____	_____	= _____
Dark Day(s): _____	_____	= _____
Technical Services: Total Tech Hours: _____	X \$15.00	= _____
Firewatch Hours (Rehearsal/Private Event): _____	X \$10.00	= _____
<small>(Renter is required to coordinate details of fire watch for public events with Goldsboro Fire Department)</small>		
<input type="checkbox"/> Grand Piano (\$120.00)	<input type="checkbox"/> Orchestra Pit (\$50.00)	
<input type="checkbox"/> Projector (\$25.00)	<input type="checkbox"/> Chandelier (\$25.00)	
<input type="checkbox"/> Podium (\$15.00)	<input type="checkbox"/> Clavinova (\$15.00)	= _____
Other (Additional Piano Tuning, Shared Advertising, etc.): _____		= _____
Total Due		= _____
Deposit (\$125.00 non-refundable rental deposit due at request)		_____
Balance Due		= _____

(Please make checks payable to: City of Goldsboro Payment is due 10 business days prior to event, see VI. Rules/Regulations, Item D for details)

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

Representative: _____

Organization: _____

Paramount Theatre Director: _____ Date: _____

Form Approved July 2011

ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTIFICATION

For Office Use Only:

Technician(s) requested/confirmed: _____

Technical Ryder obtained: _____

Amenities: Podium: Stage Clouds: Projector: Piano: Orchestra Pit: Tables:

Chandelier: Red Carpet: Screen:

Tasks: Press Release/Website/HVAC: _____

Evaluation: _____

_____ t/y submitted

Number Attended: _____