



PLAZA THEATRE

RENTAL APPLICATION

115 E. Main Street, Glasgow, KY 42141

Voice: 270.361.2101 Fax: 270.834.8147

Email: Carolyn@historicplaza.com

NO DATES WILL BE HELD UNTIL ALL CONTRACTS AND REQUIRED DEPOSITS ARE SUBMITTED

A \$150.00 NON-REFUNDABLE DEPOSIT PER DAY IS DUE ALONG WITH THE RENTAL AGREEMENT.

Application for Facility Rental *Submission of this application does not guarantee rental of the Plaza Theatre or its affiliated spaces. Once availability has been checked, and potential client has been sent a copy of rental policies and procedures, then a formal contract will be issued to reserve the requested date and services. Upon return of contract signed by both the client and the Plaza and any deposit required, the facility will be reserved for the client.*

Name of Client Organization: _____

Client Contact Name (one only): _____

Client Mailing Address : _____

City: _____ State: _____ Zip: _____

Daytime Phone: (____) _____ Evening Phone: (____) _____ Fax: (____) _____

Cell: (____) _____ Email: _____

Please check the space(s) you are applying to rent:

☐ Theatre (includes all support spaces except Office and Basement areas) ☐ Balcony ☐ Balcony Lobby
☐ Inner Lobby ☐ Concession Lobby ☐ Dressing Room ☐ Stage only ☐ Plaza Office Meeting Area

(Please note that the Box Office and staff office spaces are not available for rental or use by renting individuals/groups. Use of the Box Office on show dates requires Plaza staff.)

Please check the box that best describes your organization:

☐ Non-profit ☐ Educational ☐ Government ☐ Business

Have you rented the Plaza before:

☐ Yes ☐ No

Is this application part of a season:

☐ Yes ☐ No

(If you are a non-profit organization, please submit a copy of your 501(c)3 IRS tax determination letter with this application.)

Date Request Information	First Choice	Second Choice	Third Choice
Date of Performance(s)	_____	_____	_____
Event Time	_____	_____	_____
Load in date and time	_____	_____	_____
Load out date and time	_____	_____	_____



BOX OFFICE SERVICES REQUEST

Please complete one copy of this form for each individual production on which you are requesting Box Office Services. If for a season of shows, please complete one copy of this form for each show in the season UNLESS all the show requirements are exactly the same except for name and dates. This request must accompany a completed rental contract.

Event Information:

Name of event: _____

As it will appear on ticket

Performance Date: _____

Time of Event: _____ ☐ AM ☐ PM

Doors Open: _____ ☐ AM ☐ PM

*Unless otherwise noted doors will open 1-hour prior

Seating type:

☐ General Admission ☐ Reserved Seating

Begin ticket sales: Month _____, Day _____, Year _____

Allow Plaza Members early ticket sales (one week prior to Public Sales) ☐

YES ☐ NO

Price Information:

Expected total number of tickets sold: _____

Expected total number of comps: _____

Price for main floor seats: \$ _____

Price for balcony seats: \$ _____

Discounted price for students
\$ _____

Students include: ☐ K-12 ☐ College ☐
Other _____

Discounted price for senior citizens:
\$ _____

Age definition for senior citizens:
_____ and up

Discounted price for children:
\$ _____

Age definition for children: _____
maximum

Admission free under the age of:

Group Discount Rate: _____

Number required for group rate:

Refund / Exchange Policy

***Plaza DOES NOT allow refunds**

Allow:

☐ Exchanges

Don't allow:

☐ Exchanges

Contact Information for Box Office & Ticketing Issues if different from applicant:

Name: _____

Address: _____

City: _____, State: _____, Zip _____

Day Phone: _____

Evening Phone: _____

Cell Phone: _____

Email: _____

Brief description of event (or attach promotional materials): Please be as complete as possible, as this is how we will describe your event on our phone system, website, and to patrons

Scheduling Worksheet

Please complete this form and submit it with your application. Indicate for each day the following: 1) the full date, 2) the arrival time for the earliest person with your organization, and 3) the latest departure time for the last person from your organization to leave the theatre. There are spaces for multiple work periods in one day.

The hours you list will be the hours that the Plaza Theatre staff will be present. Doors will not be opened sooner than the times you indicate here. Please make multiple copies of this page as needed to include all dates you will occupy the Plaza Theatre.

