



**RENTAL REQUEST FOR MILL MOUNTAIN THEATRE
TRINKLE STAGE AND WALDRON STAGE**

Today's Date: _____, 20__

PRESENTER INFORMATION

Organization Name: _____

Contact Person: _____

Secondary Contact (if applicable): _____

Address: _____

Phone: _____ Email: _____

Website: _____

Please describe your status:

For Profit/Corporation

Individual

Not for Profit 501 (c) 3 (certificate required)

Mission Statement:

Please state the official mission statement of your company.

EVENT INFORMATION

Type of Event (please check all that apply):

Rehearsal

Reception

Performance/Play/Musical

Class/Workshop

Fundraiser

Concert/Dance

Meeting

Party

Tech/Load In

Other (Please describe): _____

Ticketed Event (Open to the Public)

Non-Ticketed Event (Private/Invite Only)

Title of Event: _____

Date(s) Requested: _____

Start Time of Event: _____

End Time of Event: _____

Curtain (if applicable): _____

Number of Guests Expected: _____

For a total of _____ (number of events) in _____ weeks

Description of Rental Use:

(please explain, with detail, how you plan to use the facilities)

SPACE(S) REQUESTED

Trinkle Main Stage Waldron Theatre

TECHNICAL NEEDS

Note: These are items that can be rented in addition to the space. For technical specifications for the spaces, please contact [Ginger Poole](mailto:ginger@millmountain.org) (ginger@millmountain.org)

Projector w/adaptor kit Projector Screen

ARTISTIC/PRODUCTION STAFF

Please provide the names and titles of your artistic and production staff

EQUIPMENT

6ft table(s) _____ Chair(s) _____

Other _____

COMPUTERS/CONNECTIVITY

Wireless Internet Connection(s) _____ Wired Internet Connection(s) _____

CATERING/CONCESSION STAND

Will food/drinks be served at this event? Yes No

Will alcohol be served/sold at this event? Yes No

We would be happy to suggest a caterer should you need one.

Mill Mountain Theatre may sell concessions at ticketed events at no additional cost to the licensee.

ADDITIONAL NOTES

Upon completion of the rental application, a detailed cost estimate based upon the information provided in this application will be submitted to the point of contact. Once the estimate has been approved, a contract will be drafted.

Due upon execution of the rental contract, a 25% non-refundable rental deposit is due. Payments can only be made by check. Checks can be made payable to Mill Mountain Theatre.

TERMS AND CONDITIONS

Please initial below indicating that you/your organization will be able to agree to said conditions.

_____ **Rental Deposit:** A non-refundable rental deposit (25% of total rental fees) is required to reserve upon execution of the rental agreement.

_____ **Security Deposit:** In addition to the rental fees, a security deposit must be remitted with the signed contract. This deposit shall be returned to licensee at a specified settlement meeting after the event is complete.

_____ **Staffing:** The licensee agrees to provide all necessary administrative, artistic and production staff or the production including, but not limited to, a house manager, box office manager, technical director and stage manager. A list of staffing will be required 30 days out from rental.

_____ **Additional Fees:** There will be a \$100 "next day pick up fee" for any items left behind, rented equipment, set/props/costumes, personal belongings, etc. Mill Mountain Theatre is not responsible for the safe return of such items. The licensee is responsible for providing all necessary equipment. Any equipment provided by Mill Mountain Theatre is subject to additional fees.

_____ **Insurance:** Licensee will obtain a Certificate of Insurance naming Mill Mountain Theatre as an additional insured and maintain said insurance through the terms of agreement. This policy should provide liability coverage of no less than \$1,000,000.

_____ **Signage:** Licensee shall not, without Mill Mountain Theatre's written consent, install any interior or exterior signs, placards, banners or the like on the premises. Mill Mountain Theatre will provide a sandwich board upon request for the licensee to place signs, placards, banners or the like.

_____ **Cancellation:** If the cancellation of the event occurs less than 30 days prior to the event date, licensee will forfeit the rental deposit. In the event Mill Mountain Theatre must cancel use of the facility, all deposit monies will be returned to the licensee.

Please return this form by email to [Ginger Poole](mailto:ginger@millmountain.org) (ginger@millmountain.org).