

Effective July 1, 2023



115 E Main St
Glasgow KY 42141
270-361-2101
www.historicplaza.com

Rental Rates*

Main Theatre including Casablanca Room	\$1,500.00 per day
Non-Profit with valid 501(c)3	\$750.00 per day

Rehearsal Rates*

Main Theatre including Casablanca Room	\$750.00 per day
Non-Profit with valid 501(c)3	\$375.00 per day

* does not include additional Tech Staff or Equipment Rental

Technical Staff, not including Tech Director or Lighting Directing but may include stage hands, is the responsibility of the Renter to obtain or renter may request the Plaza Theatre supply additional stage hands at an additional cost of \$100 per person. Minimum Tech/Lighting Director fee \$250 per person.

* Professional Lighting \$500.00

Professional lighting is que to que specific or requires more than a color wash

Insurance – Please refer to SECTION II of the Rental Application for required insurance information

Cleaning Fee (Casablanca Room and non-public spaces) \$100.00*

- Per staff discretion. All garbage, event items, moved furniture/chairs etc, must be picked up and/or returned to the original location prior to exiting the facility.

BMI/ASCAP

- If the renter does not subscribe to either BMI or ASCAP who collect publishing royalties (performance royalties) for the PUBLIC PERFORMANCE of musical works, a \$150 fee will be deducted from the final reimbursable ticket sales

A \$200.00 deposit per day is due with Rental Application and will be used toward the final payment.

Cancellation. Should your event cancel within one month of the scheduled performance date, the total amount of rental will be due to the Plaza Theatre including any pre-work tech fees associated with the event.

Alcohol Sales. The Plaza Theatre reserves the right to sell alcohol and concessions at events/concerts held at the Plaza Theatre. 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.

Final rental payment due will be deducted from any reimbursable tickets sales (if applicable), all others will be invoiced net 30 days.

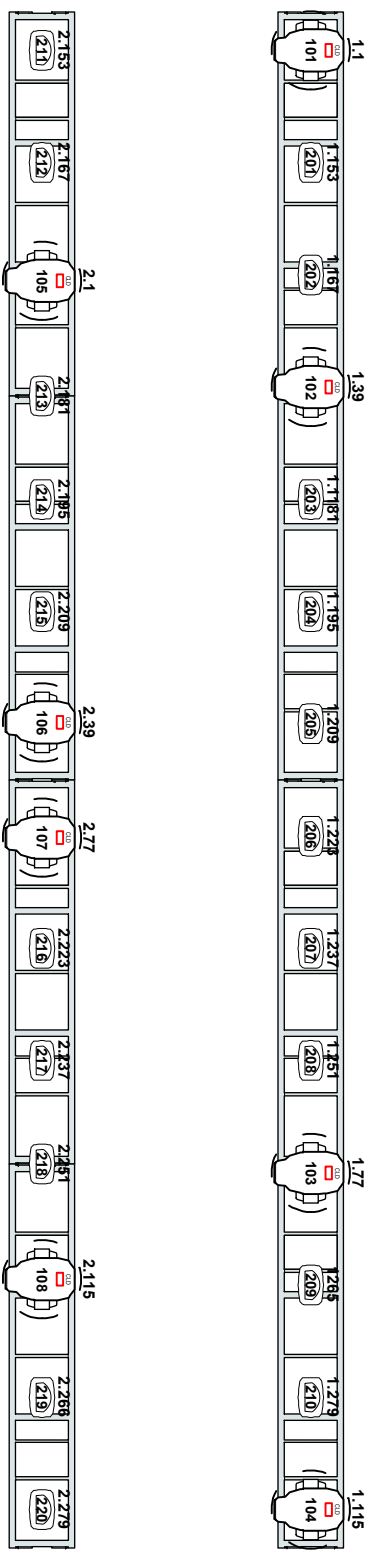


Lighting Key

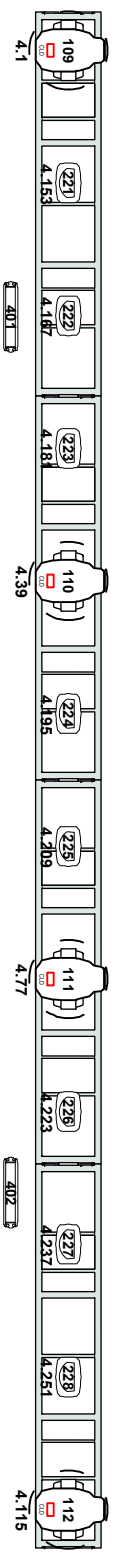
U.DMX
 (1) Mac Encore (16)
 (1) Unit Performance (16)

LED Leko (8)
 U.DMX

4-light Mole (2)
 dmx Martin (30)
 Rush MH6



Radiance Hazer : 5.510
 House Lights : 8.1

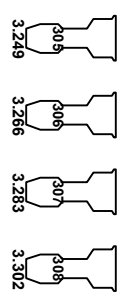
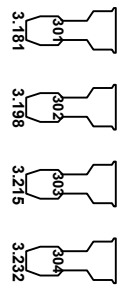
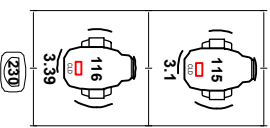
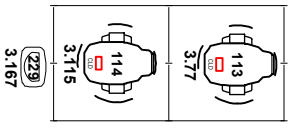


← **Box Boom Left**

Box Boom Right →

Balcony Boom Right →

← **Balcony Boom Left**



Drawing Title Plaza Theater	
View	
Designer	Hunter Carmichael
Email	hunterblake@gmail.com
Phone	(706) 207-7016
Equipment Vendor	
Revision Date	September 2019
Drawing Number	2
Scale	No Scale



PLAZA THEATRE

RENTAL CONTRACT

115 E. Main Street, Glasgow, KY 42141

270.361.2101

Email: Carolyn@historicplaza.com

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

A \$200.00 NON-REFUNDABLE DEPOSIT PER DAY IS DUE ALONG WITH THE RENTAL AGREEMENT.