Day #1 (Date _____)

In : _____ Out: _____

In : _____ Out: _____

In : _____ Out: _____

Day #2 (Date _____)

In : _____ Out: _____

In : _____ Out: _____

In : _____ Out: _____

Day #3 (Date _____)

In : _____ Out: _____

In : _____ Out: _____

In : _____ Out: _____

Day #4 (Date _____)

In : _____ Out: _____

In : _____ Out: _____

In : _____ Out: _____

Day #5 (Date _____)

In : _____ Out: _____

In : _____ Out: _____

In : _____ Out: _____

Day #6 (Date _____)

In : _____ Out: _____

In : _____ Out: _____

In : _____ Out: _____

Day #7 (Date _____)

In : _____ Out: _____

In : _____ Out: _____

In : _____ Out: _____

Day #8 (Date _____)

In : _____ Out: _____

In : _____ Out: _____

In : _____ Out: _____

Day #9 (Date _____)

In : _____ Out: _____

In : _____ Out: _____

In : _____ Out: _____

Day #10 (Date _____)

In : _____ Out: _____

In : _____ Out: _____

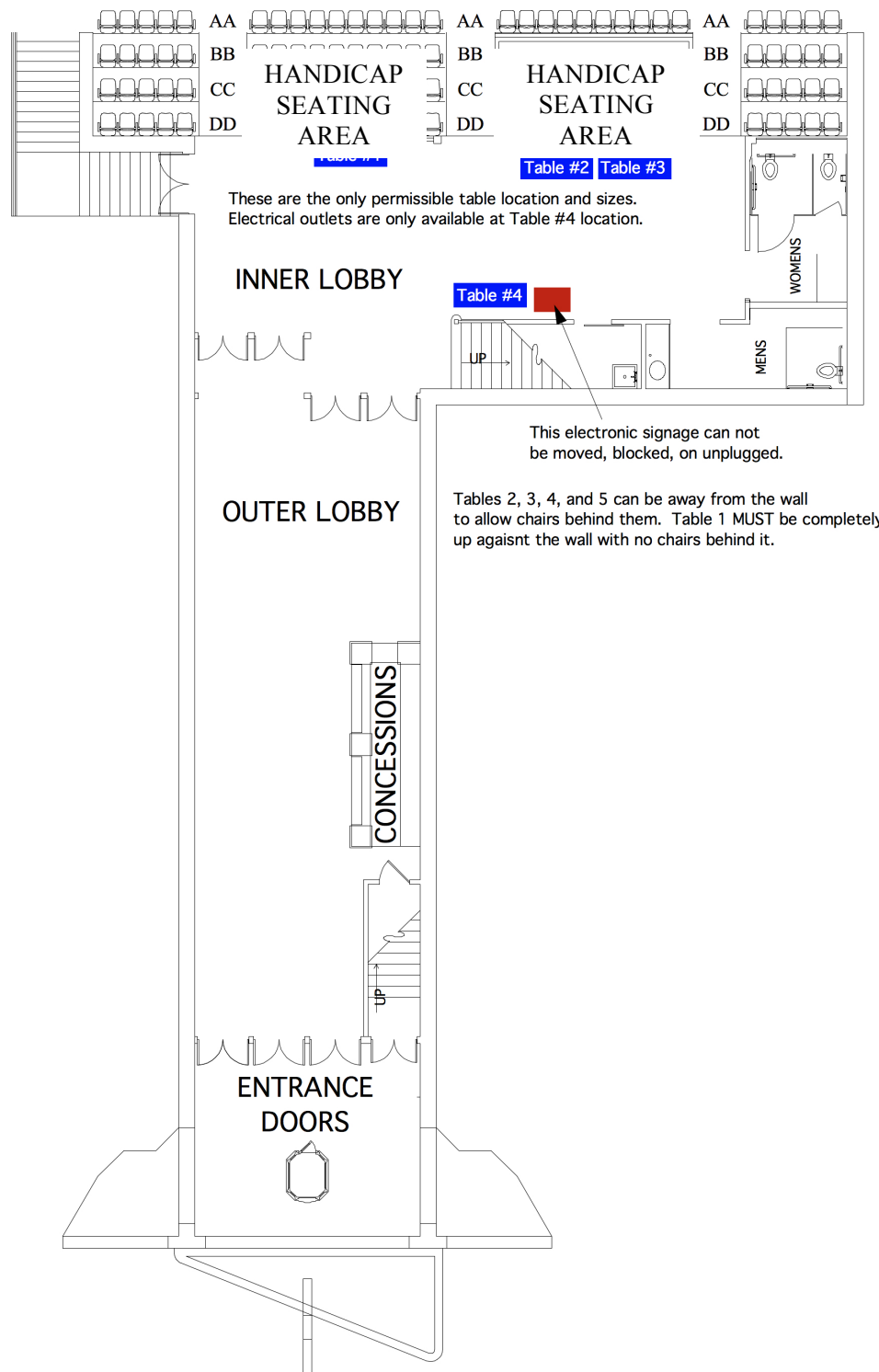
In : _____ Out: _____

Event Worksheet

Please complete this form and submit it with your application. Check the boxes next to equipment / services needed over the entire duration of your event request. A representative of the Plaza **MUST** be in the facility at any time your group or organization or any patron is present.

