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**PARAMOUNT THEATRE RESERVATION REQUEST**

Date \_\_\_\_\_

*NOTE: This Reservation Request is subject to all Rules/Regulations and Fees as described in the full Paramount Theatre Reservation Agreement. The separate Paramount Theatre Reservation Agreement must be completed in full with scheduling requests and signed by the Renter at least one (1) month prior to the first date of the Renter's access to the theatre to complete the rental. Rentals being scheduled less than six months in advance should use the Paramount Theatre Reservation Agreement in place of this form.*

Is this your first time applying to rent the Paramount Theatre?  Yes  No  
(If yes, please read our Rules/Regulations in full and schedule a meeting with the Theatre Director prior to completing this agreement)

**I. Contact Information**

Organization/Individual: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Website: \_\_\_\_\_  
Phone Numbers – Business or Home: \_\_\_\_\_ Cell: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Secondary Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**II. Event Information**

Event/Name/Title: \_\_\_\_\_  
Genre:  Comedy  Music  Dance  Theater  Private Event  Other  
Proposed Date(s)/Time(s): \_\_\_\_\_  
Proposed Rehearsal Dates: \_\_\_\_\_

**III. Reservation and Deposit**

- 1. Rental dates should be scheduled at least three weeks in advance.
- 2. Established renters are defined as renters with re-occurring uses and a good standing history of payment.
- 3. For established renters, the Paramount Theatre requires a \$125.00 non-refundable, non-transferable rental deposit to reserve a rental date. This deposit is used to offset Renter's final invoice.
- 4. For non-established renters the Paramount Theatre requires a \$300.00 non-refundable, non-transferable rental deposit to reserve a rental date. This deposit is used to offset Renter's final invoice.
- 5. For non-established renters, a full estimated rental balance is due 10 business days prior to the first rental date. Upon completion of the rental, the renter shall be billed any additional fees accumulated during the rental period or refunded any excess fees paid from the estimate.

Date Deposit Paid: \_\_\_\_\_ Payment Method: \_\_\_\_\_

*By signing below and providing a non-refundable deposit, I/we agree to the Rules/Regulations outlined on the form and understand that the Date(s) above are subject to approval.*

Individual or Representative: \_\_\_\_\_  
Organization (if applicable): \_\_\_\_\_  
Paramount Theatre Director: \_\_\_\_\_ Date: \_\_\_\_\_

#### **IV. Rules/Regulations**

- A. The Paramount Theatre will extend a priority to established renters; however, rental dates will normally be assigned on a first come first serve basis. Established renters are defined as renters with re-occurring uses and a good standing history of payment.
- B. All areas must be kept clean and free of clutter.
- C. User shall not advertise any performance or the appearance of any performer prior to the signing and approval of this contract. Advertising is the 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.
- D. Reservations and Payment
  - a. Rental dates should be scheduled at least three weeks in advance.
  - b. For established renters, the Paramount Theatre requires a \$125.00 non-refundable, non-transferable rental deposit to reserve a rental date. This deposit is used to offset Renter's final invoice.
  - c. For non-established renters the Paramount Theatre requires a \$300.00 non-refundable, non-transferable rental deposit to reserve a rental date. This deposit is used to offset Renter's final invoice.
  - d. For non-established renters, a full estimated rental balance is due 10 business days prior to the first rental date. Upon completion of the rental, the renter shall be billed any additional fees accumulated during the rental period or refunded any excess fees paid from the estimate.
- E. The Paramount Theatre is committed to the safety and security of its staff, renters, and patrons. As such, the decision to cancel events or close facilities is based on the overall concern for the safety and security of the all parties. In general, the Paramount's practice is to remain open and to conduct business as usual during periods of inclement weather. Should inclement weather conditions arise or be anticipated that would make it unsafe to continue the operations of the theatre, City of Goldsboro management may elect to close the facility. In the event of a cancellation, the Paramount will notify Renter of the cancellation in an appropriate and timely manner and make an active effort to reschedule the event with the renter. If an event cannot be rescheduled, the Renter will be refunded any non-labor related rental fees paid for cancelled rental dates excluding the \$125.00 non-refundable rental deposit.
- F. The Renter's property should be removed upon completion of the event.
- G. Storage of production props, equipment, etc. will only be permitted during the period of the event, rehearsals and during dark days. The Paramount Theatre and/or its staff will not be held responsible for stored items and/or damages of any kind to stored items.
- H. No smoking is permitted in The Paramount Theatre.
- I. Nothing may be taped, nailed, stapled, tacked, or otherwise affixed to any part of the building without explicit staff consent.
- J. 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.
- K. 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.
- L. It is the responsibility of the renter to ensure that all children are chaperoned.
- M. Animals are not 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 an event.
- N. Renter is responsible for obtaining, at Renter's expense, all necessary licenses and/or royalties for the event, prior to the date of the event.
- O. Renter is responsible for the collection and remittance of applicable sales, use or privilege tax on any goods/services sold directly to consumer in association with the event, including but not limited to merchandise, approved concessions, and admissions tickets not sold by the Paramount Theatre Box Office Service.
- P. In order to sell/provide alcohol at an event, Renter must obtain liquor liability insurance 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 at least two (2) weeks prior to the event. Please see the Renter Supplement Guide for more details.
- Q. 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.
- R. 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.