Application for Facility Rental Upon return of contract signed by both the client and the Plaza and the 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: _____

BMI/ASCAP # _____ (If no Membership a \$150.00 will be charged)

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, staff office spaces and office basement 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

** Announce date: Month _____, Day _____, Year _____

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

Allow Plaza Members early ticket sales

(one week prior to Public Sales YES NO

** Please note: All information must be submitted (including marketing materials and price structures) prior to announcement of any scheduled performance, including the performance artist or group.

Price Information:

Expected total number of tickets sold: _____

Expected total number of comps: _____

Price for main floor seats: \$ _____

Will the Main Floor seats have multiple tiers? YES NO *Please use seating chart to indicate location of price tiers

Price for balcony seats: \$ _____

Discounted price for students/children \$ _____

Students include: K-12 College Other _____

Admission free under the age of: _____

Discounted price for senior citizens: \$ _____ Age _____

Group Discount Rate: _____

Number required for group rate: _____

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

Name: _____

Address: _____

City: _____, State: _____, Zip _____

Day Phone: _____

Evening Phone: _____

Cell Phone: _____

Email: _____

Refund / Exchange Policy

*Plaza DOES NOT allow refunds

Allow:

Exchanges

Don't allow:

Exchanges

Brief description of event (or attach promotional materials): Please be as complete as possible, as this is how we will describe your event on social media, 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, including rehearsal dates and set-up.

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.

Lighting Needs

- Full stage, no color wash
(No scene changes)
- Three color wash
(No scene changes)
- Event specific lighting (focus, custom colors, over 10 cues)
- Follow spots
- 100 amp, 220 volt service
- Special rigging
- Other (please indicate below)

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). **Event Specific Lighting Fee will apply**

Audio Needs

- 100 amp, 220 volt service
- Special rigging
- Corded hand held microphones
Quantity _____
- Wireless hand held microphones
Quantity _____
- Wireless lavalier microphones
Quantity _____
- Microphone stands
regular Quantity _____
boom Quantity _____
shotgun Quantity _____
- Shotgun mikes Quantity _____
- In housing mixing position
- Playback needs
 CD
- Other (please indicate below)

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**

A/V Needs

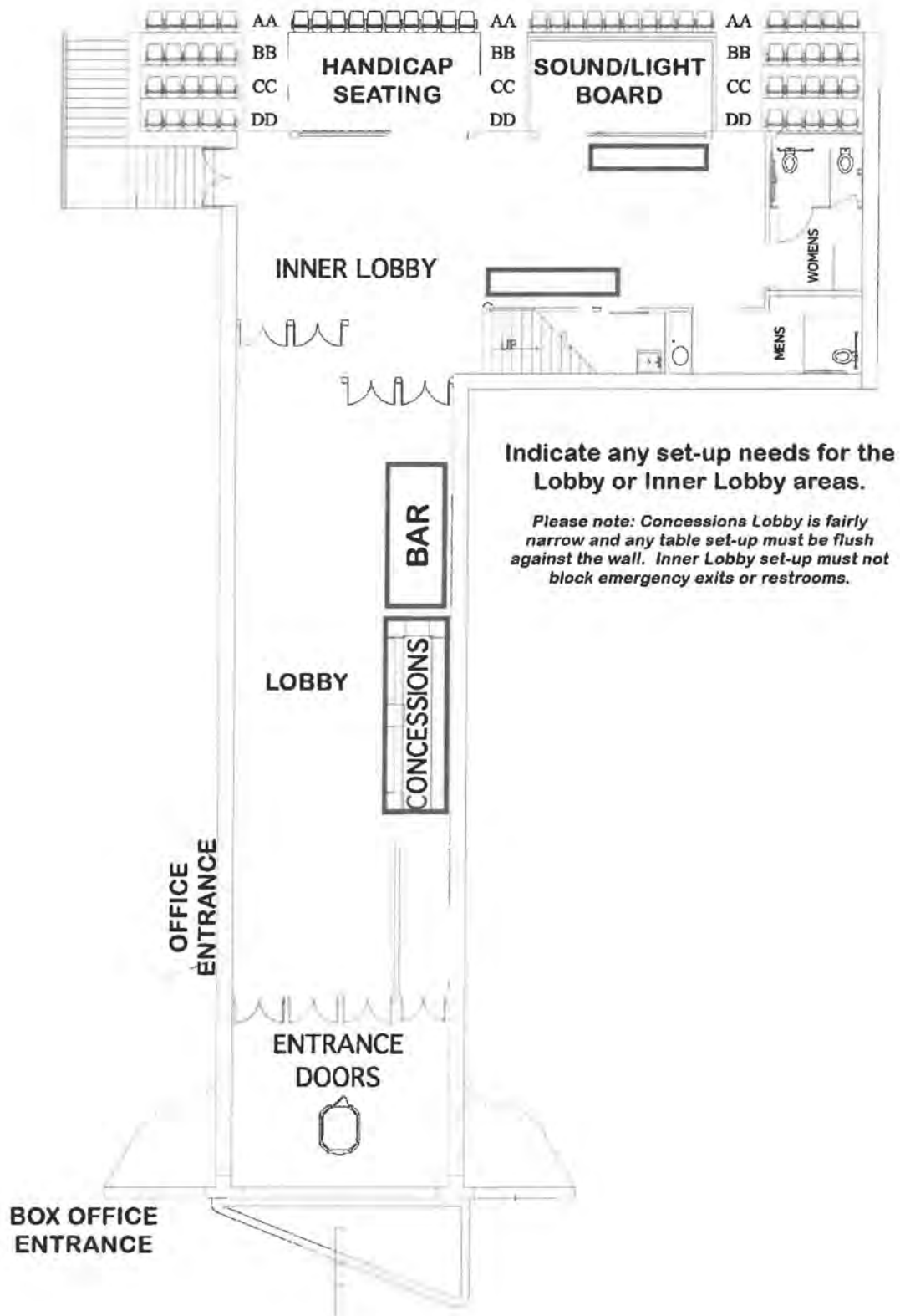
- Digital projection
 - Full stage Partial stage
 - House screen (full stage)
 - Small screen (half stage)
 - from DVD/Memory Stick
 - from laptop
 - Macintosh Windows
- Telex communication system
- Other (please indicate below)

If you need to use the Plaza A/V systems, you will need to have a Plaza representative run / supervise the projector. Please supply your own HDMI to VGA projector adaptor.

