

Bellows Falls Opera House Community Organization Rental Agreement

The Bellows Falls Opera House welcomes community organizations and 501(c)-3 non-profit groups, located within the region, who wish to use the Opera House for events. The Opera House is a municipally-owned and operated venue, and thus, at its discretion, management reserves the right to deny application if content is deemed unsuitable.

While events can take place any time of year, it is easiest to confirm Thursdays, as that is the night the Opera House is ordinarily dark. Weekend availability is contingent upon movie and special event scheduling. Please work with BFOH Coordinators to arrange the date for your event.

\$300.00 for 4-hour period. Main Auditorium, no balcony. No access to stage or dressing rooms. House lights (up/down) only. Additional hours: \$100/hour, billed in 1/2 hour increments. Ticketing is to be handled by Bellows Falls Opera House.

Movie Showing

Upon providing proof of license to show a film, the main floor of the BFOH is available for a four-hour period for \$300.00 (no access to stage). Organization sets ticket price, and, less 4% of gross to cover credit card processing, receives all box office proceeds (a ticketing fee of \$2.50/ticket is paid by customer). Organization may make brief presentation from floor of Opera House prior to start of film. If use of stage is desired, insurance binder naming Town of Rockingham as additional insured must be provided as per Outside Presenter agreement.

Public Event/Meeting

The main floor of the BFOH is available for a four-hour period for \$300.00 (no access to stage or dressing rooms). Organization sets ticket price, and, less 4% of gross to cover credit card processing, receives all box office proceeds (a ticketing fee of \$2.50/ticket is paid by customer). If use of stage is desired, insurance binder naming Town of Rockingham as additional insured must be provided as per Outside Presenter agreement. If use of dressing rooms is desired, please use Outside Presenter agreement.

Non-Professional Talent Live Event

Do not use this form. Instead, please use the Outside Presenter Rental Agreement (download from www.bellowsfallsoperahouse.com website). We ask that the community organization provide us with a rough outline of event schedule, marketing plan and proof of any required licenses.

Professional Talent Live Event

Presenting a live event with paid, professional talent is a complex and exacting endeavor. We urge area non-profits and community organizations to partner with established presenters for such events at the Opera House, rather than attempt to present an event themselves.

Event Information

Event Date:

Event Title:

Event Description (a paragraph to appear on BFOH website):

Ticket prices (not including ticketing fees):

Phone number/email for public:

Website for public (if any):

Doors open:

Show start time:

Anticipated Show End Time:

Load-Out Completion (doors locked):

Ticketing:

() **Advance Ticketing via BFOH website.** The BFOH offers full ticketing services, using Spektrix, a leader in venue ticketing systems. Patrons have the choice of e-tickets, pick up at will-call, or purchase at the door. The BFOH charges 4% credit card processing (to be deducted from gross) for this service. There is a ticketing fee of \$2.50/ticket (paid by individual buyer).

() **FREE or Tickets at Door only.** If LESSEE desires free admission, or to sell tickets/accept donations at the door only, they may do so by assuming all responsibility for ticketing, including personnel, starting bank, etc. A table will be provided.

Merchandise/Concessions:

Venue reserves the right to sell concessions (including, but not limited to soda, popcorn, candy) during event unless specifically directed otherwise at the time contract is signed.

Will table be needed for merchandise sales? () Yes () No.

LESSEE sells, keeps 100% of proceeds.

Does LESSEE plan to sell Beer & Wine? () Yes () No

If beer and wine to be served, applicant must make arrangements with licensed caterer (we are happy to provide contact information for several experienced caterers).

House PA for Meetings or Smaller Lecture Events:

There is a house PA available for meetings and live events - this must be arranged at time of rental. LESSEE is responsible for providing qualified operator.

Will house sound system be needed? () Yes. () No.

Venue Representative:

During the period of the Lease, a designated Venue Representative will be on site to provide oversight of activity. If Venue Representative is needed to run BFOH lights or BFOH PA during soundcheck and/or performance, this must be declared at time of lease, and an additional charge of \$50.00/hour may be assessed.

Promotional Materials:

There is bulletin board space inside lobby, where promotional materials may be displayed if provided to BFOH in advance.

LESSEE may provide promotional slide (1920 wide x1080 pixels high) in PDF, PNG, or JPEG format to start running in on-screen advertising carousel at time of contract acceptance.

If LESSEE wishes, they may provide standard movie poster (40" high x 27" wide) for posting in BFOH display cases (exterior on day of show).

Other Considerations

Any children and minors who are part of LESSEE production shall be supervised at all times.

Health protocols shall be followed per directives of the State of Vermont.

Presenter Information

Signature of LESSEE (please print name) date
Address:
Phone:
Email:

Payment/Cancellation:

Full payment of \$300.00 shall be submitted with this application, either in the form of check (made out to Town of Rockingham) or complete credit card information (MC, Visa, Amex; no debit cards). Upon acceptance of application by Venue, deposit shall be run on card, or check deposited. All Bellows Falls Opera House (BFOH) and Lower Theater lease agreements must be approved by Venue in writing and will not be considered fully binding until payment has been received and confirmed by Venue. At its discretion, management reserves the right to approve or deny an application if content is deemed unsuitable for a municipally owned, operated and taxpayer-supported venue.

() Check (made out to Town of Rockingham) or
() Credit card number: _____ x-date: _____
3-digit code: _____ Name on card: _____

This application will be reviewed for scheduling and appropriateness. Applications shall be approved or denied within ten working days of submission, and may be subject to additional conditions.

Signature of BFOH representative (please print name) date
Sean Roberts, Special Event Coordinator, worldunderwonder@gmail.com, 603-381-3344
Charlie Hunter, Rockingham Entertainment Development, bfoh.red@gmail.com