

RENTAL REQUEST and CONTRACT: **PRIVATE EVENT**

Organization, Individual, or Project Name: _____

Proposed Rental Dates: _____

NOTE: This contract is subject to all Rules/Regulations and Fees described herein. Deposit is required to formally reserve dates.

Is this your first time applying to rent the Paramount Theatre? (If yes, please review rules and regulations). Yes No
Renter has acquired rights to any copyrighted content and shall hold harmless the Paramount and COG. Yes No
Renter agrees to a consultation with Paramount technical staff minimally one month prior to event. Yes No
Non-refundable deposit has been paid in order to secure requested dates. Yes No

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

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

Type of Event: _____

Event Date(s): _____

Load-in/Rehearsal Date(s) if needed: _____

Special Requirements: _____

Signature indicates acceptance of all policies herein

Signature of Renter or Representative: _____ Date: _____

Print Name: _____

Are you a City of Goldsboro, or Wayne County resident? Yes No

Paramount Theatre Director or Manager: _____ Date: _____

III. Reservation and Deposit

- 1. For established renters with recurring annual events, the Paramount Theatre requires a **\$125 non-refundable, non-transferable deposit** to reserve a rental date. This deposit is reflected as a credit in the final invoice.
- 2. For new or occasional renters, the Paramount Theatre requires a **\$300 non-refundable, non-transferable deposit** to reserve a rental date, and the estimated rental balance paid in full 10 business days prior to the first rental date. All payments are reflected as a credits in the final invoice, where any additional fees will be billed, or refunds issued.
- 3. Rental dates scheduled less than 30-days out are considered “short-notice” and subject to staff availability and additional fees.

IV. Rules/Regulations:

The Paramount Theatre offers booking up to two years in advance; priority is given to established renters and theatre sponsors with recurring annual events, after which dates are offered on a first come, first served basis.

- A. All areas used by renter must remain sanitary and accessible, in compliance with local health and fire codes.
- B. The Paramount Theatre and City of Goldsboro are committed to public safety. We comply with all local life-safety ordinances and remain open to conduct business during inclement weather. Should conditions arise or be anticipated that make it unsafe to operate, the City of Goldsboro may elect to close the facility. The Paramount will immediately notify Renter of any forced cancellation and seek to reschedule. If unable to reschedule, the Renter will be refunded appropriate fees for cancelled dates excluding labor and non-refundable deposit.
- C. The Renter’s property should be removed upon completion of the event. Storage of costumes, props, equipment, etc. will only be permitted during the rental period. The Paramount Theatre and/or its staff will not be held responsible for damage to stored items. Property left beyond rental dates is subject to storage-fee.
- D. No smoking is permitted in The Paramount Theatre.
- E. Nothing may be taped, nailed, stapled, tacked, or affixed to structure without staff knowledge and consent.
- F. The use of stage-grade glow-tape and spike-tape is permitted on the stage floor with consent of staff.
- G. Eating and/or drinking is permitted only in the lobby and actor’s annex areas. Other than sealed, bottled water, food and drink may not be consumed on-stage, backstage, or in audience areas except with knowledge and consent of staff.
- H. Renter will ensure that minors are supervised at all times.
- I. Animals, other than ADA-approved service animals, are not allowed on premises without explicit staff consent.
- J. Renter is responsible for all licenses related to copyrighted material not covered by SESAC, ASCAP, BMI; Paramount to be held harmless.
- K. Alcohol may only be sold or distributed at a private event by Paramount Theatre Staff.
- L. Firearms (other than non-functional props) are not permitted in any municipal building, including The Paramount Theatre.
- M. Firewatch must be staffed anytime smoke, fog, or similar effects requires the disabling of our fire alarm system.
- N. The use of pyrotechnics and/or open flame (including candles) is not permitted without contractual use of Firewatch.
- O. SEATING for a private event will be handled at the renters discretion, in consultation with Paramount Staff.
- P. PARKING:
 - i. On-street parking is available to patrons & renters. Center Street and Chestnut Street are the most convenient.
 - ii. The parking lot adjacent to the Paramount Theatre loading door is not the property of the Paramount Theatre, but may be used by patrons and renters at the discretion of the owner, StageStruck.
 - iii. The concrete pad at the loading door is Paramount property and may be utilized by renter; please alert staff.
 - iv. Marked handicap parking spots and a drop off ramp are available directly in front of the theatre entrance.
 - v. The Paramount Theatre website has detailed maps for parking: goldsboroparamount.com/directions-parking.
- Q. For Paramount Theatre Fees & Services, “LOCAL” is defined as within the City of Goldsboro or Wayne County, NC.
- R. City of Goldsboro WIFI is available for patrons, use is entirely at the user’s risk; switches, routers, or hubs are not permitted. For details on how to connect to the Guest WIFI network, contact a Paramount Theatre staff member.
- S. In the event of a cancellation or a change in technical needs, please notify the Paramount Theatre in writing as early as possible (10-day min.), failure to do so may result in loss of deposit and charges for assigned technician hours.
- T. Services to the deaf or hearing impaired may be requested up to two-weeks in advance of a performance or event.
- U. 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.
- V. The Paramount Theatre shall not be held responsible for faulty equipment, either owned or rented.
- W. Theatre doors may not be left open and un-attended. Renter may supply volunteer; Paramount staff will cost \$15/hr.