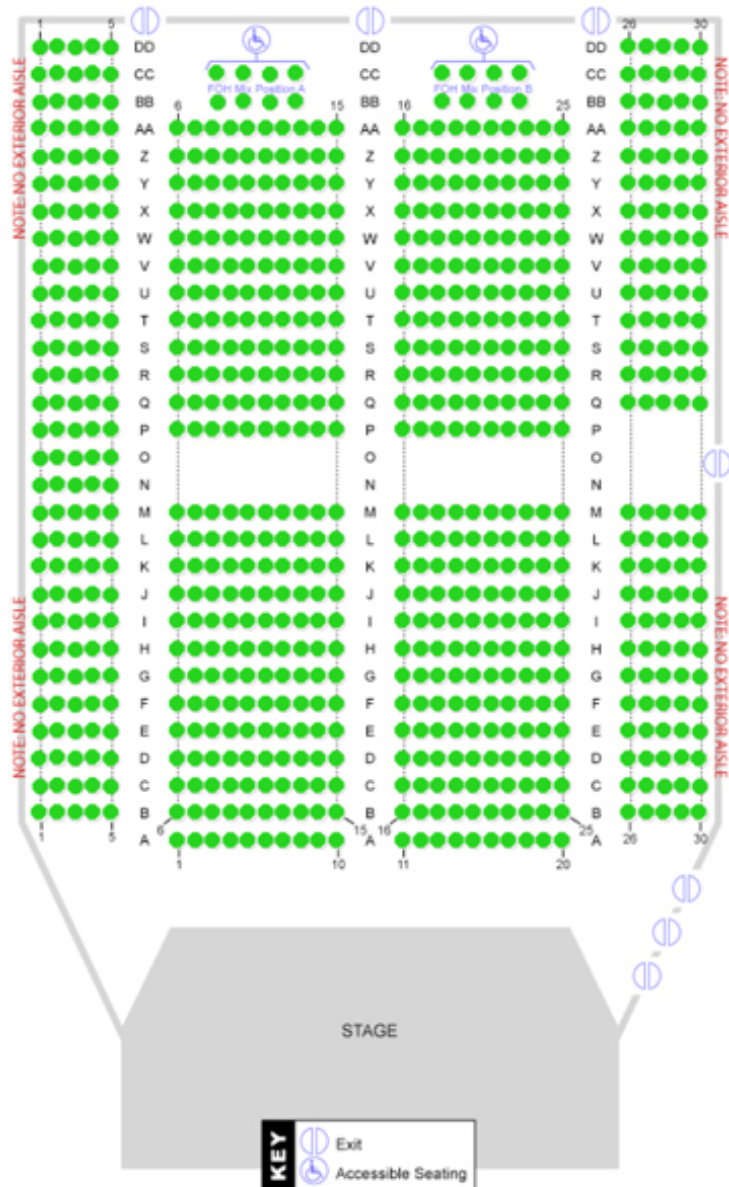
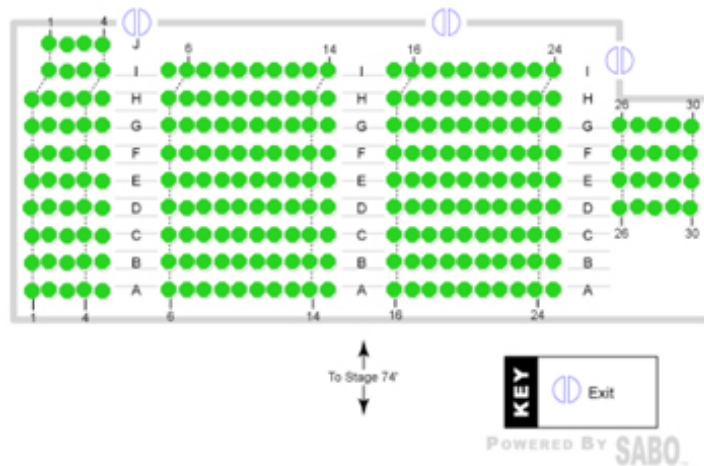
<p><u>Lighting Needs</u></p> <p><input type="checkbox"/> Full stage, no color wash (No scene changes)</p> <p><input type="checkbox"/> Three color wash (No scene changes)</p> <p><input type="checkbox"/> Event specific lighting (focus, custom colors, over 10 cues)</p> <p><input type="checkbox"/> Follow spots Quantity _____</p> <p><input type="checkbox"/> 100 amp, 220 volt service</p> <p><input type="checkbox"/> Special rigging</p> <p><input type="checkbox"/> Other (please indicate below)</p> <p><i>If you need to use the Plaza lighting systems, you will be required to have a Plaza representative run / supervise the lighting console and follow spot(s). Fee will apply</i></p>	<p><u>Audio Needs</u></p> <p><input type="checkbox"/> 100 amp, 220 volt service</p> <p><input type="checkbox"/> Special rigging</p> <p><input type="checkbox"/> Corded hand held microphones Quantity _____</p> <p><input type="checkbox"/> Wireless hand held microphones Quantity _____</p> <p><input type="checkbox"/> Wireless lavalier microphones Quantity _____</p> <p><input type="checkbox"/> Microphone stands regular Quantity _____ boom Quantity _____ shotgun Quantity _____</p> <p><input type="checkbox"/> Shotgun mikes Quantity _____</p> <p><input type="checkbox"/> In housing mixing position</p> <p><input type="checkbox"/> Playback needs <input type="checkbox"/> CD</p> <p><input type="checkbox"/> Other (please indicate below)</p> <p><i>If you need to use the Plaza audio systems, you will need to have a Plaza representative run / supervise the audio console and system. Fee will apply</i></p>
<p><u>A/V Needs</u></p> <p><input type="checkbox"/> Digital projection</p> <p style="margin-left: 20px;"><input type="checkbox"/> Full stage <input type="checkbox"/> Partial stage</p> <p style="margin-left: 20px;"><input type="checkbox"/> House screen (full stage)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Small screen (half stage)</p> <p style="margin-left: 20px;"><input type="checkbox"/> from DVD</p> <p style="margin-left: 20px;"><input type="checkbox"/> from laptop</p> <p style="margin-left: 40px;"><input type="checkbox"/> Macintosh <input type="checkbox"/></p> <p>Windows</p> <p><input type="checkbox"/> Telex communication system</p> <p><input type="checkbox"/> Other (please indicate below)</p> <p><i>If you need to use the Plaza A/V systems, you will need to have a Plaza representative run / supervise the projector. Fee will apply</i></p>	<p><u>Staging Needs</u></p> <p><input type="checkbox"/> Run crew / stagehands / loaders Quantity _____</p> <p><input type="checkbox"/> Podium</p> <p style="margin-left: 20px;"><input type="checkbox"/> Microphone</p> <p><input type="checkbox"/> Chairs Quantity _____</p> <p><input type="checkbox"/> Tables (2'x6') Quantity _____</p> <p><input type="checkbox"/> Other (please indicate below)</p>
<p>Please list any other items needed for your event in the space below, including any space and display needs in the lobby and other areas. Please be as complete and detailed as possible. Items omitted on this application may not be available on your event dates or may incur additional charges.</p> <hr/> <hr/> <hr/> <hr/> <hr/>	