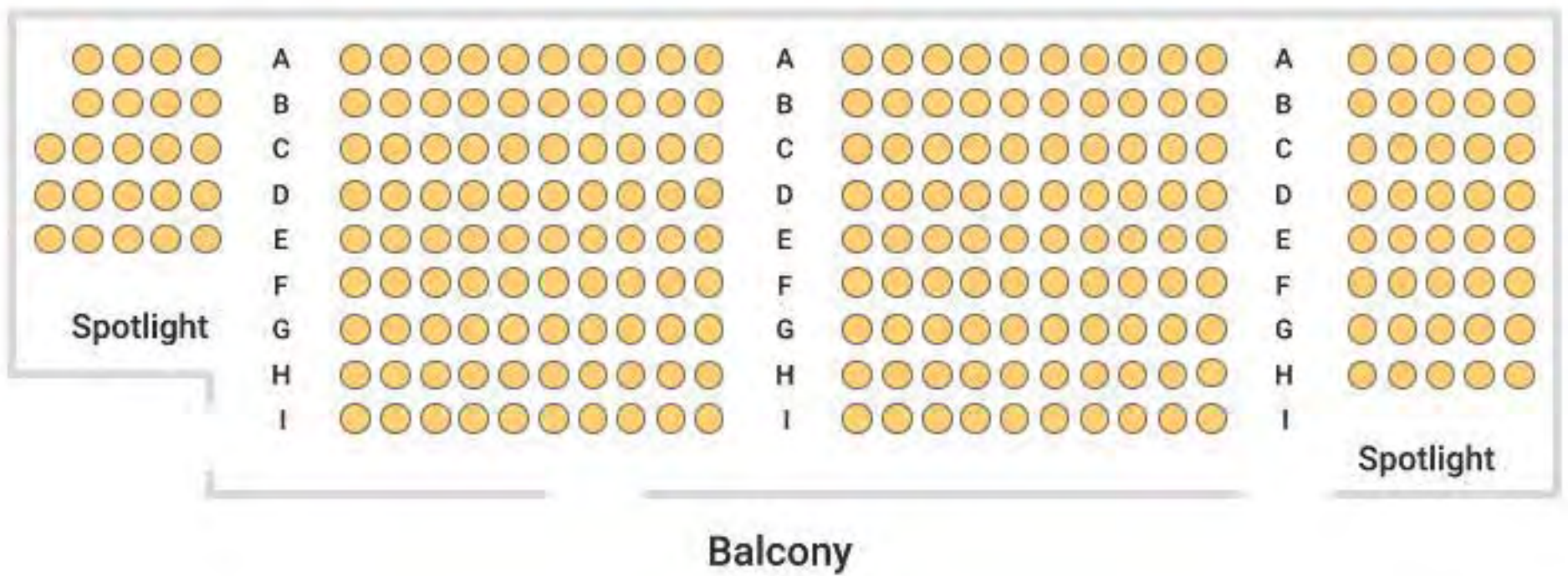
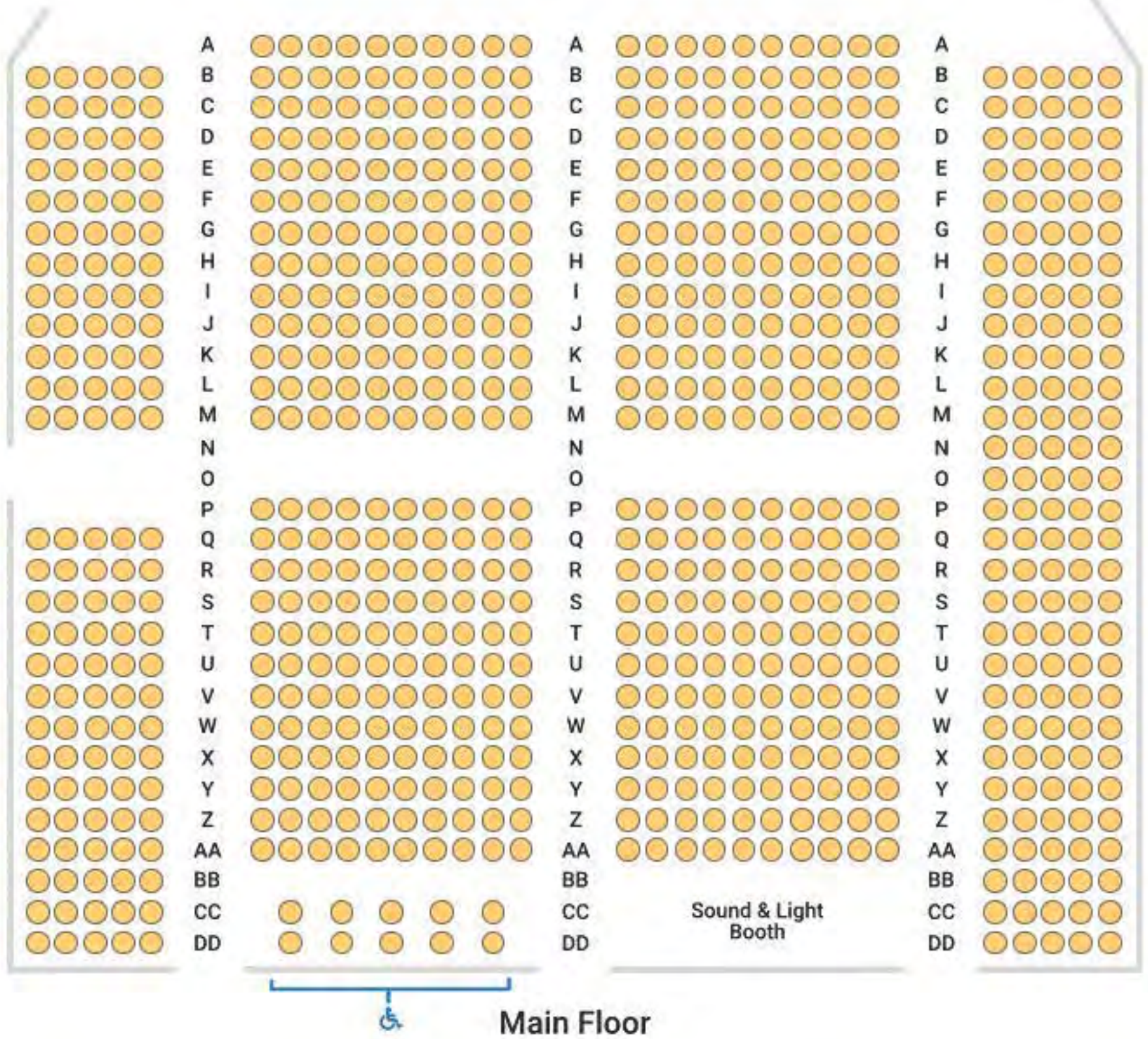
Staging Needs

