

**2<sup>nd</sup> Street Theater**  
**Rental Agreement**  
220 NE Lafayette Bend OR 97701  
541-312-9626 [2ndsttheater@bendcable.com](mailto:2ndsttheater@bendcable.com)  
**Owner: Maralyn Thoma**  
**Assistant Manager: Sandy Klein**

**INFORMATION, RULES & RENTAL POLICY**

Seating Capacity: 93

Rental Fees and Theater Reservations:

One time event Hourly Non Profit Rate: Theater- \$40 Rehearsal Hall-\$25

One time event Hourly Commercial Rate: Theater -\$60 Rehearsal Hall- \$35

**Production Rates:** 1/3 of ticket sales or \$200 Minimum per performance, whichever is greater. Rate includes use of Theater, props, greenroom, lighting and sound equipment, piano, cleaning and two weeks rehearsal in Rehearsal Hall and two weeks rehearsal in Theater. If additional time is requested or used, additional usage fees will apply. The Rates also include a Monday and Tuesday evening for auditions if needed.

**Box Office:** All Renters are required to use the 2<sup>nd</sup> Street Theater Box Office for ticket sales. 2<sup>nd</sup> Street Theater will set up and manage online reserved ticket sales through Beattickets.org. as well as any walk in sales. 9% will be deducted for credit card fees from online and walk in credit card sales. Theater will provide Renter with statement and payment for ticket sales upon receipt of payments from Beattickets.org with a final accounting no later than 30 days after the end of the production. Any mutually agreed upon reimbursable expenses such as licensing fees, incurred by 2<sup>nd</sup> Street Theater will be deducted from payments to Renter. Since the Theater does not have regular box office staff, Renter is encouraged to provide a volunteer for a minimum of one hour per day during the production to return phone messages and help manage ticket sales.

**EXCEPTION: If only one performance is held, the Renter has the option not to utilize 2<sup>nd</sup> Street Theater box office services.**

**Concessions:** 2<sup>nd</sup> Street Theater will operate all food and beverage concession and all revenue will belong to 2<sup>nd</sup> Street Theater.

**Ushers and House Managers:** Optional. 2<sup>nd</sup> Street Theater can provide volunteers, and Renter will allow volunteers to attend performances free of charge. Director's chairs are reserved for volunteers and directors and may not be sold unless otherwise arranged. Renter may provide their own ushers and house managers.

**Technician:** \$45 per performance. Technician will set lights, attend rehearsals one week prior to show opening, be available for technical rehearsal and arrive one hour prior to each performance. You may use your own technician, but they must be trained to use the sound/light booth correctly.

**Training fee:** \$75 Renter is fully liable for any damage or misuse of equipment by their technician.

**Marketing:** Renter is responsible for all marketing and marketing costs. 2<sup>nd</sup> Street Theater agrees to promote production through its website, social media and e mail lists. 2<sup>nd</sup> Street Theater will have a banner made at the cost of \$ \_\_\_\_\_ to hang on building during the production. Marketing services are available through 2<sup>nd</sup> Street Theater. Rates are negotiable.

**Graphic Design:** Graphic design services are available, including print ads, poster design, photography and program design. Rates are negotiable.

**Security:** Keys will be assigned for each production and may not be reassigned without prior consent. Keys must be returned within three days of production closing. A \$75 fee will be charged for any unreturned keys. Renter is responsible for locking the Theater and setting the alarm at the end of each performance and rehearsals. Any doors that are left unlocked which result in a police call will result in a \$300 fine.

**Liability:** Renter agrees to indemnify and hold harmless and free from liability 2<sup>nd</sup> Street Theater, it's owners, directors, agents, employees and volunteers from and against any and all claims for damages, demands, costs or expenses by any reason of liability because of injury to property or injury or death of persons suffered by any reason of any act, omission or negligence of Renter or arising from accident or injury in connection with or attributable to the use of the facility by Renter.

**2<sup>nd</sup> Street Theater General Rules:**

- Due to limited parking it would be appreciated if cast & crew park in the old Design Lighting or Press Pros parking lot. Please do not park in front of the theater doors
- Do not touch other group's sets/props when there is another event in the Theater
- It is the responsibility of the renter to make sure that anyone associated with their production and working on sets, lights etc. works in a safe manner.
- All accidents, incidents, damage or breakage in the building must be reported to Theater staff.
- No set pieces, props or decorations may conceal or obstruct any building exit, exit light, fire alarm or fire extinguisher.
- Users of the building are responsible for leaving the building in the same condition as it was prior to their arrival, including the removal of all sets, props, costumes, and garbage
- No one under the age of 21 and without an OLCC license is allowed behind the bar, unless using bar area for preparation of performance
- No alcoholic beverages are permitted outside the Theater
- Absolutely no smoking in the Theater
- Theater is not responsible for any property, equipment or other items left in the Theater at any time.

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Rehearsal Schedule: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ E Mail: \_\_\_\_\_

Signed:

Theater: \_\_\_\_\_ Date: \_\_\_\_\_

Renter: \_\_\_\_\_ Date: \_\_\_\_\_

