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PARAMOUNT THEATRE RESERVATION AGREEMENT

Rental Dates: _____

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 or Service Coordinator prior to completing this agreement).

Do you have liability insurance with a minimum of \$1,000,000? Yes No

Insurance is mandatory. See VIII. Rules/Regulations, Items P and Q and provide the Paramount Theatre with proof of liability insurance.

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: Stand-up Comedy Concert Dance Theater Film
 Pageant Private Event Other: _____

Performance Date(s): _____

Load-in/Rehearsal Date(s): _____

Please provide a description of 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.

If your event is not appropriate for all ages, please provide any content warnings or ratings:

(i.e., Not appropriate for children under 12 due to violent content and language.)

IV. Event Staff

Renter's Event Staff

Director/Coordinator: _____ Phone: _____

Stage Manager: _____ Phone: _____

Responsible for coordinating onstage and backstage activities during the event. If a Stage Manager or backstage contact is not provided by the renter, the Paramount may require an additional house technician to serve as stage manager at renter's expense.

House Manager: _____ Phone: _____

Responsible for Lobby & Ushers.

Number of ushers provided by renter: _____

Recommended 6-8 ushers. Minimum of two ushers required for all events. Minimum of three ushers required for events using the balcony. Minimum of five ushers required for events using Row U. If renter cannot meet the level of usher staff required, the Paramount may require additional building attendants to serve as ushers (\$10/hr for a minimum of two hours each). Ushers must be at least 17 years of age. See Section VIII. Rules/Regulations, Item U for more information.

Number of follow-spotlight operators provided by renter: _____

There are two follow spotlights available. If needed, house technicians can be provided to operate follow spotlights at \$17 per hour for a minimum of four hours each.

Venue Staffing Needs

Technicians* Needed:

Hourly pay rate for all technicians is \$17 per hour per technician.

Sound (S) Lights (L) Fly (F)

At least one technician is required anytime activities are taking place on stage.

Stage Manager

Stage manager is required for every rehearsal and performance. Check here if not provided by the renter and should be provided by the Paramount.

Spotlight Operators Number: _____

Check here if spotlight operators are required and not provided by the renter. Spotlight operators may not be provided by the renter if the renter does not hold liability insurance with the City of Goldsboro listed as an additional insured.

Multimedia (M)

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 at \$17 per hour. Requirements will be determined during consultation, prior to load-in.

Other Staffing Needed:

Firewatch (FIRE)

Firewatch is required when smoke or similar special effects are being used and/or the theatre's fire alarm has to be deactivated. 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 will schedule Firewatch for rehearsals at \$10 per hour.

Additional Building Attendant (BA)

One building attendant is included in the cost of the rental. Additional building attendants at \$10 per hour may be requested by the Renter to ensure the safety and efficiency of event.

Number of Ushers (U): _____

The Paramount may require additional ushers at \$10 per hour if Renter does not provide enough ushers.

** Only technicians employed and paid by the City of Goldsboro are permitted to use Paramount Theatre equipment with the exception of follow spotlights (for renters holding liability insurance). Technicians will be scheduled to arrive at least one hour before starting rental time. For one-day rentals, technicians must arrive a minimum of two hours prior to the scheduled rental time. At least three weeks prior to your event, please provide the Service Coordinator with a script/schedule/agenda/rider and/or other document(s) showing light/sound cues and other tech requirements.*

V. Schedule

Staff: Sound (S) | Lights (L) | Fly (F) | Multimedia (M) | Spotlight (SPOT) | Firewatch (FIRE) | Additional Building Attendant (BA) | Ushers (U)

(The building will open to participants no earlier than Start Time.)

1. Set-In/Load-In – Please list Date and Start and End Times

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

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

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

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

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

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

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 SPOT BA U

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

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

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

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 SPOT BA U

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

VI. Additional Information/Amenities

Concessions: Do you plan to sell concessions? Yes No

If yes, what type? _____

Alcohol may not be sold by outside organizations on the premises. If alcohol is provided to patrons at no cost, liquor liability insurance is required. See VIII. Rules/Regulations, Item P.

Starting January 1, 2020, an equipment fee of \$50 per performance will be charged to any Renter selling concessions. If Renter chooses not to sell concessions, the Paramount reserves the right to sell concessions and contribute 20% of gross sales to the renter (to be reported and paid within 10 days following event).

Number of Wireless Body Pack Microphones Needed: _____

The Paramount has up to eight Shure wireless microphones available. See VIII. Rules/Regulations, Item CC.

K. Kawai Baby Grand Piano Needed (\$125.00): Yes No

The piano may be tuned with two weeks advance request. One tuning is included with rental of Piano. \$125.00 for each additional tuning.

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

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.

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.

Alcove Extensions Needed: Yes No

There is no additional charge for the use of alcove extensions. However, Alcove Extensions require that the use of the Orchestra Pit space, and the following seats must be removed and cannot be included in inventory: C101-102 and 114-115; D101-104 and 117-120.

Stage Access steps from seating area needed: Yes No

There is no additional charge for the use of the two stage access step units from the seating area. However, stage access steps require that enough seats be removed from the first and second row to leave 36” clearance between the open seat and the edge of the step unit.

