

July 2011

CHANDLER RENTER'S CONTRACT

Fee Calculation

_____ Space rental fees	_____ Load-in/set-up/extra rehearsal fees
_____ Piano usage	_____ Portable stage usage
_____ Piano tuning	_____ Chandler website listing
_____ House Manager (\$15 per hour- 3 hour minimum)	
_____ Estimated charges for services and equipment	

**This estimate does not include any additional expenses incurred by hiring technical assistance or outside personnel or equipment. Tech charges will be figured separately.

Box Office Service Fees

_____ Month prior to the event	_____ Date of the Event only
_____ Other charges, estimated as follows _____	

Total Estimated Charge (Excluding Tech) _____

Deposits

One-third of the total estimated charge is due in advance to hold the requested dates and spaces. Please attach a check or credit card information for this amount when you return this agreement.

Deposit amount due \$ _____ Date received _____

The remaining two-thirds of the total is due on the date of the event.

Amount due on day of event \$ _____ Date received _____

Damage Deposit

Please attach a separate \$50 check for the damage deposit, which will be refunded if the rented spaces are left in the condition in which the Renter received them. (Tables and chairs must be returned to location designated by Chandler staff. Trash and recyclables must be removed by the renter.)

Damage deposit _____ Check # _____ (Date deposit refunded _____)

Additional Charges

Additional charges for technical services and equipment will be assessed as utilized. Additional charges for cleaning and repainting will be assessed as necessary. An invoice for any such charges will be sent to the Renter after the event. Payment for any additional charges is due 30 days following the event.

Safety and Code Procedures

Renter agrees to comply with all safety and code procedures.
Doors may not be propped open unless they are on magnetic holders.
Exit signs must be visible at all times and may not be covered.
Allow access to all bathrooms appropriate for the space rented.
Only agreed upon rental space is available to the renter. All other areas of the building are off limits unless prior arrangements have been made with staff.
Children must be supervised at all times.

Agreement Signatures

Tech _____	Date _____
Renter _____	Date _____
Chandler rep _____	Date _____

Please return this agreement at least one month before requested rental date to:
Kathleen Corrao, Chandler Center for the Arts, 71-73 Main Street Randolph, VT 05060
Ph: 802-728-6464 Fax: 802-728-4612 Email: tickets@chandler-arts.org

Tech Director Contact Info: Emily Crosby 802-279-2321 or tech@chandler-arts.org
DETAILS OF RENTAL NEEDS (please be clear so we can serve you well!)

Technical Requirements

You must consult with Chandler's technical director Emily Crosby before the rental agreement will be considered final. Contact 802-279-2321 or tech@chandler-arts.org. One month notice of your tech needs is appreciated. **The estimated fee for technical services will not include any additional expenses incurred by hiring outside personnel or equipment.**

Clearly detail any special sound or lighting needs here:

Set-up or load-in requirements, if any, including dates and times requested: _____

Rehearsal requirements, if any, and all dates and times requested: _____

Additional support services (such as post performance reception or intermission food sales) requested, if any:

Information for Chandler's Website

Brief Descriptive summary of the event: _____

Contact name, phone number and email and web address, if available: _____

Ticket price information _____

Guidance disclosure for audience members, if applicable: _____

****Renter agrees** to comply with all safety and code procedures. Doors may not be propped open unless they are on magnetic holders. Exit signs must be visible at all times and may not be covered. Renter will allow access to all bathrooms appropriate for the space rented. Agreed upon rental space only is available to the renter. All other areas of the building are off limits unless prior arrangements have been made with staff. Children must be supervised at all times. Renter will be expected to adhere to dates and starting and ending times as stated in contract.

Signature of Renter or Representative _____ **Date** _____

Chandler Tech Director _____ **Date** _____

Please attach a copy of the renter's liability insurance certificate.

Short-term liability coverage is available from the Holden Agency in Randolph, 802-728-4434.

RENTER'S INFORMATION & AGREEMENT SHEET

(Please copy for your records before sending this agreement to Chandler)

Name of organization or individual _____

Contact person _____

Mailing address _____

Email address _____

Phone _____ Cell _____

Description of the event _____

Is this an income-producing event (i.e. tickets sold, fees charge, donations accepted ?) _____

Requested Dates and Times:

First choice _____

Second choice _____

Renter will be expected to adhere to these dates and starting and ending times.

Requested Rental Spaces: (Please check those that apply.)

- _____ Music Hall
- _____ Upper Gallery
- _____ Gallery (limited availability due to exhibits)
- _____ Community Meeting Room (lower level)
- _____ Practice Room # 1
- _____ Practice Room # 2
- _____ Kitchen

Requested Services and Equipment: (Please check those that apply.)

- | | |
|-------------------------------|---------------------------------------|
| _____ Use of cushions | _____ Use of grand piano (Music Hall) |
| _____ Use of tables (# _____) | _____ Use of chairs (# _____) |
| _____ Portable stage | _____ Portable electronic keyboard |
| _____ Room set-up | _____ Licensed Bartender |

Tickets: Renter provides tickets.

Sale Locations: _____ Your enabled website _____ Our box office (802-728-6464)

Timing of Ticket Sales: Start date _____

Sales: _____ Month prior to event _____ Include day of event _____ Only on day of event

Ticket purchases by:

- _____ Cash/check only (check made out to Chandler)
- _____ Chandler credit card system (Visa/Mastercard/ Discover)

**There is a \$1 per ticket fee to renter for credit card charges.