



Greetings!

Thank you for choosing ASC as the venue for your special event. Being a part of the *ARTx3 Campus*, our primary purpose is to bring the arts to the community in a real and personal way.

Our mission is to serve as a cultural crossroad by engaging, educating, and entertaining through the arts and sciences.

We hope the use of *The Arts & Science Center for Southeast Arkansas* will enhance your event.

Sincerely,

A handwritten signature in purple ink, appearing to read 'L. Collins'.

Lindsey Collins

*Theater Programs Manager*

ASC's Theatre Programs Manager will work with Lessee in an attempt to provide a safe and enjoyable experience by the Lessee, protect the interests of ASC's facilities and programs, and to determine that all parties involved adhere to terms of this contract.

## 1. GENERAL:

- a. Alcoholic beverages may not be sold. ASC reserves the right to terminate the serving of alcoholic beverages at any time.
- b. Smoking in the facilities is prohibited. Smoking outside the facility must be more than 10 feet from any ASC entrance by Pine Bluff City Ordinance.
- c. No objects may be thrown inside the facility. Birdseed may be thrown in the parking lot with prior approval.
- d. Equipment/decorations provided by Lessee must be removed by Lessee after the event. Lessee must notify the Lessor's Theater Programs Manager and get approval for any set-up or decoration arrangements required.
- e. Public parking is available along Main St. and in ASC's two parking lots. Parking on the grass is prohibited. Handicapped parking is available.
- f. No picking or disturbances of flowers, shrubs, etc. is permitted.
- g. Picnic tables on the patio area are not to be moved and patio sun shades are to be adjusted only by ASC staff.
- h. Construction is prohibited. No wall or ceiling surface may have any item attached to it with glue, adhesive tape, screws, nails, tacks or staples.
- i. All Fire Exits, Aisle Ways, and Air Vents must be kept clear at all times. Lessee should discuss entering and exiting procedures prior to the event.
- j. The Lessee is fully responsible for all loss or damage to the building, its contents and/or grounds. The presence of security personnel during an event does not in any way diminish Lessee's responsibility to pay for damages.
- k. Neither ASC nor the Lessee shall be under any liability for failure to fulfill this contract due to acts or regulations of public authorities, civic tumult, strikes, catastrophes and/or epidemics.
- l. Lessee agrees to indemnify ASC and its staff members against all liability or damage suffered in connection with the use of the facility due to negligence of Lessee or their representatives.
- m. Lessee must immediately notify the Theatre Programs Manager of any changes to the activities set forth in this contract.

## 2. FOOD/DRINK

- a. A certificate of both Workman's Compensation and Liability Insurance must be on file with ASC for any Professional Caterer providing service for an event.
- b. Only safe heat or pure grain alcohol may be used for chafing dishes. Burning candles is prohibited.
- c. Lessee are responsible for the preparations of food and clean-up of the facility. All trash must be removed from the building and deposited in the trash dumpster located in the alley beside ASC.
- d. ASC does not rent dishes, silver, plates, glasses, flatware, decorations or linen.
- e. ASC staff will, with prior arrangement and agreement, help with the set-up of table arrangement.

## 3. DELIVERY and STORAGE:

- a. Any materials/equipment delivered to the Center will not be accepted unless prior arrangements have been made.
- b. ASC will not accept any goods if any sum is to be paid to the carrier upon delivery.
- c. Short term storage may be allowed subject to space availability. Prior arrangements must be made with Lessee's Theater Programs Manager and detailed delivery schedule will be required.
- d. No storage of flammable or chemicals is allowed on Center property.
- e. Trucks and buses will be parked in appropriate spaces. Vehicles are required to turn off engines while in the Loading Dock area.

## 4. TECHNICAL REQUIREMENTS:

- a. Only qualified personnel are allowed to operate The Catherine M. Bellamy Theater technical equipment i.e., sound, lighting, pinrail, etc.
- b. Staff reserves the right to determine the number of personnel required to operate equipment.
- c. Arrangements for technical personnel will be made by staff.
- d. Technical assistance and equipment must be included in this rental agreement.

5. MUSIC:

- a. Small musical ensembles are permitted.
- b. Music with amplification using ASC equipment requires prior arrangements made with the Lessor's Theater Programs Manager and must be included as part of this rental agreement.

