

**DOWNRIVER YOUTH PERFORMING ARTS CENTER**  
**APPLICATION FOR USE OF THE TRENTON VILLAGE THEATRE**

**Please mail all correspondence to:**

**Debbie Jackson**

**2421 Edgemont Trenton MI 48183**

Theatre is located at 2447 West Jefferson, Trenton, MI 48183

\*INCLUDE RESERVATION DEPOSIT WITH THIS FORM

**PLEASE PRINT**

ORGANIZATION REQUESTING USE:

REPRESENTATIVE IN CHARGE:

This organization is:  business  non-profit  501c3 non-profit charitable  private

ADDRESS : \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE : (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email address \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

PURPOSE OF USE: \_\_\_\_\_ Name of Play \_\_\_\_\_

CHARGING EVENT: \_\_\_\_\_ NON-CHARGING EVENT \_\_\_\_\_

Non/profit organization Tax EIN number \_\_\_\_\_ IRS CODE \_\_\_\_\_

DAYS AND DATES REQUESTED *(please list only one date and time per line)*

	<b><u>DATE</u></b>	<b><u>REQUESTED HOURS OF USE</u></b>	<b><u>SHOWTIME</u></b>
MEETING:	_____	_____	_____
REHEARSAL:	_____	_____	_____
	_____	_____	_____
PERFORMANCES:	_____	_____	_____
	_____	_____	_____

DO YOU NEED THE STAGE TO BE EMPTY??? \_\_\_\_\_

(There is an area large enough for some ceremonies, etc. in front of the Grand curtain. If a theatrical event is in production, the stage may be full of sets. Please specify need.)

ONE CUSTODIAL TECH IS PROVIDED. ADDITIONAL TECHS AS DESCRIBED BELOW.

**PLEASE CHECK BELOW WHAT YOUR GROUP WILL NEED:**

MOVIE SCREEN \_\_\_\_\_ LECTERN \_\_\_\_\_ STAGELIGHTS \_\_\_\_\_  
LIGHTING TECHNICIAN \_\_\_\_\_ SERVING AREA \_\_\_\_\_ LIGHTING AND SOUND TECHS \_\_\_\_\_  
OTHER \_\_\_\_\_

Total number of paid technicians you will need: \$10 hourly rate applies to additional techs

Sound Tech \$10 hour \_\_\_\_\_

Lighting Tech \$10 Hour \_\_\_\_\_

DYPAC equipment is now updated, only DYPAC certified techs may work on sound and lights.

3 STAGE MICS ARE AVAILABLE AT NO CHARGE. SPECIAL ARRANGEMENTS MUST BE MADE FOR USE OF BODY MICS AND ADDITIONAL SOUND TECH FEE APPLIES.

BACKSTAGE HEADSETS ARE AVAILABLE FOR AN ADDITIONAL FEE WITH PRIOR ARRANGEMENTS.

IF SPECIAL LIGHTING IS NEEDED, ADDITIONAL TECH MUST BE PAID.

MARQUEE MESSAGE: (Who, what, when, cost, phone number for tickets, etc.-approximately three lines of 12 letters) MESSAGE WILL BE PLACED ON MARQUEE AT START OF RENTAL

AGREEMENT \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**Page 2 Trenton Village Theatre-Home of DYPAC**

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

RENTAL FEE \$ \_\_\_\_\_

ADDITIONAL HOURS \$ \_\_\_\_\_

damage DEPOSIT \$ \_\_\_\_\_ PAID \_\_\_\_\_

STAFF . per hr.\$ \_\_\_\_\_

Reservation deposit \_\_\_\_\_ Paid \_\_\_\_\_

\*WILL VARY WITH TIME REQUESTED

BALANCE \$\_ HOURLY FEE \_\_\_\_\_

PAID \_\_\_\_\_

STAFF \$ \_\_\_\_\_

SPECIAL FEES \$ \_\_\_\_\_

CLEANING \$ \_\_\_\_\_ PAID \_\_\_\_\_

TOTAL CHARGE \$ \_\_\_\_\_ \$10 per hr/billed later if needed

Proof of Insurance received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Liquor License Obtained and copy on file along with liquor insurance \_\_\_\_/\_\_\_\_/\_\_\_\_

If you are selling liquor, even for a donation, you must have a liquor license.

DYPAC reserves the right to deny rental if alcohol is brought into the theatre without permission.

Is this a City of Trenton Event? \_\_\_\_\_

If yes, please attach a letter from the City stating they are covering you on their insurance.