- Run crew / stagehands / loaders
Quantity _____ ***Tech staff fees apply**
- Podium
 Microphone
- Chairs
Quantity _____
- Tables (2'x6')
Quantity _____
- Other (please indicate below)

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.



STAGE



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 \$200.00 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
- 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
- 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.
- 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, concessions, bar and box office volunteers. Technical staff must be contracted through the Plaza Theatre. Sound/Lighting companies, must be pre-approved by the Director/Tech Director prior to any announce/on sale tickets dates. The Plaza Theatre has the right to refuse a sound/lighting company and will work with the renter in suggesting/approving an appropriate company for your sound/lighting needs. 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) **Dates are not confirmed until the deposit and paperwork is submitted. No event will be announced without complete information on your event.**
- 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 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: _____



PLAZA THEATRE

RENTAL INFORMATION PACKET INFORMATION

115 E. Main Street

Glasgow, KY 42141

Voice: 270.361.2101 Fax: 270.834.8147

Email: Carolyn.glodfelter@plaza.org

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

A \$200.00 NON-REFUNDABLE IS DUE ALONG WITH THE RENTAL AGREEMENT.

If you have any questions *at all* about filling out this packet, please call us at (270) 361-2101.

BELOW IS INFORMATION PERTAINING TO YOUR RENTAL.

SECTION I - GENERAL GUIDELINES FOR USE OF THE PLAZA

- 1) The use of the PLAZA shall be in keeping with the general and dignified character of the facility.
- 2) The PLAZA is a non-smoking facility. Smoking/Vaping is not permitted anywhere inside the PLAZA, including dressing rooms and restrooms. Smoking/Vaping is only allowed at the front entrance of the facility. It is not allowed outside any other doors to the facility, including backstage and dressing room. Smoking/Vaping by the LESSEE or any representative/agent of the LESSEE in any unauthorized area will result in a minimum fine of \$100 per incident to be added to the final invoice. The LESSEE agrees to take responsibility for maintaining a smoke free environment and to pay all imposed fines.
- 3) The PLAZA, in the form of the Plaza Executive Director, serves as the sole and final determinant as to policy interpretation and facility usage for the PLAZA.
- 4) Animals of any kind are not permitted in the PLAZA at any time without previous arrangements having been made with the PLAZA. Guide animals for persons with disabilities are exempt.
- 5) The LESSEE agrees to abide by all rules, regulations and policies of the PLAZA as set forth in this Agreement including, but not limited to, those policies concerning liability insurance in a minimum sum of \$1,000,000.00, and the obtaining of licenses, permits and associated fees necessary to conduct operation specified in the Agreement. Said permits and proofs are to be attached hereto and are incorporated herein by reference. The LESSEE states that he/she has read all usage guidelines, understands them, and agrees to abide by them.
- 6) All exhibits, events or artistic performances in the PLAZA are always subject to approval by the PLAZA Executive Director. Performers or presenters expressly consent to such sole approval and expressly waive any claim of censorship, so that the PLAZA Director may answer to the needs of the community, for education, positive example and higher character being fostered by the availability of the facility.
- 7) Any dispute regarding this agreement shall be resolved solely by the PLAZA Executive Director.
- 8) No part of the PLAZA may be sublet, nor can the LESSEE assign this rental agreement to a third party.
- 9) No LESSEE can enter into an agreement to allow a third party to set up displays, sell concessions, or

- otherwise use the PLAZA for purposes other than those which directly support the LESSEE'S rental.
- 10) The LESSEE agrees to leave the premises in the same condition as existed on the date that possession thereof commenced, and LESSEE agrees to pay to the PLAZA upon demand, such sums as shall be necessary to restore said premises to their present condition with the exception of ordinary use or wear.
 - 11) Rental charges will apply to the use of the PLAZA, including scheduled rehearsal, set-up, load-in/load-out and event.
 - 12) The LESSEE is responsible for royalty fees to either BMI or ASCAP, if the LESSEE does not subscribe to these copyright entities, the LESSEE will be charged a fee. If the LESSEE has a BMI or ACSAP account, please supply the information on the rental application. LESEE agrees to indemnify and hold harmless the PLAZA for any loss, damage, or expense arising from any claim or judgment of infringement of such copyright.
 - 13) This Agreement is the entire agreement of the parties regarding the items herein, and replaces, when signed by both parties, any prior understanding agreement or understandings, whether oral or in writing, between them. Any amendment or rider to this Agreement must be in writing and signed by both the PLAZA and the LESSEE and attached. This written Agreement supersedes any and all inferred oral contracts and obligations between the PLAZA and the LESSEE.
 - 14) This Agreement will be reviewed and interpreted under the laws of the Commonwealth of Kentucky, and as such, any legal action necessitated by breach or other failure of the Agreement shall occur in the court system of the Commonwealth of Kentucky.
 - 15) The LESSEE shall assume full responsibility for the conduct and actions of any staff, guest of renter, renter's volunteers, who attends an event it is sponsoring.
 - 16) The PLAZA Box Office, Administrative, and Office Spaces are for the sole use of the PLAZA. No items or personnel of the LESSEE may be housed, stored, or placed in any of these spaces.
 - 17) The PLAZA requires that the LESSEE have an authorized representative on premises during the event is in the Plaza. This person should be the first person to arrive and the last person to leave, other than the PLAZA staff. This person must be vested with full decision-making power and authority to act on behalf of the LESSEE.

