



Contract and Conditions of Hire for the Rental of the Regency Theatre

FREEPORT PLAYERS' GUILD

Thank you for choosing to rent the Regency Theatre. Please note that this contract is designed in part to create a good working relationship between Freeport Players' Guild and yourself.

Please note the **Freeport Players' Guild** is the organisation responsible for the care and running of the **Regency Theatre** building. Please make all **cheques payable to Freeport Players' Guild**.

RENTAL CHARGES

The charges for rental of the Regency Theatre are as follows.

PERFORMANCES

B\$950.00 per performance plus 15% of all ticket sales.

Any academic school has the option of paying a total of \$1,550.00 per performance with no ticket sale percentage taken.

- The fee for a performance is for one performance per day. If you wish for more performances per day special arrangement must be made with the Board of Directors.

LOBBY ONLY

B\$300.00 per performance plus 15% of all ticket sales, if any, for lobby rental only.

REHEARSALS

B\$100.00 per rehearsal for up to three (3) hours on stage with work lights only.

Add \$100.00 per rehearsal if you want air conditioning.

Add \$200 per rehearsal if you want sound and light technicians to attend. *(For most shows a minimum of one full tech rehearsal is required.)*

Anything over three (3) hours will be billed at B\$75.00 for each additional 30 minutes over the three (3) hour period.

- Rehearsals are in three-hour blocks on one day and times must be fully agreed in advance.
- You may not build any set or assume the stage is yours unless fully clarified in writing during your rehearsal time. There may be other people using the stage at the same time as you.
- If air conditioning is required for a non-dress/tech rehearsal the Guild contact person must be notified at least one (1) day in advance in order for the same to be turned on earlier in the day as required for full comfort and convenience.

- Only Regency Theatre trained technicians are to utilize any Regency Theatre

lights/sound/projector equipment.

- Penalties for late cancellation of rehearsals will be applied to invoices. If we have lost the opportunity to rent out the theatre, and your production does not proceed, no refund will be given.
- Any/all key holders to the Regency Theatre must ensure the Regency Theatre is fully secured at the end of all rehearsals. Any/all damage or loss occurring as a result of the negligence of a key holder/renter will result in any/all costs thereon being applied to invoices.

DEPOSITS

A deposit of B\$500.00 is payable at the time of signing the agreement to ensure desired dates are held. The **remainder of the fee is due before the production begins**. The remaining percentage balance is billed after the close of production. Payment in full is due within ten (10) days of the date of invoice. A late fee of 1% will be charged on any invoice not paid within ten days.

A refundable deposit of \$250.00 is payable at the time of signing against any possible cleaning charges required at the completion of the contract.

USE OF FPG EQUIPMENT AND PERSONNEL

The hire charges do not include the use of flats or of any equipment in the theatre, eg. props, piano, costumes, paint, curtains, projectors, screens etc. Permission must be sought from the Board of Directors for the use of such items prior to their use.

Permission must be sought from the Board of Directors for any painting to be done to any area of the stage or equipment; additional guidelines will be supplied thereon. Painting of props will not be conducted on the stage and will be brought onto the stage once fully dried. Do not use nails on stage. Use only screws to secure things to the stage area. Ask for clarification on any points if necessary.

Both parties herein will conduct a walk through inspection of the theatre upon execution of this agreement and on completion of the contract and prior to production date. This inspection will include a diagram of all items related for evaluation of any and all damage conducted in the pursuit of the rental.

You may only build a fixed set with express permission from the Board of Directors.

Only Regency Theatre trained technicians are to utilise any Regency Theatre lights/sound equipment. Please remember that a 'tech rehearsal' is for the sole purpose of rehearsing technical aspects of the production. Whilst the tech crew aim to meet all your requests last minute demands are not always possible to accommodate. All tech crew are trained and work only on a volunteer basis.

Due to fire regulations no electrical equipment of any kind may be brought into the theatre.

FOOD AND DRINK

Owing to license regulations it is not possible to sell food in the theatre or foyer at any time. However, if the renter's production requires food such as for a gala event or all day seminars all such permission must be sought from the Board of Directors prior to the event. The Regency Theatre bar facility will be open for the purchase of drinks during a renter's production and staffed by the Freeport Players' Guild.