VII. Fees & Services)

To be completed by Theatre Director or Service Coordinator

<u>Type of Rental</u>	<u>Local Fee</u>	<u>Non-Local Fee</u>	<u>Total</u>
<i>For the definition of Local vs. Non-Local, see VII Rules/Regulations, Item W</i>			
<u>Performances/Events:</u>			
<i>Covers 5 Hour Block and includes one building attendant</i>			
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	
<i>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.</i>			
Private Social Event (Lobby Only)	\$175.00	\$225.00	
Private Social Event (Full Theatre)	\$300.00	\$375.00	
Workshop/Presentation	\$300.00	\$375.00	
<u>Load-In/Rehearsals:</u>			
<i>Covers 5 Hour Block and includes one building attendant</i>			
Weekday (Mon, Tues, Wed, Thurs) Rehearsal/Set-In	\$250.00	\$300.00	
Weekend (Fri, Sat, Sun) Rehearsal/Load-In	\$300.00	\$350.00	
<u>Additional Hours</u> to 5 Hour Blocks listed above	\$90.00/Hour	\$90.00/Hour	
<i>Rounded to the nearest 15 minutes up to 2.5 additional hours. Anything above 2.5 hours will incur another 5-hour block</i>			
<u>Photography Session</u>	\$60.00/Hour	\$60.00/Hour	
<i>Includes one technician to assist with lighting. Renter is responsible for hiring and coordinating with photographer.</i>			
<u>Dark Day:</u> (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	
<i>The Load-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.</i>			
<u>Weddings/Wedding Receptions Packages</u>			
<i>Covers 5 Hour Block and includes two Building Attendants</i>			
Wedding Package	\$800.00	\$950.00	
<i>Covers Wedding Date and Rehearsal Date</i>			
Wedding Reception Lobby Only	\$250.00	\$300.00	
<i>Up to 60 guests. Includes only existing lobby furnishings.</i>			
Rental Sub-Total			
Estimated Labor			
Amenities Sub-Total			
Estimated Total			

VIII. Rules/Regulations

- A. The Paramount Theatre will offer priority booking to established renter, after which, rental dates will be assigned on a first come, first served basis. Established renters are defined as renters with recurring 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 (or \$300.00) non-refundable rental deposit.
- F. The Renter's property should be removed upon completion of the event. 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. Any property left past rental dates may incur a Dark Day fee.
- G. No smoking is 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 stage-grade, cloth spike tape on the stage floor is permitted. No other tape is permitted on the stage or any other part of the building, including masking tape or painter's tape. Stage-grade gaff and glow tape may be used at the discretion of the Paramount staff.
- J. Eating and/or drinking will be permitted in the lobby and actor's annex areas only. Food and drink may not be consumed in the stage or backstage area, except for sealed, bottled water. Except at the discretion of Paramount Theatre staff, food and drink 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. Professional cleaning of floors, seats, or any portion of the theatre deemed necessary will be conducted at the renter's expense.
- K. It is the responsibility of the renter to ensure that all children are chaperoned.
- L. 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.
- M. 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.
- N. 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.
- O. In order to 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 weeks prior to the event. Please see the Renter Supplement Guide for more details.
- P. The Paramount Theatre and City of Goldsboro require liability insurance of at least \$1,000,000 for any organization or individual renting the facility. The City of Goldsboro/Paramount Theatre must be added as an additional insured to all liability insurance policies. Renter is fully responsible for any damages to facility or equipment caused by any person associated with the event under Renter's supervision. If the damage is not covered by liability insurance, 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 (including candles) is not allowed in The Paramount Theatre.
- S. Firearms are not permitted in any municipal building, including 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. 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
- W. Local, as stated in The Paramount Theatre's Fees & Services, is defined as within the City of Goldsboro or the County of Wayne, North Carolina.
- X. 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.
- Y. 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.
- Z. 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 or private citizens 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 weeks' notice from the patron. (Please be advised, the full amount of this expense could range from \$300.00-\$700.00 per performance)
- AA. The Paramount Theatre is not a recording facility and as such, the 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 related to any audio or video recording created during the occupancy at the Paramount Theatre.
- BB. The Paramount Theatre shall not be held responsible for faulty equipment, excepting the cost of the rental of any added amenities.
- CC. The back doors of the Theatre may not be propped open and left un-attended for any reason. Doors may be propped open with the attendance of a consistent volunteer or additional building attendant guarding entry. Otherwise, doors found propped open will result in a \$50 fee each day.
- DD. Any film that is not commercially licensed must be screened by the Director in full before being promoted at the Paramount. The film in its entirety must be provided to the Director at least two weeks before promotions are scheduled to begin for the Paramount Theatre screening. Promotions may begin when cleared by the director.
- EE. The following must be included on all promotional materials:

"This presentation and/or any activities and events described within are neither sponsored, nor endorsed by the Paramount Theatre, the City of Goldsboro, or any affiliated party."

The Paramount reserves the right to require additional content warnings on promotions.

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

Signature of Individual or Representative: _____ Date: _____

Print Name: _____

Are you a City of Goldsboro resident? Yes No

Organization (if applicable): _____

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

Paramount Theatre Director or Manager: _____ Date: _____