



Arts of the Pamlico
Historic Turnage Theatre
150 West Main Street
252.946.2504
info@artsofthepamlico.org
www.artsofthepamlico.org

Performer Rental Agreement 2019-2020

I. Renter Contact Information:

Contact Name: _____

Business/Organization: _____

Mailing Address: _____

Phone Numbers – home/work: _____ cell: _____

Email Address: _____

Secondary Contact: _____

Phone Numbers – home/work: _____ cell: _____

Email Address: _____

II. Rental Spaces for Performances:

Full Facility Rental: _____

Palace Theatre: _____ Back Stage Green Room: _____

Turnage Gallery: _____ Art Café: _____

Catering Kitchen (must be in addition to another rental space): _____

III. Performance Rental Information and Schedule:

Type of Event: Comedy Music/Concert Dance Theater Other: _____

Show Name/Title: _____

Event Date(s) _____

Curtain Time(s) _____ Intermission Length & Time _____
(required for all Stage Performances)

Load-In Date _____ Time _____

Rehearsal/Sound Check Date(s) _____ Time(s) _____

Date(s) _____ Time(s) _____

Date(s) _____ Time(s) _____

*additional Sound Technician hours needed (more than the 6 included)? Yes _____ No _____

*additional Stage Lighting Tech hours needed (more than the 6 included)? Yes _____ No _____

*Only technicians employed and paid by AOP are permitted to use theatre equipment. A 6-hour period is included in the rental for each tech for each performance/event, this includes the set-up and testing times. Additional hours, re-entry, and rehearsal times can be arranged at the per hour rates. At least 3 weeks prior to your event, artists must provide AOP with a completed plot for the stage, script, schedule, agenda, riders, and/or other document(s) showing light/sound cues and other tech requirements. Theatrical productions must provide a copy of the written script for AOP to review prior to booking.

Pre-Meeting with Tech? Yes _____ No _____ Date _____ Time _____

IV. Ticketing Information:

Will this event be ticketed? Yes _____ No _____

Admission Price(s): General Admission _____ At-the-Door _____

If AOP is to handle Ticket Sales, please fill out and sign the Arts of the Pamlico's Box Office Services Policy & Agreement. Signed copy attached? _____

Max number of Comp Tickets offered (approved by AOP in advance): # _____
Renter's initials: _____
AOP's initials: _____

Ticket Sales and Promotion Beginning Date: _____

Where can calls regarding event be referred to?

Phone number _____

Email _____

Description of Event - including length, any intermissions, special effects (strobes, gun shots, smoke, dry ice, etc.), adult language or situations, and suggested appropriate audience (family, adults only, young children and adults, etc.) and any information that would be considered pertinent by a potential patron:

Family Friendly (G-rated)? _____ PG-rated? _____ Adults only (R-rated)? _____

V. Additional Information/Amenities:

Do you plan to sell merchandise? Yes _____ No _____
(a space will be set up in the front gallery space at no cost, the renter must man the table)

If yes, what type? _____

Do you need a table? _____ 6' or 8'? _____ Tablecloth? _____ Easels? _____

AOP requires that performers have liability insurance
Please provide a copy of the Certificate of Insurance to Beaufort County Arts Council.
Copy attached? _____

VI. Fees and Charges:

Rental Space Fee: \$ _____
Additional Rental Fees per hour (over the included 6 hours): \$ _____

Staffing Fees:

Additional hours for the (2) AOP Front-end Staff (more than the included 6 hours):

\$20 x _____ hours = \$ _____

Additional hours for the AOP Sound Tech Person (more than the included 6 hours):

\$50 x _____ hours = \$ _____

Additional hours for the AOP Lighting Person (more than the included 6 hours):

\$50 x _____ hours = \$ _____

Set-Up Fee: \$ _____

Table Rental: 8' Rectangular Tables _____
6' Rectangular Tables _____
4' Rectangular Tables _____
High Top Bar Tables _____
Round Cafe Tables _____
Chairs needed _____
60" Round Tables _____ x \$7.00 = _____

Linen Rental: 120" Rounds: Black or White _____ x \$10.00 = _____
8' Rectangular: Black _____ x \$6.00 = _____
6' Rectangular: Black or Red _____ x \$6.00 = _____
4' Rectangular: Black _____ x \$6.00 = _____

Equipment Rental Fees: \$ _____
(For Gallery Space Rentals Only)

Portable PA System (\$75, includes 1 mic) _____ Karaoke Machine (\$75) _____
Additional Mic (\$10/ea) _____ Projector & Screen (\$50) _____

Main Marquee (\$30) _____

Marquee Text: _____
(max of 50 letters and spaces)

Mini Marquee Window Poster (\$50) _____ Design Fee (\$50) _____

Laminated and Foamboard Backing (Market Price) _____

(Photo-ready art work and/or design material is required at least eight weeks prior to the show date. AOP reserves the right to edit material as deemed necessary. AOP Logo and contact information will be added to all promotional material.)

Additional Rental Items: _____

Clean-up Fees: Basic Clean-up costs are included within Rental Fee

Total Rental Cost Due: \$ _____

(Payments can be made by a check made payable to AOP or by using a Visa or Mastercard credit card.)

Reservation Fee: \$ _____

(non-refundable reservation fee, 50% of Total Rental Cost, due with signed agreement)

Date paid: _____ **QB#:** _____

Refundable Security Deposit: \$ _____ (25% of Total Rental Cost)

(a valid credit card number must be held on file)

Card #: _____

Exp: _____ Code: _____

Name on Card: _____

Billing Zip Code: _____

Remaining Balance Due: \$ _____ (including Security Deposit)

(Balance is due no later than four weeks prior to event.)

(Payments can be made by a check can be made payable to AOP or by using credit card.)

Date paid: _____ **QB#:** _____

I/we hereby agree to abide by all provisions and protocols contained in this rental agreement, and other supporting documentation, with the Arts of the Pamlico.

Renter Representative: _____ Date: _____

AOP Representative: _____ Date: _____