Food and drink are not allowed in the auditorium at any time, without exception. In the event the auditorium sustains damage as a result of food or beverage the renter will be invoiced for the repair of it.

Food and drink are not allowed in the backstage areas at any time, without exception. In the event the auditorium sustains damage as a result of food or beverage the renter will be invoiced for the repair of it.

CLEAN UP CHARGES

Ensure a representative completes the Inspection Agreement at the start and end of your rental period. See Inspection Agreement below.

Clean up charges are applicable to rentals. If the stage and wings are left unclear a charge of up to \$200.00 will be imposed.

If the dressing rooms or back stage area is left dirty and unclear a charge of up to \$300.00 will be imposed.

It is expected that all areas of the theatre will be left in the condition in which they are found. Should this not be the case a charge of up to B\$500.00 will be levied. Any damages sustained in any area of the theatre as a result of the rental herein will be assessed and invoiced to the renter.

PENALTIES

Any rehearsal cancelled without a 24-hour notification to the Regency Theatre will be subject to a 50% charge of the rehearsal cost.

Any performances cancelled without a 7-day notification to the Regency Theatre will be subject to a forfeit of the deposit given therein.

ACTS OF GOD

In the event of an act of God, or an act out of the control of either party hereto which prevents the production on a particular evening, the renter must reschedule the production for the first available date of mutual convenience in order to not become liable for penalties as aforesaid. Alternatively, should the renter not reschedule forthwith all said penalties are applicable.

RESERVATION OF RIGHTS

The Freeport Players Guild reserves the right to use any images of any productions conducted at the Regency Theatre for the promotion of the Regency Theatre or the FPG, unless otherwise specified by either party hereto in writing.

LEGALITIES

The Freeport Players' Guild assumes you have all the required permissions from all necessary legal entities for your production. We accept no responsibility for any such failure.

PRODUCTION REQUESTS

In order to help Freeport Players' Guild help you and do all possible to provide you with what you want and need please answer the following questions as fully as possible:

Name of the production	
Name of the organisation	
Name, position, telephone and emails of the Director, Producer and any other key personal	
Dates of the production	
Times - start, end and intermission length	
Rehearsal times you would like and any other access to the theatre you would like	
When do you want A/C?	
When do you want sound and lights?	
Who is your audience? ie. General public or specific group?	
What are your ticket prices?	
Please provide a script* or running order. For full shows you may need to provide two or more scripts.	
Sound Requirements: Do you want to use the Guild's National anthem CD? Do you have a CD of all your sound effects, music, etc? (<i>Please burn these in correct show order and ensure it is complete.</i>) What type and how many microphones would you like?	
Lighting requirements: Describe as best you can. Do you require the follow spot?	
Staging requirements: Describe your stage set(s)	
Bar requirements: Any special Gala event - describe. Do you have any special requests, ie. soft drinks only, etc?	
Lobby: Do you have any special plans for the lobby area?	

Note that all the people in the Freeport Players' Guild are volunteers.
Leave the theatre in the best condition you can and ensure it is clean and tidy when you leave.
Report any maintenance issues, breakages or health and safety issues immediately.
Do everything you can to protect the theatre from damage or mess. Please take special care of the stage curtains, seats and do not overload electrical circuits.

The conditions of hire, laid out above, must be read, adhered to and a signed copy presented at the time of payment of the deposit. Confirmation of the rental will only be given upon payment of the full deposit and a signed copy of this contract.

Deposit paid by:

Signature of renter: Date:

Deposit received by: Date:

Signature of Freeport Players' Guild & Regency Theatre representative:

INSPECTION AGREEMENT

START OF RENTAL

Date: _____ Time: _____

Notes on condition of Regency Theatre:

Freeport Players' Guild Board Member Name: _____

Freeport Players' Guild Board Member Sign: _____

Rental Representative Name: _____

Rental Representative Name: _____

END OF RENTAL

Date: _____ Time: _____

Notes on condition of Regency Theatre:

Freeport Players' Guild Board Member Name: _____

Freeport Players' Guild Board Member Sign: _____

Rental Representative Name: _____

Rental Representative Name: _____