

Effective September 1, 2002

## Marshfield High School Auditorium Rental Rates, Policy, and Deposit

### RATES

- |    |                               |  |
|----|-------------------------------|--|
| 1. | Each Event Performance or day | \$500 or 5% of the gate (ticket sales), whichever is greater |
|    | Second Performance, same day  | \$350 or 5% of the gate (ticket sales), whichever is greater |
|    | Rehearsal/ day                | \$100  |
|    | Cafeteria/ day                | \$ 50  |

The auditorium manager will be on duty from opening until closing of each event at the current hourly rate. The above rates include standard stage lighting and sound system. Other requirements need to be requested in advance from the auditorium manager. A separate technical information sheet on the facility is available.

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|----|------------------------------------|------|
| 2. | Itemized additional charges/ event |      |
|    | Steinway Grand Piano               | \$75 |
|    | Video/ data Projector              | 50   |
|    | Slide Projector                    | 20   |
|    | Overhead Projector                 | 20   |
|    | Follow spot (Lycian)               | 50   |

### DEPOSITS

1. Contract signers representing groups "for profit", "religious", and "benefit" promoters shall pay an advance deposit consisting of the rental charges at the time a rental contract is signed. A \$250 deposit against the anticipated labor charges, or estimated total charges, is due two business days prior to the contracted date unless determined to be less in advance. Total charges including rental and labor charges will be tallied within three business days following the contracted date and billed or refunded to the contract signer. The balance is due within ten (10) business days following receipt of a statement. Cancellation of a contracted rental date shall result in a full refund of any deposit(s) minus a \$ 100 fee. Evidence of \$500,000 liability insurance shall be provided at the time of the contract signing and rental deposit payment.

2. Local community service associations that are non-profit shall pay an advance deposit due two (2) business days prior to the contracted date of the rental charge and \$250 against anticipated labor charges, unless determined to be less in advance. Total charges including rental and labor charges will be tallied within three business days following the contracted date and billed or refunded to the contract signer. The balance is due within ten (10) business days following receipt of a statement. Evidence of \$500,000 liability insurance shall be provided at the time of the deposit payment.

### RENTAL CONDITIONS

1. No food or drink is permitted inside the auditorium lobby, house, and stage areas. Performers may have drinks on stage as needed. Performers and crew may have food and non-alcoholic drinks in the dressing room. No smoking is permitted inside the building and on school property at any time. Smoking is permitted outside the building during non-school hours on the adjacent public street.

2. On site security, parking supervision, ticket taker, ticker seller, usher or other labor worker requirements will be determined by the auditorium manager and provided by the contracted user or hired and shall be considered a part of the rental agreement charges. Additional custodial charges for clean up will be at the discretion of the auditorium manager and shall be considered a part of the rental agreement and in addition to the rental charge.

3. The auditorium manager as a representative of Coos Bay Public Schools has authority on the permitted uses of the facility.