SECTION II - INSURANCE REQUIREMENTS

- 1) LESSEE is required to fully insure itself, its officers, directors, employees, agents and presentations, at its own expense for Worker's Compensation and Employer's Liability (including Disability Benefits), Comprehensive General Liability (person injury, including bodily injury, \$1,000,000.00 per occurrence; and property damage, \$1,000,000.00 per occurrence), Theft and Fire insurance for all properties brought into the PLAZA, including without implied limitation the property of third persons under the control of the PLAZA or LESSEE.
- 2) LESSEE shall provide a certificate of liability insurance coverage naming the PLAZA as additional insured no later than ten (10) business days prior to the beginning of the time periods specified in this Agreement and in accordance with the following:
- 3) LESSEE shall provide at its sole expense:
 - a) Public Liability Insurance covering LESSEE'S liability for all operations performed by LESSEE or any subcontractors in the amount of:
 - b) Bodily Injury - \$100,000.00 per person, subject to \$300,000.00 aggregate for any one accident involving more than one person.
 - c) Property Damage Liability - \$50,000.00 per accident
- 4) Contractual Liability
 - a) Bodily Injury - \$100,000.00 per person, \$300,000.00 per accident, \$50,000.00 per accident. The PLAZA shall not be liable to LESSEE for any kind or nature of damages whatsoever which LESSEE may incur as a result of vandalism or malicious mischief.
- 5) LESSEE assumes the risk of all damage, loss, cost, and expense, and agrees to indemnify and hold harmless the PLAZA, its officers, agents, and employees from and against any and all liability, damage, loss, cost, and/or expense which may accrue to or be sustained by LESSEE, its officers, agents, or employees or for any claim, suit or action made or brought against the LESSEE, its agents or employees,

in connection with the activities provided by this Agreement.

SECTION III – HOSPITALITY (ARTISTS & LESSEE)

- 1) The PLAZA shall not be responsible for any hospitality services for the LESSEE or the LESSEE'S artists, performers, and guests. All such hospitality, including but not limited to, beverages, snacks, meals, linens, and accessories shall be at the sole responsibility of the LESSEE.
- 2) The LESSEE may utilize whatever catering service is desired for hospitality, with the understanding that the Caterer must arrange all arrivals, setups, cleanups, and storage of items with the PLAZA at least ten (10) business days prior to the event. Furthermore, the LESSEE accepts all responsibility and liability for the catering service and the actions of its employees and representatives while on PLAZA premises, and for all damage repairs and cleaning necessary to restore the facility to its original state.
- 3) ***Alcohol purchased per rider agreements, must be delivered and stored in the dressing room below the stage and/or to the Casablanca Room (green room), specifically for use to the artists/performers. The LESSEE and their associates may not, at any time during the event, supply alcohol to the event coordinators, event volunteers, organization members or any other persons who are associated with the rental of the Plaza Theatre. THE LESSEE MAY NOT BRING IN ALCOHOL FOR THE SOLE PURPOSE OF SUPPLYING THEMSELVES, THEIR STAFF, VOLUNTEERS, OR MEMBERS ORGANIZING THE EVENT. Alcohol may be purchased individually by obtaining an age verified wrist band and purchasing alcohol beverages, by the drink, at any PLAZA bar location.***

SECTION VI – CONCESSIONS/ALCOHOL

- 1) All income from the sales of alcohol and concessions is the property of the PLAZA.
- 2) Absolutely no outside food or drink is allowed to be brought into the theatre by patrons of the LESSEE's event. All such items must be consumed and disposed of prior to entry into the theatre lobby.
- 3) The PLAZA reserves the right to sell alcohol at any rental event. The LESSEE has the right to request a non-alcohol event and shall be subject to 10% per ticket commission. Exempt events include: any event associated with a religious organization, school or an event that includes children.

SECTION VI – BOX OFFICE & TICKETING SERVICES

- 1) The PLAZA will sell/distribute all tickets (paid, comped, or otherwise) to this event through online tickets sales, Box Office or phone and shall be the sole and exclusive distributor of said tickets. The PLAZA will also collect all ticket fees as outlined in this contract. The LESSEE shall not contract a third party ticketing company to sell, distribute, or manage any ticket sales at which the event is being held at the PLAZA. The LESSEE shall request bulk tickets through the PLAZA Box Office to sell with an additional \$1.00 per ticket fee. The per ticket fee will be additional to the face value cost ticket and is withheld from any reimbursements to the LESSEE. Any bulk ticket request must be paid in full prior the PLAZA releasing any tickets to the organizations representative and all sales are FINAL.
- 2) After initial box office setup for a show or season, the PLAZA shall charge a \$25.00 fee for each change made to the original ticketing setup. Such changes include, but are not limited to, price changes, added coupons, added discounts, and other alterations to pricing and seating.
- 3) The PLAZA charges a \$2.00 Historic Preservation and \$2.00 processing fee to all transactions. The LESSEE agrees that it will make prominent mention of these added fees on all promotional and advertising materials for this event.
- 5) The PLAZA has a no refund and no exchange policy on all tickets that it sells. **THIS IS NOT NEGOTIABLE.** The PLAZA will not exchange or refund any ticket purchased except in the case of the cancellation of an event as outlined elsewhere in this document. Please be sure to include in your marketing and publicity materials this important information.
- 6) In order to allow accurate audits, tickets must be issued by the PLAZA Box Office for all persons in attendance at a production. This includes paid admissions, complimentary tickets, and donated tickets. Any person entering the auditorium for purposes of viewing the event as an audience member or LESSEE volunteer must hold a printed ticket.
- 7) **The LESSEE shall provide a list of all complimentary and other non-reimbursed ticket giveaways to the**

PLAZA at least ten (10) business days in advance of the event. For all such promotions, a ticket must be issued by the PLAZA and not a pass, certificate, or other form of admittance created by the LESSEE, unless it is accompanied by or must be exchanged in advance for an actual Plaza ticket.