Please circle tables needed, place an X on tables which will not be used.



Seating Chart

On the seating chart to the right, mark any seats you wish to be held and made NOT available to the public. Also, if you have a tiered pricing structure based on seat location, please indicate price scales on the seating chart.



ONE PAGE RENTAL CHECKLIST

Use this list to be sure you have completed all the required items and that you note some important items. All of these items are covered in detail in the rental agreement.

PRE EVENT

- ☐ Submitted your \$150 per day non-refundable deposit
- ☐ Submitted your certificate of insurance for liability insurance at least 10 business days prior to the event.
- ☐ Submitted completed and signed copy of your Application for Facility Rental / Rental Agreement.
- ☐ Completed all information on all forms, particularly the yellow highlights areas.
- ☐ Once a single ticket is sold, ticket prices and discounts cannot be modified, added, or deleted.
- ☐ Listed both load-in and load-out dates AND times on your rental application
- ☐ Notified all of your staff, volunteers, and others of the policies and procedures in this document
- ☐ Followed all guidelines for use of the Plaza logo and contact information
- ☐ All scenery props, costumes and equipment must be loaded in through the stage doors of the theatre and NOT the front doors of the theatre
- ☐ The Plaza Theatre is not responsible for marketing and advertising your event. Advertising options are available at a fee using the Plaza Theatre's Marketing tools.

