



PROPERTY OF THE CITY OF SPRINGBORO
PERFORMING ARTS CENTER

115 Wright Station Way – Springboro, Ohio 45066

The Performing Arts Center is available for rent to Springboro residents and businesses only. Applicants must have a Springboro address and/or operate within the City of Springboro.

Premier Health Theater Rental Policy and Contract

Renter: \_\_\_\_\_ Application Date: \_\_\_\_\_
Purpose of Event: \_\_\_\_\_ Rental Date: \_\_\_\_\_
Contact Person: \_\_\_\_\_ No. of Attendees: \_\_\_\_\_
Mailing Address: \_\_\_\_\_ Rental Time: \_\_\_\_\_ to \_\_\_\_\_
Zip Code: \_\_\_\_\_ Email Address: \_\_\_\_\_
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Purpose

The goal of the City of Springboro is to make the Premier Health Theater at the Performing Arts Center available to the Springboro community for events open to the public when it is not otherwise in use. All renters must adhere to the rules and regulations included in this application.

Rates & Availability

Table with 3 columns: Availability, Room Capacity, Resident Rate. Row 1: (Theater As Available), 142 fixed seats, \$100.00 per hour

- Availability is dependent on staffing and not guaranteed until your reservation has been confirmed in writing.
• Dressing area is not included in rental.
• Outside alcohol is not permitted under any circumstance.

Staffing Fee\*

Rental Rate

Table with 2 columns: Staffing Fee, Rental Rate. Row 1: Technical Support Staff, \$50.00 / hour (minimum 2 hours)

\* If lighting, A/V or sound is being requested, technical support staff is required and will be provided. Under no circumstance is lighting, A/V or sound equipment to be utilized by renter or attendees.

Summary table with 2 columns: Rental Rate, Staff Charge. Row 1: Rental Rate \$100.00 per hour, Staff Charge \$50.00 per hour, 2 hour minimum (lighting and sound only). Row 2: X # of hours = \$\_\_\_\_\_, x # of hours = \$\_\_\_\_\_. Row 3: Total Due = \$\_\_\_\_\_ Line A, Total Due = \$\_\_\_\_\_ Line B

Make Checks payable to: City of Springboro Total Amount Due (Lines A & B above ) = \$\_\_\_\_\_

Application Form & Entire Rental Fee are due within seven (7) days of approval of the application.

Application Process

The facility is rented on a first-come, first-served basis. The City of Springboro reserves the right to limit use by a single group should the demand for the facility exceed availability. Facility cannot be utilized more than once per month by any one group or organization. Due to limited availability, only residents or groups located with a physical address in the City of Springboro are permitted to rent the facility.

City of Springboro also reserves the right to exercise supervisory authority and to prevent unauthorized or illegal activities on City property. While we will try to accommodate your rental request, the City reserves the right to refuse rental to any person or group.

Application requesting use of lighting, A/V or sound equipment in the Premier Health Theater must be made at least four (4) weeks in advance of requested date.

All applicable rental fees must be paid in full within seven (7) days of approval of the application. Applicants may pay in person at the City Building, 320 W. Central Ave., during regular office hours M-F, 8:00 AM – 4:30 PM or by mail. Send application to: City of Springboro 320 West Central Avenue, Springboro, OH 45066.

**This application may not be assigned or transferred and the facility may not be sublet by applicant.**

**Refund Policy:** Complete refunds will be offered within 24 hours of filing this application. Thereafter, applicants are entitled to a 50% refund of their fee. However, no refunds will be given within 48 hours of their scheduled event. The City retains the right to file a claim beyond the rental fee in order to recover or replace items damaged by the renter.

### **Hold Harmless Agreement**

By applying to use this facility, I hereby agree, on behalf of myself and any persons on whose behalf I am submitting this application, to release the City of Springboro, its elected officials, agents and employees, Springboro Community Theatre, Chamber of Commerce and Center Stage Dance Studio, from any and all losses, injuries or damage which may be incurred by me or by anyone on whose behalf I am making this application while using The Performing Arts Center facility. I further agree to indemnify and hold harmless the City of Springboro its elected officials, agents and employees from any claims asserted against or losses, expenses or damages of any type or nature incurred by said parties arising out of my use or the use of the persons on whose behalf I am making this application.