- 8) The Plaza Box Office is to be solely staffed by PLAZA employees and volunteers, no agent or representative of the LESSEE, shall enter the Box Office during the time immediately prior to the event. Under no circumstances may the LESSEE, its representatives or its patrons place, store, or otherwise leave personal or other items in the Box Office.
- 9) The Box Office shall provide to the LESSEE one copy of the detailed ticketing report to the LESSEE with each ticket reimbursement check issued (see SECTION XXIV – TICKET REIMBURSEMENT PROCEDURES) as well as a final reimbursement report with the final reimbursement.
- 10) The Box Office shall open one hour prior to the curtain time on the day of the event(s), and shall close 30 minutes after the curtain time of the event. On weekends and after hours, unless otherwise noted or negotiated, the Box Office is not staffed. Box Office regular hours are 9:00 AM to 5:00 PM, Monday through Friday. The PLAZA is closed on most nationally observed holidays.
- 11) The PLAZA shall not divulge, share, or distribute any Box Office or ticketing data with any person or entity unless they are listed on the Ticketing Services Request Form (included in Rental Application). No one except those that you designate will be given information or reports on how tickets sales are going, how much income has been generated, or any other aspect of Box Office sales. Should anyone ask for Box Office data and their name is not listed on the Ticketing Services Request Form, then their request will be declined. **THERE ARE NO EXCEPTIONS! THIS IS PRIVATE FINANCIAL DATA AND WILL NOT BE SHARED WITH ANYONE EXCPET THOSE PERSONS YOU DESIGNATE.**
- 12) The Plaza does not over-sell shows or sell SRO (standing room only) tickets to any events or allow such sales to be made. The Plaza sells only the maximum number of seats that match the capacity for the auditorium based on the configuration for that event. More than 1,026 tickets to any one performance of one event can not be sold.

SECTION VIII – HOUSE MANAGEMENT SERVICES

- 1) All front of house staff shall be provided by the Plaza Theatre, ushers, ticket takers, Box Office personnel are all volunteers and will be identifiable with name tags. Additional ushers, if provided by you, must check in with the Plaza Theatre house manager for additional information and guidance of duties.
- 2) The PLAZA does not supply coat check services and has no space for the storing of patrons garments and accessories. The PLAZA accepts no responsibility or liability for any items that the patron leaves unattended in the PLAZA.

SECTION IX – CANCELLATIONS / BREACH OF AGREEMENT

- 1) Cancellation of an event may occur if the LESSEE fails to adhere to any terms or conditions herein. Cancellation includes complete forfeiture of all deposits and rent monies paid and, in such circumstances, the LESSEE will have no claim against the PLAZA, whether for a refund of deposits and rent monies, lost revenue or sales, or otherwise. ***Should the cancellation occur 30 days prior to the scheduled event, The LESSEE will be responsible for all rental fees due in full, including technical staff fees on pre-event preparations.***
- 2) The PLAZA is not liable for failure of the ability of the LESSEE to present events(s) indicated in this agreement due to Acts of God such as acts or regulations of public authorities, labor disputes, strike, acts of terrorism, civil unrest, epidemic, and structural and architectural malfunctions of the facility.
- 3) In any event that the LESSEE cancels said event(s) after the PLAZA has begun selling tickets to the event(s) the PLAZA shall apply a 10% service charge, to be billed to the LESSEE, on the total dollar value of the tickets being reimbursed.

SECTION X – USE OF PLAZA NAME AND LOGO

- 1) Prior to distribution, the PLAZA Director must approve all publicity materials pertaining to events held

in the PLAZA and its facilities. Permission to use the PLAZA logo or any verbiage in reference to, but not limited to "The Plaza", "Plaza", "The Plaza Theatre", and "Plaza Theatre", (including alternate spelling of the word "theater") in any publicity must be granted in writing prior to the Agreement signing. Otherwise the words "Plaza Theatre" may be used solely to identify location of the event and may not be used to denote, indicate, or imply sponsorship of the event by the PLAZA.

- 2) The correct listing and spelling of the theatre's name is "Plaza Theatre" with the first letter of each word capitalized. Variations such as "The Plaza," "The Plaza Theatre," "The Historic Plaza Theatre," "Glasgow Plaza Theatre," or other spellings such as "Plaza Theater" may only be used when referencing your event on Social Media.

SECTION XI – USE OF CONTROLLED SUBSTANCES, WEAPONRY, & OPEN FLAME

- 1) **NO SMOKING POLICY:** The PLAZA is a non-smoking facility, this includes any type of tobacco product, e-cigarette, or vaping device.
In this regard, the Plaza does NOT allow smoking anywhere on its property, including anywhere inside the facility (restrooms and dressing rooms), as well as under the theatre marquee.
Patrons may exit the facility through the Main Entrance doors only to smoke and return as long as they have their ticket stub.
- 2) No open flame is allowed in any space within the facility.
- 3) No activities in violation of federal, state, or local laws, ordinances, rules, regulations or the opinion of the Board of Health or Fire Marshall shall be permitted on the premises.
- 4) LESSEE agrees not to bring onto the PLAZA property any material, substance, equipment or object which is likely to endanger the life or cause bodily injury to, any persons on the premises or which is likely to constitute a hazard to property without prior approval of the PLAZA. The PLAZA shall have the right to refuse to allow any such material, substances, equipment, or objects to be brought onto said premises and further the right to require its immediate removal if found. No storage of flammable or other volatile or corrosive chemicals on PLAZA property is allowed. Additionally, no illegal or contraband substances under local, state, or federal law shall be allowed on the premises, as well as no weapons of any kind.