DURING EVENT

- ☐ LESSEE cast, crew, staff, and volunteers must enter **via backstage doors only** on Water Street and NOT through the front doors of the theatre on Main Street
- ☐ No outside food or drink allowed in theatre by patrons – ushers must confiscate
- ☐ No use of tacks, tape, or other adhesive to hang signage or other material unless approved by TD
- ☐ Duct tape is not allowed to be used anywhere in the facility for any purpose
- ☐ No doors are not to be propped open or blocked for any reason
- ☐ Theatre front doors (Box Office) must open no later than ONE HOUR prior to show time
- ☐ Auditorium must open no later than 30 MINUTES prior to show time
- ☐ Plaza Theatre staff have the right to set all final sound levels
- ☐ The Plaza Staff has the right to stop an event without notice in case of an emergency.
- ☐ No painting or construction in the theatre unless approved by the Technical Director
- ☐ The LESSEE will arrive as scheduled for all load ins and sound checks.
- ☐ The Plaza does NOT supply bottled water or drinks to performers and others for rental events.

POST EVENT

- ☐ Removed all belongings from all areas of the theatre
- ☐ Cleaned up any messes beyond normal wear and tear (excessive food debris, packaging materials, lumber)
- ☐ All scenery, props, costumes and equipment must be loaded out through the stage doors of the theatre and NOT the front doors of the theatre

Application for Facility Rental Instructions

- 1) Please list only one main contact name for your organization. This should be the person responsible for all booking and contractual negotiations.
- 2) Please include as many phone numbers as possible, as many times an after hour's event will affect a client and you will need to be notified. The Plaza does not share any information gathered on this application with individuals or groups outside the Plaza Theatre organization.
- 3) Please check the box next to the space(s) you are looking to reserve. Checking the "Theatre" box will include the auditorium, stage, backstage areas, dressing room, balcony, and main and balcony lobbies, for the date and time of the performance only and immediately prior, or for setup time. The Plaza Box Office is only available immediately prior to performances, and is to be staffed by Plaza personnel only, if the Plaza is handling your "at door" and "will call" ticketing needs. If the Plaza is handling all of your ticket sales, please complete the attached Box Office Services Request Form
- 4) Please be sure to indicate the category your organization falls under. Be sure to include a copy of your IRS tax determination if you are a non-profit, 501(c)(3) or otherwise.
- 5) In indicating Date Request Information, please list alternate dates if at all possible. This will help in making your request a possibility in the case of conflicting applications from different groups. While the Plaza will strive to get you the dates you request, the Plaza reserves the right to solely make all rental decisions that it deems appropriate. Please list each performance date and time if you are doing multiple performances of the same event. If you have more than three performances, please attach a separate sheet with the remaining performance information. **Also please indicate the load in date and time (the moment your first personnel or equipment will arrive at the Plaza) and the load out date and time (the moment your last personnel or equipment will depart the Plaza after the last performance.)**
- 6) Please note that the Plaza Theatre will supply ushers, technical staff must be contracted through the Plaza Theatre or supplied by the renter. All Plaza Theatre contracted technical staff are subject to additional rental tech fees.
- 7) By signing this application, the individual warrants that he/she is an authorized entity entitled to enter this request on behalf of the organization. This instruction page is part of the rental application.
- 8) All necessary deposits must be submitted with this contract to secure and reserve a rental date in the Plaza Theatre.
- 9) If you are submitting this application for a season of events, you will need to submit a separate application form for each different production or "show" in your season. Please submit all season requests together. Security deposits are required for each date requested.
- 10) Please direct all questions about this application to the Plaza Theatre Executive Director and return this application in person to the Director or via the mail. The Plaza is not responsible for incorrectly or lost returned applications.
- 11) Alcohol Sales. The Plaza Theatre reserves the right to sell alcohol and concessions. The Plaza Theatre WILL NOT sell alcohol at events with religious affiliation and events representing school or children organizations. All organizations have the right to request an alcohol free event, however businesses, promoters, and non-exempt organizations will be subject to a 10% per ticket commission deducted from the reimbursable ticket sales.

Signature of authorizing agent:

Printed name & title

Date:

PLAZA STAFF USE ONLY:

Deposit Amount: \$ _____

Date Deposit Received: _____

Deposit Waived: ☐ Yes ☐ No

For Plaza: _____

☐ Rental Approved ☐ Rental Denied

Confirmed Dates: _____

Date Contract Sent: _____