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

### **Premier Health Theatre Rental Rules and Regulations**

- 1) Rental time period includes set-up and tear-down time. Please take this into account when making your application.
- 2) **PAC is a smoke-free facility. Outside alcohol is prohibited from being brought into the building.**
- 3) Rental does not include areas in the Premier Health Theatre sound tech room, dressing area, green room, orchestra or backstage areas.
- 4) At no time may someone other than theatre staff operate equipment that is the property of the theatre, including but not limited to lighting and sound equipment unless written approval is granted.
- 5) All garbage, etc. must be removed and bagged and placed in the rear of the building in the fenced dumpster area.
- 6) Renters are responsible for the conduct of the attendees. Any damage to the facility or grounds during the function will be the responsibility of the renter.
- 7) All promotional material including but not limited to print, radio and television advertising and signage must include the phrase: "This program is not affiliated with The City of Springboro, or Springboro Performing Arts Center."
- 8) The renter of the facility agrees to inform all persons attending the program of the terms and conditions concerning use of the facility.

The City shall be notified immediately of a cancellation by calling 937-748-4352 during normal business hours or 937-748-0611 after 4:30 p.m. M-F and weekends.

Please initial and date \_\_\_\_\_ indicating you agree and understand all of the rental rules and regulations.

## Springboro PAC Usage Policy

### Purpose

The goal of the City of Springboro is to make the Premier Health Theater at the Performing Arts Center available to the Springboro community for events open to the public when it is not otherwise in use. All renters must adhere to the rules and regulations included in this application. The Performing Arts Center is available for rent to Springboro residents and businesses only. Applicants must have a Springboro address and/or operate within the City of Springboro. This does not include groups or businesses that may have Springboro residents as group members or employees.

### Use

PAC Hours: 8:00 a.m. – 10:00 p.m. Monday – Friday, 9:00 a.m. – 10:00 p.m. Saturday and Sunday. All events MUST be concluded by 10:00 p.m. regardless of day.

1. The City reserves the right to review all applications and may require sufficient time to make proper investigation before granting approval.

### Fees and Liabilities

1. The Premier Health Theater can be rented for \$100.00 per hour and an additional \$50 per hour if the use of lighting and sound is required. The application form and entire rental fee are due within seven (7) days of approval of the application. 50% cancellation fee after the rental has been paid.
2. Groups will forfeit any future use of the PAC if they cause damage to, or loss of City property or the facility is not left in the condition in which it was found.
3. The City or PAC occupants are not liable for injuries to people or damage to property of organizations using the PAC.

### Reservations and Cancellations

1. An application for the use of the PAC must be completed and signed by the resident or a representative of the group and approved by the City before use of the PAC begins.
2. Reservations for the use of the PAC must be made **no less than four (4) weeks in advance**, if the requested time is after 4:00 pm. However, if the use of the PAC is to be during the work day (i.e. 8:00 a.m. – 4:00 p.m.) the reservation must be **made two (2) weeks in advance**.
3. A maximum of one (1) use per month may be scheduled by any group unless special authorization is granted.
4. Applicants will receive a confirmation verifying date, time and acceptance or denial of request.
5. The City reserves the right to cancel prior PAC reservation without notice in the event of an emergency.
6. The City should be notified as soon as possible if a use scheduled for the PAC has been cancelled. Please call 937-748-4352 during regular business hours. For after business hours and in case of emergency, call Police Dispatch at 937-748-0611.

### Publicity

1. The name, address, phone number or website of the City of Springboro or PAC may not be used as the official address, headquarters or identifier of an organization.
2. The use of the PAC shall not be publicized in such a way as to imply City sponsorship of the group's activities.

Please initial here \_\_\_\_\_ to indicate you have read and understand the "Springboro PAC Usage Policy."