



139 South Center Street, Goldsboro, NC 27530
Post Office Drawer A, Goldsboro, NC 27533

Telephone: (919) 583-8432
www.GoldsboroParamount.com

PARAMOUNT THEATRE RESERVATION AGREEMENT

Date: _____

Is this your first time applying to rent the Paramount Theatre? Yes No
(If yes, please read Item VIII. 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): _____

Please provide a description any special effects being used in your event; i.e. strobe light, gun shots, smoke, haze, dry ice, etc.
Please attach an additional page if needed:

III. Ticketing Information

Will this event be ticketed: Yes No FREE Event

If yes, will you be using the Paramount Box Office Service?

- Yes - Please complete the separate Paramount Theatre Box Office Agreement.
- No - Please complete the separate Ticket Sales Waiver Form.

IV. Technicians

Technicians* Needed: Sound (S) Lights (L) Fly (F) Multimedia** (M) Firewatch*** (FIRE)

* Only technicians employed and paid by the City of Goldsboro are permitted to use Paramount Theatre equipment with the exception of follow spotlights. Follow spotlight operators should be provided by the Renter. For one-day rentals, technicians must arrive a minimum of 4 (four) hours prior to the scheduled event start time. At least 3 (three) weeks prior to your event, please provide the Service Coordinator or Theatre Director with a script/schedule/agenda/rider and/or other document(s) showing light/sound cues and other tech requirements.

** A Multimedia Technician is required when setting up computer presentations or when complex multimedia is used. Depending on the Renter’s needs, a multimedia technician may only be needed for the initial setup and/or may be required for all rehearsals and events.

*** Firewatch is required when smoke or similar special effects are being used and/or the theatre’s fire alarm has to be deactivated. Renter must schedule Firewatch for public events through the City of Goldsboro’s Fire Department. See VIII. Rules/Regulations, Item T.

V. Schedule

Techs: Sound (S) | Lights (L) | Fly (F) | Multimedia (M) | Firewatch (FIRE)

1. Set-In/Load-In – (“Start Time” is **FIRST** access to the theatre)

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

Please describe what you will be doing: _____
(i.e.: Assembling set pieces, rehearsing, unloading equipment, etc. Set construction and painting, other than minimal touch ups, is not permitted on the stage)

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

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

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

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

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

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

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

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

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

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

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

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

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

VI. Additional Information/Amenities

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

If yes, what type? _____
Food/drink is only allowed in the lobby and actor’s annex. Food/drink is not allowed in the auditorium or on stage. If alcohol is sold or provided, liquor liability insurance is required. See VIII. Rules/Regulations, Item P.

Do you have liability insurance? Yes No

Insurance is not mandatory, but the Paramount Theatre reserves the right to require it. See VIII. Rules/Regulations, Items Q and R

Grand Piano Needed (\$125.00): Yes No

Grand Piano is a K. Kawai Baby 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 Keyboard) Needed (\$15.00): Yes No

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

The first two rows of seating (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

Smoke Machine (\$25.00/gallon): Yes No

Fluid is used in our Chauvet Smoke Machine. The cost to the Renter is \$25/gallon (rounded up to the nearest gallon)

Chandelier Needed (\$25.00): Yes No

Podium Needed (\$15.00): Yes No

Dance Floor Needed (\$25.00): Yes No

Renter will be charged for technician’s labor time for setting the dance floor in addition to the \$25 amenity fee.

Event Management: Stage Manager: _____ Phone: _____

House Manager: _____ Phone: _____
(In Charge of Lobby & Ushers)

Director: _____ Phone: _____

Number of ushers you will provide: _____

(Ushers must be provided by the Renter. See VIII. Rules/Regulations, Item V)

VII. Fees & Services)

Type of Rental

Local Fee

Non-Local Fee

For the definition of Local vs. Non-Local, see VII Rules/Regulations, Item T

Performances/Events:

Covers 5 Hour Block and includes one (1) building attendant

First Public Event in a day	\$500.00	\$650.00
Additional Public Event in same day	\$300.00	\$375.00
First Educational Synopsis in a day	\$250.00	\$300.00
Film Showing* (Includes Use of Projector)	\$175.00	\$225.00
Private Social Event (Lobby Only)	\$175.00	\$225.00
Private Social Event (Full Theatre)	\$300.00	\$375.00
ALL DAY Rental** (up to 12 hours)	\$900.00	\$1,000.00
Workshop/Presentation	\$300.00	\$375.00

Set-In/Rehearsals:

Covers 5 Hour Block and includes one (1) building attendant

Weekday (Mon, Tues, Wed, Thurs) Rehearsal/Set-In	\$250.00	\$300.00
Weekend*** (Fri, Sat, Sun) Rehearsal/Set-In	\$300.00	\$350.00

<u>Additional Hours</u> to 5 Hour Blocks listed above	\$90.00/Hour	\$90.00/Hour
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Photography Session

Includes one (1) technician to assist with lighting

	\$60.00/Hour	\$60.00/Hour
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Dark Day: (Stage occupied but not in use)

Weekday (Mon, Tues, Wed, Thurs) Dark Day	\$100.00	\$125.00
Weekend (Fri, Sat, Sun) Dark Day	\$200.00	\$225.00

Weddings/Wedding Receptions Package

(Covers 5 Hour Block and includes two (2) Building Attendants)

Wedding Package (Covers Wedding Date and Rehearsal Date)	\$800.00	\$950.00
Wedding Reception Lobby Only	\$250.00	\$300.00

*Renter must pay any license and/or royalty fees associated with film showings. Any film showing at the Paramount Theatre is considered a public showing, even if the event is closed to the public. The Paramount Theatre staff can help acquire these rights.

**Required for all one-off single performance in one day

***The Set-In/Rehearsal Fee for Weekends may be subject to the Weekday rate if the rental occurs after an existing Weekend event. This fee is subject to approval by the Paramount Theatre Director.

Labor Fees:

Technicians (Light/Sound/Multimedia/Fly)	\$17.00/Hour per Technician
Firewatch (Rehearsals/Private Event)	\$10.00/Hour
Firewatch (Public Event)*	\$25.00/Hour
Additional Building Attendant**	\$10.00/Hour

*Firewatch for a Public Event must be scheduled directly through the City of Goldsboro Fire Department by the Renter. The Paramount Theatre is not responsible for scheduling Firewatch for Public Events. See VII. Rules/Regulations, Item T.

**The Paramount Theatre reserves the right to require additional building attendants for events.

VIII. 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. Firearms are not permitted in any municipal building, including The Paramount Theatre.
- U. 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.
- V. 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.
- W. 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.
- X. 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
- Y. 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.
- Z. 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.
- AA. 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 cancelation 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.
- BB. 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)

Signature of the Paramount Theatre Rental Agreement includes acceptance of all policies herein.

Signature of Individual or Organization Representative: _____

Print Name: _____

Are you a City of Goldsboro resident? Yes No

Organization (if applicable): _____

Deposit Amount: _____ Payment Method: _____ Date Paid: _____

Paramount Theatre Director: _____ Date: _____