6. INTERRUPTION or TERMINATION OF EVENT:

- a. ASC retains the right to interrupt or terminate any event in the interest of public safety.
- b. Should it become necessary for the ASC to exercise the right to interrupt or terminate any event in the interest of public safety, the Lessee may complete the rental following restoration to normalcy, without additional charge, providing availability of the facilities.
- c. If it is not possible to complete the event, rental shall be forfeited, prorated, or adjusted at a rate mutually agreed upon by the Lessor and Lessee.

7. LICENSES & FEES:

- a. Lessee shall obtain and pay for all licenses and permits necessary to conduct the rental/ event. ASC may require evidence of such licenses.

8. RECORDING AND CAMERA USAGE:

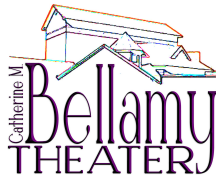
- a. No violation of copyright laws will be allowed.
- b. ASC must have a record of any approval granting recording privileges.
- c. Written and verbal credit must be given to the ARTx3 Campus, ASC and, if applicable, The Catherine M. Bellamy Theater, i.e., "Recorded live at ASC..."
- d. No photography, video or audio recording is allowed without prior consent from the Theatre Programs Manager.

9. MARKETING:

- a. Lessee is responsible for all written and audio marketing of the rental. If you are unfamiliar with local media, ASC will, upon request, provide a list of local media contacts.
- b. Lessee is responsible for all printed materials.
- c. Lessee may not imply in any way that the ARTx3 Campus is the presenter or sponsor of a Lessee event. ASC's name and address may be used as the location of the event.

10. DISCOUNTS:

Frequent lessees receive a 25% discount. Frequent use is described as three or more times within a calendar year. A contract for 3 uses must be signed in advance. If Lessee cancels prior to the third rental, a cancellation fee is charged. The fee is equal to the discount received on previous rental(s). An individual or group that rents three or more times in a calendar year but does not sign a frequent-use contract will receive a 25% discount on the third and subsequent rental(s).



## RENTAL PRICING GUIDE

<b>AREAS</b>	<b>Theater</b> <ul style="list-style-type: none"> <li>➤ Theater Seating Capacity: 232 Seats</li> <li>➤ Stage size (without curtains): 45x34 ft</li> <li>➤ Backstage area Stage Left: 14x36 ft</li> <li>➤ Backstage area Stage Right: 8x36 ft</li> </ul>	<b><u>MEMBERS</u></b> \$115 p/hr OR \$800 - All Day	<b><u>NON MEMBERS</u></b> \$125 p/hr OR \$1000 - All Day
	<b>Dressing Room</b> <ul style="list-style-type: none"> <li>➤ Large dressing area-can be separated to create 2 separate areas</li> <li>➤ Full length and lighted mirrors</li> </ul>	<b><u>MEMBERS</u></b> \$15 p/hr OR \$100 - All Day	<b><u>NON-MEMBERS</u></b> \$20 p/hr OR \$150 - All Day
	<b>Green Room</b> <ul style="list-style-type: none"> <li>➤ Seating area</li> </ul>	<b><u>MEMBERS</u></b> \$15 p/hr OR \$100 - All Day	<b><u>NON-MEMBERS</u></b> \$20 p/hr OR \$150 - All Day
	<b>Studio Classroom</b> <ul style="list-style-type: none"> <li>➤ Access to 2 large stainless steel sinks</li> <li>➤ Access to tables &amp; chairs</li> </ul>	<b><u>MEMBERS</u></b> \$15 p/hr OR \$100 - All Day	<b><u>NON-MEMBERS</u></b> \$20 p/hr OR \$150 - All Day
<b>EQUIPMENT</b>	<b>Projector &amp; Screen</b>	\$40	
	<b>Handheld Microphone</b>	\$20 per Microphone (8 Max)	
	<b>Podium</b>	\$30	
	<b>Bar</b>	\$60	
	<b>Additional Tables</b>	\$6 per Table	
	<b>Additional Chairs</b>	\$3 per Chair	
	<b>Tablecloths</b>	\$2 per Tablecloth	
	<b>Spotlight</b>	\$20 per Spotlight (3 Max)	
	<b>Grand Piano &amp; Bench</b>	\$300	
	<b>Keyboard &amp; Bench</b>	\$200	
<b>ADDITIONAL COSTS</b>	<b>Staff/Crew Assistance</b>	\$20 p/hr per person	
	<b>Rehearsal Time/Set-Up</b>	\$20 p/hr	
	<b>Lighting</b>	\$50	
	<b>Sound</b>	\$50	
	<b>Pinrail (Curtains)+</b>	\$75	
	<b>Security (Required for ALL after-hours events)</b>	\$35 p/hr	
	<b>Cleaning Fee</b>	\$75	

