

## **Welcome to Rhino Theatre!**

Mainstage Theatre: theatrical lighting and sound with a tech area and light booth. Lined with drapery systems, both portable and stationary, your staging can be as unique as you dream it with great sightlines and comfortable seats. We provide the digital drum kit and keyboard for your use. The space also has digital projection for screenings and a remote operated projection screen for your use. The green room is down one flight down off of the stage and has two private bathrooms, several make-up stations and dressing areas, as well as a small convenience area with microwave and refrigerator. Tech lesson is included in your package (or we can provide-preferred).

Our facility features central air conditioning, professional theatrical lighting and sound an inviting lobby and box office counter. Our upper-level lounge offers an escape to our concession stand and restroom facilities.

As you can see, our Rhino Theatre offers so many unique opportunities that are just not available anywhere in this area. We look forward to serving your needs for our space and hope that you FIND YOUR STAGE DOOR AND OPEN IT.



## Rate Sheet

6/14/16

Mainstage Theatre = 193 Seats

### Rehearsals:

\$75 per hour Monday – Friday (9:00am-5:00pm)

After 5:00p Fri and Saturday and Sunday-subject to availability \$150 per hour

### Events:

\$1,650 per day (11:00am -11:00pm) - includes one tech operator

\$1,200 for four hours – includes one tech operator

### Weekly:

\$4,500 per week includes

Load-in Monday 11:00 a.m.; Load-out Sunday by 11:00 p.m.

2 hours tech training, body mic and hand held and musician mics, if needed;  
Theatrical lighting and sound package.

1 on-site manager during events

Green room access and private bathrooms; use of box office and snack stand,  
upper and lower lobby (you equip).

Fully signed rental agreement is required. Renter is required to provide liability insurance certificate for all days the renter occupies the facility and may not take possession unless this certificate is received. We do not hold dates and require a 50% deposit and insurance certificate upon signing rental agreement. Balance is due 30 days prior to your event.

Rhino Theatre will post a poster or flyer you submit on-site to promote your event.

SEE ADDENDA A FOR ADDITIONAL FEES.



**Rental Request Form**

Name of Entity Renting Facility: \_\_\_\_\_

Type of Entity:    Individual    Corporation    LLC    LLP    Partnership    Other

Entity is in the business (type) of: \_\_\_\_\_

Purpose of this rental: \_\_\_\_\_

Address of Entity: \_\_\_\_\_

Person to Contact: \_\_\_\_\_

Contact's Phone Number: \_\_\_\_\_

Contact's Email Address: \_\_\_\_\_

Estimate Number of Performers: \_\_\_\_\_      Guests: \_\_\_\_\_

Chairs Set up/Configuration: \_\_\_\_\_

<u>Room Desired</u>	<u>Day of Week</u>	<u>Date</u>	<u>Start-Time</u>	<u>End-Time</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Will Technical Assistance be needed for Lighting or Sound: \_\_\_\_\_

Will you need Digital Projector/Screen: \_\_\_\_\_

Please describe any special set-up or large set pieces you intend to bring/propose:

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**\*Please note only load-in through one 36" door is permitted and up two flights of stairs!**