\* Insurance must be a minimum policy limit of \$1,000,000 combined for bodily injury and property damage, from an insurance company authorized to transact business in Michigan. DYPAC, the City of Trenton, and Trenton Village Theatre must be listed as additional certificate holders for the date of the event.

\*All advertisement must list the venue as " A PRIVATE RENTAL" "Trenton Village Theatre-HOME OF DYPAC" and must state

THIS IS NOT A DYPAC YOUTH THEATRE PRODUCTION

NAME OF PRODUCTION \_\_\_\_\_

RIGHTS MUST BE VERIFIABLE. RIGHTS FOR THIS PERFORMANCE ARE THROUGH \_\_\_\_\_ (NAME OF CLEARINGHOUSE).

PLEASE ATTACH COPY.

AGES PRODUCTION INVOLVES \_\_\_\_\_

IF YOU ARE WORKING WITH YOUTH, DO THE ADULTS RECEIVE FORMAL CRIMINAL/BACKGROUND CHECKS? \_\_\_\_\_

WHAT RATIO OF ADULTS/CHILDREN WILL YOU HAVE? \_\_\_\_\_

HOW MANY YOUTH WILL BE INVOLVED? \_\_\_\_\_

NAME OF INDIVIDUAL RESPONSIBLE FOR BEHAVIOR OF CHILDREN? \_\_\_\_\_

DOES THIS PRODUCTION INVOLVE ANY NUDITY? \_\_\_\_\_

DOES THIS PRODUCTION INVOLVE ANY FOUL LANGUAGE? \_\_\_\_\_

IF SO, WHAT WORDS AND HOW OFTEN? \_\_\_\_\_

DO YOU HAVE PLANS TO USE PYROTECHNICS? \_\_\_\_\_

IF SO, PLEASE DESCRIBE \_\_\_\_\_

Brief description of

Production: \_\_\_\_\_

## HOLD HARMLESS AGREEMENT

**WHEREAS,** \_\_\_\_\_ is desirous of using the Trenton Theatre which is under the Control of the Downriver Youth Performing Arts Center, (hereinafter referred to as DYPAC.)

**WHEREAS,** DYPAC is agreeable with the proviso that a HOLD HARMLESS AGREEMENT be entered into between \_\_\_\_\_ and DYPAC.

Now, therefore, it is agreed by and between the undersigned that \_\_\_\_\_ shall be allowed to use the facilities at such times and under such conditions as set out by DYPAC and subject to notice from DYPAC that the right to such use is being terminated.

In return for the use of these facilities, \_\_\_\_\_ agrees to hold harmless and indemnify DYPAC as follows: \_\_\_\_\_ agrees that it will protect, save, hold harmless, and indemnify DYPAC, its agents and employees forever against any and all penalties, damages, fines or charges imposed against DYPAC for any violations of any laws, ordinances or statutes arising out of the use of these facilities by \_\_\_\_\_ its agents, (members), (students), or employees.

\_\_\_\_\_ further agrees that it will at all times protect, hold harmless, save, and indemnify DYPAC, its agents and employees, from any and all losses, costs, damages claims or expenses and any and all forms of liability, including but not limited to liability attributable to DYPAC's sole negligence, arising out of or from any accident or occurrence on or about said facilities during \_\_\_\_\_ use of such facilities causing injury to any person or property owned whomever or whatever.

\_\_\_\_\_ further agrees that it will protect, save, hold harmless and indemnify DYPAC, its agents and employees, from any and all claims against, and from any and all losses, costs, damages or expenses suffered by DYPAC arising out of any failure by \_\_\_\_\_ to in any respect comply with and perform all of the requirements of DYPAC in connection with the use of said facilities.

By \_\_\_\_\_ Date \_\_\_\_\_  
Downriver Youth Performing Arts Center for the Trenton VILLAGE Theatre

By \_\_\_\_\_ Date \_\_\_\_\_  
For \_\_\_\_\_

PLEASE note that all fees must be paid prior to utilization of the theatre.

This may be made by cash, money order, cashier's check or a check from your organization

If you have previously produced a NSF funds check to DYPAC, cash or a cashier's check will be required.

A check of the theatre will be made upon entry and any damage to the theatre after this tour is your responsibility.

We have read the Fee Rental Schedule and the Policy Sheet governing the use of the Theatre and agree that we will abide by all policies established for the buildings use. We further agree that our group will leave the building in good condition. It is also understood that all setting up of sets, lights and/or equipment, taking down and cleaning will be our group's responsibility after use.

\_\_\_\_\_ Date \_\_\_\_\_  
Signature of Person Requesting Use

APPROVED BY  
: \_\_\_\_\_ DYPAC HOUSE management