**CREATIVE  
CONSTRUCTION  
ZONE**  
**RENTAL PRICING GUIDE**

<b>AREAS</b>	<p><b>Meeting Space</b> Includes:</p> <ul style="list-style-type: none"> <li>➤ Four (4) 5' Rectangle Tables OR</li> <li>➤ Four (4) Round Tables (seats 8)</li> <li>➤ 12 Chairs</li> </ul> <p><b>Kitchen</b> Includes Access To:</p> <ul style="list-style-type: none"> <li>➤ 2 Ovens</li> <li>➤ 5 Burner Stove</li> <li>➤ Microwave</li> <li>➤ Dishwasher</li> <li>➤ Refrigerator</li> </ul> <p><b>Library Corner</b> Includes Access To:</p> <ul style="list-style-type: none"> <li>➤ An assortment of hands-on toys and activities</li> <li>➤ Books</li> <li>➤ Activity Tables</li> </ul> <p><i>+If rental is for a children's event, or an event where food will be provided, a tablecloth must be used with ASC's tables. You may provide your own, or rent one from ASC (Prices below).</i></p> <p><b>Patio</b> Includes:</p> <ul style="list-style-type: none"> <li>➤ Picnic Tables</li> <li>➤ Sun Shades</li> </ul>	<p><b><u>MEMBERS</u></b></p> <p>\$85 p/hr OR 4 Hours - \$320</p> <p><b><u>NON-MEMBERS</u></b></p> <p>\$105 p/hr OR 4 Hours - \$400</p>
	<b>EQUIPMENT</b>	<b>Projector &amp; Screen</b>
<b>Handheld Microphone</b>		\$20 per Microphone (2 Max)
<b>Bluetooth Speaker</b>		\$25
<b>Podium</b>		\$30
<b>Additional Tables</b>		\$6 per Table
<b>Additional Chairs</b>		\$3 per Chair
<b>Tablecloths</b>		\$2 per Tablecloth
<b>Keyboard &amp; Bench</b>		\$200
<b>ADDITIONAL COSTS</b>	<b>Staff Assistance</b>	\$20 p/hr per person
	<b>Set-Up</b>	\$20 p/hr
	<b>Security (Required for ALL after-hours events)</b>	\$35 p/hr
	<b>Cleaning Fee</b>	\$75

Rentals may in no way interfere with public hours and/or public visitation, or with scheduled programming or theatrical productions. With the limits imposed by ASC programs, contents and availability, certain spaces within the facility may be rented as outlined in this Agreement and Fee Schedule.

The Rental Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between ASC, hereinafter referred to as Lessor, and the Lessee listed below.

Lessee's Name: \_\_\_\_\_

Company (If Applicable): \_\_\_\_\_

Address: \_\_\_\_\_  
Street Number & Name City State Zip

Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Begins: \_\_\_\_\_ Event Ends: \_\_\_\_\_ Clean-Up: \_\_\_\_\_ to \_\_\_\_\_

Total Hours Rented: \_\_\_\_\_

**RENTED SPACE:**

Lessee agrees to occupy only the areas set forth herein \_\_\_\_\_. If Lessee occupies any areas in addition to that set forth herein, Lessor, in its sole and absolute discretion, may cancel or amend this Agreement by charging an additional rental fee, cleaning fee, security fee, and all other applicable charges for occupying other areas of the premises not set forth in this agreement. \_\_\_\_\_ Initials

**RENTAL CHARGE:**

Lessee agrees to a rental fee of \$\_\_\_\_\_ and other charges as may be applicable per rental in accordance with the Fee Schedule. \_\_\_\_\_ Initials

**DEPOSIT:**

A deposit of \$\_\_\_\_\_ is due at the time this Agreement is executed by the Lessor's representative and Lessee. Lessor may use the deposit to cover any damages, excessive janitorial expenses, or any other fees, including payment of security and fire false alarm fees that may be necessary following Lessee's rentals at the sole and absolute discretion of Lessor. The deposit will be maintained by the Lessor throughout this entire Agreement. This deposit is nonrefundable if the Lessee cancels this Agreement. If the deposit is not needed as specified, it will be refunded within thirty (30)days of the final rental under this Agreement.