SECTION XIII – FURNITURE, SIGNAGE, DECORATIONS & INSTALLATIONS

- 1) LESSEE shall not erect or operate on the premises without prior written consent any machinery or equipment operated by electricity, explosive or highly flammable substance. LESSEE shall not install or plan to install any wires or electrical or other appliances, without written consent.
- 2) No furniture, pictures, or other furnishings may be removed or relocated without the permission of the PLAZA Director. This includes folding tables, chairs, and conference tables.
- 3) No decoration, signs, banners, or other items may be attached to any structure or surface in the PLAZA by nailing, pinning, gluing, or adhesive tape of any kind. Any decoration, sign, banner, or other items hanging/placement location must be approved by the Plaza Director.
- 4) All changes, additions, and alterations to the inner lobby, the balcony lobby, and the outer lobby must be approved by the Plaza Director prior to the day of the event. This includes placement of all tables, displays, racks, etc. that may impede emergency exits.
- 5) The LESSEE understands that the facility being rented is provided with a standard of furnishings to be established by the PLAZA and that the provision of additional furnishings or the rearrangement of existing furnishings must be performed by PLAZA staff at additional expense to the LESSEE.

SECTION XIV – MARQUEE POLICY

- 1) LESSEE shall have use of the Marquee in front of the PLAZA exclusively for their event. The PLAZA attempts to give the LESSEE a minimum of five (5) days prior to the opening of LESEE'S event.
- 2) The LESSEE agrees that the Marquee will only be turned on near or after dusk, or one hour prior to doors on the day of the LESEE'S event.
- 3) The LESSEE shall provide the exact wording for the Marquee to the PLAZA upon submitting this

Agreement, as indicated under Event Information – Name of Event. The information provided will be used on the Marquee. The PLAZA Theatre has the right to edit the name of the event to best fit on the Marquee and based on letters available.

- 6) There will be a fee of \$150.00 setup fee and \$25 per day fee for any group or individual to have information displayed on the Marquee that is not renting the PLAZA or its facilities. When not done in conjunction with a rental, the marquee lights shall not be turned on.

SECTION XV – TECHNICAL SERVICES

1) General

- a. The use, maintenance and operation of PLAZA equipment, including lighting, sound, and rigging systems and other PLAZA equipment is restricted to authorized PLAZA personnel only as determined by the PLAZA Director. Any equipment or representative supplying, additional lighting, sound, video, scenery, or additional stage equipment brought into the PLAZA by the LESSEE must be approved by the PLAZA Director or acting Technical Director prior to the arrival of said equipment.
 - b. **If contracting a professional/national touring artist, all technical rider information must be supplied upon completion of the rental application. If contracting a local artist or presenting a local artist music event, the LESSEE must supply stage plot, input list and any other technical requirements upon completion of the rental application.**
 - c. Prior to the performance, the LESSEE must coordinate backstage security with the PLAZA Director. Only authorized persons are allowed backstage and in backstage areas. This is to help insure the safety and security of the performers, technicians, the LESSEE, the PLAZA and its facilities and surrounding grounds. As a general rule, only persons actively participating in an event (performers, technicians, PLAZA Staff) should be allowed backstage. Friends and families of LESSEE should be limited to designated audience areas.
 - d. The LESSEE agrees that it is the sole discretion of the Plaza Technical Director and Plaza Executive Director to set all maximum sound amplification levels, including house and monitor mixes, so as to be in accordance with both the law and the safety of the PLAZA staff and all patrons. In addition, the maximum physical height of all speaker towers/stacks and other scenery on the apron may not exceed 6'-0" above the stage deck/floor.
 - e. The only in-house mixing position allowed are either on the stage wings OR at the rear of the main floor.
 - f. No major construction, assembly, or painting of scenery or props may be performed on stage or on premises of the PLAZA. All scenic elements should arrive pre-rigged, with all necessary hardware in place. The Plaza Technical Director may, at his sole discretion, deem the rigging of LESSEE'S scenery as unsafe and unfit and the LESSEE agrees to modify the scenery and rigging as per the Plaza Technical Director's instructions before it shall be flown or installed. Furthermore, only touch up painting of scenery and props will be allowed to take place on stage.
 - g. The services of the Plaza Technical Director are included and mandated as part of the rental agreement and fees for the theatre. The Plaza Theatre does not maintain any other technical crew or staff. Should the LESSEE need more crew and be unable to supply their own, then the Plaza will attempt to meet the crew needs of the LESSEE's and the event. Contact the Plaza Theatre Technical Director for specifics regarding your event.
 - i. The Plaza Theatre has a 600 amp lighting and a 100 amp audio tie in. The LESSEE must arrange for the PLAZA Technical Director or Lighting Technician to perform all tie-ins to the power mains. The 600 amp service is 3-phase with a high center leg. The Plaza Theatre is not responsible to the LESSEE's equipment or staff for incorrect power tie-ins.
- 2) The LESSEE shall provide to the PLAZA Technical Director a written schedule of events for the duration of the LESSEE'S rental of the facility, including such items as, but not limited to, load in date and time, sound check date and time, all rehearsals and tech rehearsals date and time, and any other such time that LESSEE is in the PLAZA.
 - 3) No items shall be left stored in the theatre or on the premises of the Plaza after the completion of an

- event. Complete load out of all events must happen immediately following the completion of the event.
- 4) It is the sole responsibility of the LESSEE to provide the Plaza Technical Director with the production information he/she needs to have to adequately prepare for the event in a timely fashion. It is not the job of the Plaza Technical Director to try and track down and get information from the LESSEE's artists, technicians, crews, or subcontracted lighting, sound, and staging companies. If no advance information is provided to the Plaza Technical Director, then the Plaza Technical Director has the full right and privilege to restrict what equipment may be used on stage and what services are available to the LESSEE.