Performance/Event Scheduling Needs and Details

V. Event Staff Supplied by Renter:

Event Coordinator: _____ Phone: _____

Caterer: _____ Phone: _____

Technicians: _____ Phone: _____

Support Staff: _____ Phone: _____

VI. Event Staff Supplied by Paramount (at Renter’s Expense):

Additional Building Attendant (BA) Multimedia (M) Sound Tech (S) Lighting Tech (L) Fly Operator (F)

At least one technician is required any time activities are taking place on stage; Theatre Technicians are billed at \$18/hr.

One Building Attendant is included with rental, an additional building attendant is required for public events and billed at \$12/hr.

NOTE: Only technicians employed by the City of Goldsboro are permitted to use Paramount Theatre equipment with the exception of follow spotlights. Technicians are scheduled to arrive minimally one hour prior to renter arrival time. Staff must be provided script, schedule, agenda, rider, or other document(s) showing light/sound cues and technical requirement three weeks prior to event load-in.

VII. Schedule: NOTE: The building will not be open to participants until designated Start Time.

1. **Load-In** – Please list Dates with anticipated 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, 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

3. **Private Performance/Event** – 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

VII. Merchandise/Food and Beverage/Amenities

Do you plan to offer Merchandise or Food and Bev? (Tables and cloths provided at no cost as available) Yes No

Renter may offer approved items with a negotiable \$50 stocking fee. **Alcohol may be served exclusively by Paramount staff.**

Stage Amenities

WIRELESS BODY-PACK MICROPHONES: Yes No NUMBER? (up to 8 included): _____

PIANO: Kawai Baby Grand (\$165.00): 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 (\$25.00): Yes No

DIGITAL LASER PROJECTOR (\$45.00): Yes No

HD LIVESTREAMING (\$45.00 + labor): Yes No

SMOKE MACHINE – Chauvet machine (\$25.00/gallon): Yes No

CHANDELIER: (\$25.00): Yes No NUMBER? (up to 7 available): _____

CHINA-SILK STAGE DRAPERY: (\$15.00/8'x30'): Yes No NUMBER? (up to 6 available): _____

PODIUM: (\$15.00): Yes No

DANCE FLOOR (\$25.00 + labor): Yes No

ORCHESTRA PIT SPACE (\$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 EXTENTIONS: (\$25.00): Yes No
Require removal of C101-102 and 114-115; D101-104 and 117-120.

STAGE ACCESS STEPS FROM AUDITORIUM: Yes No
There is no additional charge, however, fire code requires that seats be removed to maintain a minimum of 36" clearance.

VIII. Facility Use Fees & Services: To be completed by Theatre Director or Service Coordinator

Private Performances and Events: 5 Hour Block, includes one BA	<u>Local Fee</u>	<u>Non-Local Fee</u>	<u>Total</u>
Event, Workshop, Presentation, etc. (Mon, Tues, Wed, Thurs)	\$300.00	\$375.00	
Event, Workshop, Presentation, etc. (Fri, Sat, Sun)	\$500.00	\$650.00	
Additional Hours to 5 Hour Blocks listed above	\$90.00/Hour	\$90.00/Hour	
Rental Sub-Total			
Estimated Labor			
Amenities Sub-Total			
Estimated Total			