

Downriver Youth Performing Arts Center
Rental schedule for the Trenton Village Theatre

COMMERCIAL EVENTS: *Theatre*

p.m.	\$400.00	Friday, Saturday, and Sunday Night (5 hours) 5
p.m.	\$300.00	Monday through Thursday Night (5 hours) 5
	\$300.00	Sat/Sun mornings/afternoons (5 hours)
	\$200.00	Mon-Fri mornings/afternoons (5 hours) per day for rehearsal and set up (5 hrs.use) \$10 per hr. per staff person

\$100 non-refundable deposit and verification of leasing group’s liability insurance due at booking. DYPAC, the City of Trenton, and Trenton village Theatre must be listed on insurance. \$200 refundable damage deposit due one week prior to event. (Theatre and its contents must remain in the same condition as it was when rented.)

When extra hours are needed for clean up as a result of a group’s carelessness, the group will be charged at the minimum rate of \$25/hr. Groups will be assessed for property damage due to negligence and may be denied future use of the Theatre. If the stage is damaged the group will be responsible for restoring the stage to its original condition prior to the run of the show.

EQUIPMENT AVAILABLE:

**Spotlight Screen Stage Lights 3 stage mics-
Speakers**

Capability of CD playing

4 Banquet Tables 25 Folding Chairs

Additional equipment (such as grand piano, projector, body mics, stage headphones, linens, etc.) for rental is available through the Trenton Village Theatre with adequate notice prior to the event.

Downriver Youth Performing Arts Center (DPAC) reserves the right to modify the above fee rental schedule.

If special stage lighting is required beyond the Theatre’s set lighting pattern, set up is required by our group, under the direction of the theatre’s technician. Upon completion of your show, lighting must be returned by your group to the set pattern as charted by the lighting technician. (Rental groups will furnish own gels.)

If food or beverages are served, groups are asked to provide their own equipment **and keep members in the lobby.**

THERE IS NO SMOKING PERMITTED IN THE TRENTON VILLAGE THEATRE!
NO EATING OR DRINKING IS ALLOWED IN THE AUDITORIUM OR ON STAGE!

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

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)*

	<u>DATE</u>	<u>REQUESTED HOURS OF USE</u>	<u>SHOWTIME</u>
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 _____

As TVT?

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

Line 1> _____

Line 2> _____

Line 3> _____

AGREEMENT

*****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: _____

PLEASE NOTE: FLYER ADVERTISING YOUR EVENT MUST BE APPROVED BY DYPAC/TVT PRIOR TO DISTRIBUTION –PLEASE SUBMIT TO dypac@dypac.com for approval.

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.