SECTION XVII – SECURITY

- 1) The PLAZA, will determine if security is necessary based on the type of your event. The PLAZA will arrange Glasgow Police Officers as security for your event and the LESSEE shall be responsible for all costs associated with providing security
- 2) The LESSEE and the LESSEE's staff, volunteers, and Patrons shall not attempt to circumvent any security measures in place designated by the PLAZA. This includes removing chains, padlocks, cables, or other security devices, entering or attempting to enter locked or otherwise blocked off or restricted areas, or disabling or attempting to disable any security devices, such as smoke alarms, security cameras, motion detectors or other such devices.
- 3) Under no circumstances will the LESSEE or the LESSEE's staff, volunteers, or patrons prop open or allow to be propped open any exterior door to the Plaza Theatre.

SECTION XVIII – EMERGENCY PROCEDURES

- 1) In the event of an emergency, the House Manager and all other LESSEE staff will follow the prepared emergency evacuation procedures to safely assist patrons and performers in leaving the facility.
- 2) No portion of any passageway or exit shall be blocked or obstructed in any manner whatsoever, and no exit door or any exit way shall be blocked (either partially or completely), locked, or bolted when the facility is in use. Moreover, all designated exit ways shall be maintained in such a manner as to be visible at all times. No exit signs or visual indication of such may be obscured, blocked, or reduced. These rules apply to both patron use and backstage use spaces.
- 3) The LESSEE and its employees, staff, and other entities agree to follow the directions of the PLAZA Staff or Security Personnel in the event of an emergency situation.
- 4) The LESSEE shall assume responsibility for all temporary cables and wiring being run for the event to be enclosed in appropriate cable covers or otherwise secured in all pedestrian traffic areas both backstage and in the auditorium / lobby.

SECTION XIX – TICKET REIMBURSEMENT PROCEDURES

- 1) Upon the LESSEE'S completion of the event, the PLAZA will generate a Performance Statement from the ticketing system, showing all tickets sold and complimentary tickets issued. All rental fees, technical fees, security, BMI/ASCAP fees, lighting/sound fees and any other fees associated with your event will be deducted from the total tickets sales, less deposit received. Any remaining balance will be reimbursable to the organizations contact on the Rental Application and processed through Glasgow City Hall. Ticket Reimbursements may take up to two weeks.
- 2) For billing purposes, a "performance" will be defined as any presentation of an event where there is an audience consisting of more than just the cast, technical crew, Plaza staff, and any administrators / executives of the producing organization. Dress rehearsals with an audience, free previews with an audience, rehearsals by invitation, etc., will all be billed as rehearsal performances.
- 3) Reimbursements will ONLY be made after the LESSEE's event is completed and the Plaza Box Office has been reconciled. No reconciliation of the Box Office, or any other type of transaction will EVER occur in cash. As per local law and ordinance, as a division of the CITY OF GLASGOW government, the Plaza Theatre cannot pay any bills, invoice, balances or other debts in cash. An official City of Glasgow check must be cut for all such payments.

SECTION XXI – ACCESS

- 1) No individual, group, or other part of the LESSEE shall at any time be given over keys to any part of the PLAZA or its associated facilities.
- 2) Access to the PLAZA and its associated facilities may only occur during normal business hours when office staff are present, or after hours only when a member of the PLAZA staff is present. Access to the auditorium or backstage areas during business hours requires the presence of PLAZA staff.
- 3) All patrons with a ticket to the event **MUST** enter through the Main front doors and only when the doors are officially open. No Patron will be permitted to enter the facility through the stage doors. **Additionally, for technical and rehearsal calls, all access to the theatre by the LESSEE is to be via the backstage doors.**
- 4) Access to the stage or across the stage to the backstage area once the house is open is not allowed except in the case of an emergency, as to be solely determined by the PLAZA Technical Director.

SECTION XXII – BROADCASTING & RECORDING OF EVENTS

- 1) Professional Photographing, recording, filming and videotaping within the auditorium is not allowed during a concert event unless a Press pass is issued by the performers management. Concert type events may use personal cell phones for photography or video. Theatrical Performances restrict the use of any recording device during performances. Ushers are to be instructed to enforce this policy in relation to members of the audience.
- 2) Photographing, recording, filming, videotaping, or network streaming anywhere within the PLAZA both in the auditorium or on the exterior of the PLAZA that includes the PLAZA predominantly in the background is subject to permission of the PLAZA. Any person or group doing such visual or audio recording/broadcasting, if use for any purpose other than private archival copy, must first negotiate a separate **Recording / Broadcast Agreement** with the PLAZA.
- 3) All video and recording needs shall be submitted in writing to the PLAZA Technical Director at least thirty (30) days in advance of the event, and all equipment must arrive and be completely installed, setup and tested at least three hours before curtain time for the event, unless otherwise specified by the PLAZA Director.
- 5) Under no conditions may the patrons, staff, or volunteers of the LESSEE set up camera tripods and other equipment in the theatre aisles or run any extension cords to any Plaza wall outlet to power any media equipment. Such equipment may also not be set up in the handicapped seating section.
- 6) The PLAZA reserves the right to photograph any and all rental events, including their load-in, setup, and load-out, for use in future marketing purposes. The only exception to this are events where the LESSEE specifically has a license or contract forbidding photography of any kind (a copy of which must be supplied to the PLAZA).

SECTION XXV – SIGNATURES

By signing below, both parties acknowledge having read the attached agreement and to abide by all the points and stipulations listed therein. Both parties also acknowledge that they have the authority to enter into this agreement for themselves and the organization(s) they represent.

FOR THE LESSEE:

FOR THE PLAZA

Signature

Signature

Date

Date

Printed Name

Printed Name

Title

Title

Please list below all individuals who will be authorized by the LESSEE to act on behalf of the LESSEE as an official representative during the term of the rental. Either the LESSEE or one of these representatives must be present at the facility any time any of the LESSEE's staff, volunteers, or patrons are in the facility or on and about the premises (as per Section II, Item 18 of this agreement). Filling in no names bellows is a formal declaration that the above signatory LESEE will be present at all times as outlined under Section II, Item 18 of this agreement.

Name

Phone Number

Email

Name

Phone Number

Email

Name

Phone Number

Email

Name

Phone Number

Email