The deposit is due at the time that this Agreement is executed by Lessor and Lessee. \_\_\_\_\_ Initials

**PREPAYMENT OF RENTAL FEE:**

Full rental fee (in addition to the deposit being held in reserve) is due on or before \_\_\_\_\_. If the full fee is not received by this date, then this Agreement will be considered null and void, and the full deposit will be forfeited. If the Lessee cancels the rental within two (2) weeks prior to the event date after payment of the full fee, the entire fee will be forfeited, but the deposit will be returned. \_\_\_\_\_ Initials

**SECURITY:**

The Lessor will provide security guards for all evening events (rentals taking place after 5pm) at a rate of **\$35.00 per hour**, per security guard. The Lessor does not guarantee the security of the Lessee, Lessee's guests, or Lessee's equipment, merchandise, etc. at any time. Lessee may request additional security personnel for an additional fee upon written request to the Theater Programs Manager at least two (2) weeks prior to rental. The Lessor reserves the right to require a security guard(s) for any event in the sole and absolute discretion of the Lessor. LESSEE AGREES TO INDEMNIFY AND HOLD LESSOR HARMLESS FROM ANY CLAIM, DEMANDS, DAMAGES, OR LIABILITY ARISING FROM THE ACTIONS OR INACTIONS OF ANY SECURITY GUARD PROVIDED. \_\_\_\_\_ Initials

**TECHNICAL REQUIREMENTS**

Only qualified personnel are allowed to operate ASC technical equipment i.e., sound, lighting, fly gallery. Staff reserves the right to determine the number of personnel required to operate equipment. Arrangements for technical personnel will be made by staff. \_\_\_\_\_ Initials

**FOOD and/or DRINK:**

Serving of food or drink must be pre-approved by the Lessor's Theatre Programs Manager. Only Caterers pre-approved by the Lessor's Theatre Programs Manager may be used by Lessee. It is the Lessee's responsibility to provide the Lessor with selected Caterer's Business License, Health Department Certificate and General Liability Insurance Policy of \$1,000,000.00. Caterer must sign Kitchen Use Policy and Contract prior to the event. \_\_\_\_\_ Initials

**USE OF PREMISES:**

Lessee agrees to use the leased premises for the purpose of \_\_\_\_\_ and for no other purpose without the prior written consent of the Lessor. Lessee agrees that at the expiration of the rental term stated above, or any extension thereof, peaceable possession of the premises shall be returned to Lessor in as good a condition as when Lessee takes possession. Lessee agrees to abide by ASC Rules & Regulations. Lessee is responsible for any damages to the premises and/or equipment. \_\_\_\_\_ Initials

**LIABILITY CONSIDERATIONS:**

Lessee agrees to indemnify, defend, and hold harmless ASC, its Board of Directors, employees, volunteers and associated persons from any and all claims, suits, actions, liability, injury, damages, losses, costs, and expenses ("CLAIMS") of whatever nature and without limitation occurring or arising from Lessee's or event attendees' in, or use of, ASC Facilities or portions thereof. Without limiting the foregoing, if alcohol, food, or beverages are served in ASC Facility, the foregoing indemnification includes CLAIMS arising from the serving of alcohol, food, and beverages. \_\_\_\_\_ Initials

**FEES**

**NOTES**

AREA(S): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

EQUIPMENT: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ADDITIONAL COSTS: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TOTAL DUE:** \_\_\_\_\_

\_\_\_\_\_

BY SIGNING BELOW, THE LESSEE CERTIFIES THAT THEY ARE LEGALLY ABLE TO ENTER INTO THIS RENTAL AGREEMENT AND THAT THE LESSEE HAS READ, UNDERSTANDS, AGREES TO ADHERE TO THE RULES AND REGULATIONS OUTLINED IN THIS DOCUMENT.

\_\_\_\_\_  
*Printed Name of Lessee*

\_\_\_\_\_  
*Signature of Lessee*

DATE \_\_\_\_\_

\_\_\_\_\_  
*Lindsey Collins, ASC Theater Programs Manager*

DATE \_\_\_\_\_

*Staff Use Only:*

Payment Type: Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit \_\_\_\_\_

Deposit Received Date: \_\_\_\_\_

Remaining Balance Received Date: \_\_\_\_\_