- S. The use of pyrotechnics and/or open flame is not allowed in The Paramount Theatre.
- T. 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.
- U. Seating:
- a. 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.
  - b. Six wheelchair accessible seating areas are available in the auditorium. These areas are located on the third and last rows of the first floor and the sixth row of the balcony.
- V. Renter is required to provide a minimum of two (2) ushers for all public events and four (4) ushers for events requiring the use of Row U in the auditorium. Ushers must be at least seventeen (17) years of age.
- W. Available Parking:
- a. On-street parking is available for patrons & renters. Center Street and Chestnut Street are the most convenient.
  - b. The parking lot adjacent to the Paramount Theatre loading door belonging to StageStruck, is not the property of the Paramount Theatre. It is available for patrons and renters unless signage indicates that it is in use by StageStruck.
  - c. 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.
  - d. Marked handicap parking spots and a drop off ramp are available directly in front of the theatre entrance.
  - e. For a detailed parking map of the area surrounding the theatre, visit the Directions and Parking page on the Paramount Theatre website at [www.goldsboroparamount.com/directions-parking](http://www.goldsboroparamount.com/directions-parking)
- X. Local, as stated in The Paramount Theatre's Fees & Services, is defined as within the City of Goldsboro and within the County of Wayne, North Carolina.
- Y. WIFI is available for patrons; however, you may not connect wireless access devices, switches, routers, or hubs to the City of Goldsboro's network. Use of the City of Goldsboro's WIFI network is entirely at the user's risk. It is the responsibility of each user to ensure that their equipment has appropriate virus protection when connecting to the City of Goldsboro's Guest WIFI network. The City of Goldsboro assumes no responsibility for users' hardware, software, or data. The City of Goldsboro assumes no responsibility for users' actions or conduct while utilizing the Guest WIFI network. For details on how to connect to the Guest WIFI network, contact a Paramount Theatre staff member.
- Z. In the event of a cancellation or a change in technician needs, please notify the Paramount Theatre in writing as early as possible. Failure to provide notification of a cancellation or changes to technician needs in writing at least **10 business days** before the first rental date may result in a charge for technician fees at a minimum of five hours per technician assigned to your event. Reminder: Your deposit is not refundable or transferrable.
- AA. In the event that a request is made for services to the deaf or hearing impaired, for a public event or private performance, non-profit organizations agree to share in the expense with the Paramount Theatre at 50% of the expense; and for-profit organizations agree to absorb 100% of the expense. Paramount staff will coordinate certified professional interpreters or captioning specialists to provide the service and request a minimum of two week notice from the patron. (Please be advise the full amount of this expense could range from \$300.00-\$700.00 per performance)