Signed by: (name and signature) \_\_\_\_\_

Reservation taken/approved by: \_\_\_\_\_

# ADDENDA

## Basic Provisions:

1. Security deposit of \$750 required 10 days before event. Will be returned within one week after event.
2. No lodging on-site.
3. Compliance with local laws and ordinances of New Jersey, Pompton Lakes, and RHINO THEATRE.
4. All ticket sale taxes on tickets sold are the responsibility of the Renter.
5. Renter must conform to all fire safety codes and take provisions accordingly – do not block exits, pull stations or cover exit signs. Public safety is number one priority.
6. Tenant is responsible for personal property and tenant insurance is OPTIONAL for tenant's belongings
7. Certificate of Liability Insurance must be presented upon contract/rental request form signing of at least \$1,000,000 in general liability and \$100,000 of Damage to Premises, plus \$1,000 of medical payments.
8. Renter holds harmless Rhino Theatre Group, LLC from and against any and all claims, demands, damages, judgments or liabilities (including all associated fees) resulting from acts, verbal and physical, during rental period.
9. Interruption or Termination of Event/Show: Rhino Theatre Group, LLC shall retain the right to cause interruption of any performance or rehearsal in the interest of public safety. Including evacuation in case of public emergency.
10. Loss of Equipment or Property: The renter is responsible for any and all damage of equipment or property left in the care of the renter, whether accidental, stolen, lost or otherwise.
11. Damage/Clean-Up: Renter is responsible for any and all damages to the premises caused by acts of agents, employees, customers, patrons, guests, artists and other. Renter is required to restore said premises to their original condition (as documented).
12. Use of Premises: No food of any kind permitted in theatre. Only water is permitted in the theatre. No more than 194 occupants at any time. All must be seated. Renter assumes full responsibility for the acts of all persons admitted to the premises and any injury or damage caused by such persons.
13. Subletting is not permitted, unless prior written consent is given.
14. In Theatre: cancellation of event requires 60-days notice for 75% refund; 30-days notice for 25% refund. Less than 30 days, no refund. In Studio A: cancellation of event requires 5-days notice for 50% refund; Less than 5 days, 25% refund; Less than 48 hours, no refund.
15. Contract is not in force unless signed by both parties and insurance certificate is retained and submitted.
16. Tenant agrees to abide by landlord's insistence of the "covenant of quiet enjoyment" and will act in ways that do not unreasonably interfere with neighborhood rights to peace and quiet and will comply with local town ordinances, in consideration of the type of business in operation
17. Tenant shall leave premises broom clean and vacuumed at the end of tenancy.
18. Contract is not in force unless signed by both parties and insurance certificate is retained and submitted.
19. Signs, posters and banners are not permitted unless approval is given. One poster or display piece will be hung if provided by Renter. Coming soon- 11x17 one sheet will also be displayed.
20. Staff Right of Entry: House Manager has the right to enter any part of the premises at any time. There will be one house manager on site at all times during the rental period.
21. The theatre is open to the audience one (1) hour prior to performance time.
22. Seating is not permitted on theatre stage, unless prior written permission is given.
23. No alcohol permitted on site.
24. Smoking: This is a non-smoking campus. No smoking on-site is permitted.
25. No animals permitted on-site. Use of stage animals requires prior written permission.
26. Collections: No collections, donations or solicitations are permitted without prior written permission.
27. Objectionable Material: Should the performance contain any material viewed by any segment of the community as being morally objectionable, we reserve the right to require the renter to alert potential ticket buyers to the maturity of the theme and actions in all advertising materials. No X Rated material shall be performed or marketed or inferred on-site, whatsoever.
28. Box office computerized ticketing system is not available for renters.
29. Landlord is responsible for the payment of all utilities and services.
  30. Upkeep of Premises. Lessee shall keep and maintain the premises in a clean and sanitary condition at all times, and upon the termination of the tenancy shall surrender the premises

to Lessor in as good condition as when received, ordinary wear and damage by the elements excepted. This includes the interior and exterior-no littering.

31. Wi-fi service is provided.
32. Nothing may be pinned, taped or attached to the drapes, walls, ceiling, in the theatre.
33. No confetti or glitter is permitted on-site at any time.
34. No tape, other than spike or gaffe tape is permitted on stage whatsoever. No masking or duct tape allowed.
35. Please take proper precautions when using the walkways and parking lot in inclement weather. Landlord agrees to remove snow and ice promptly, however, there may be times that this is not possible.

## ADDENDA B

### STAFF AND RUN CREW

1. One on-site manager will be at every show and either on-site or reachable by cell phone at every rehearsal.
2. One box office manager will be at every show for ticket sales. Lessee required to provide cash for cash box for ticket sales.
3. Light Design – Lights in theatre will stay in place with assorted looks. Any light design requiring moving lights, reprogramming lightboard, etc. will require a Light Designer Technician fee of \$1,500.
4. Sound Design – Soundboard has 7 body mics and a music track player. Any sound design requiring programming of sound effects is a fee of \$50.00 per hour.
5. Light Operator – Not supplied. May be contracted for a fee of \$25 per hour.
6. Sound Operator – Not supplied. May be contracted for a fee of \$25 per hour.
7. Stage Manager – Not supplied. May be contracted for a fee of \$25 per hour.
8. Director – Not supplied. May be contracted for a mutually agreed to fee, based on availability.
9. DVD projector and motorized screen provided.
10. Ushers, Run Crew, Stage Crew – Not supplied. May be contract for a fee of \$10 per hour, per person. Suggest two crew members for run of show to be ushers, concessions, set movers, etc.
11. Musical instruments and music equipment for any orchestration is not included.
12. Chair Lift operator - \$25 per hour.