

**RENTAL AGREEMENT**

This constitutes a contract for use of the Livery between the owner:

**Goderich Little Theatre (GLT)**

35 South Street, Goderich ON N7A 3L4 | 519.524.6262 | livery@thelivery.ca

and the renter/lessee:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Access In Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Access Out Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Performance Dates: (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Approved Rental Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TERMS OF CONTRACT TO RENT**

1. The Renter is to have no bar facilities except with permission of the GLT and must obtain their own liquor licence. The renter shall be responsible for all liquor purchases, supplies and staffing of the bar or choose to have the GLT run the bar and retain 100% of the profits. The GLT GM will arrange for GLT volunteers to operate the bar. All alcoholic beverages supplied by renters will be removed from The Livery at the end of the respective event. Guests may not go outside the building with alcohol and must vacate the premise by 1.30 am.

 **INITIAL: \_\_\_\_\_\_\_\_**

1. The Renter agrees that all LCBO and LLBO and Fire Marshall Regulations will be adhered to.
2. **Damage:**
	1. The Renter assumes responsibility for any damage or breakage or loss that may occur to the building and/or stock and/or equipment during the period of access.
	2. The Renter is responsible for damage to the kitchen, lobby, walls, ceilings, beams, and drapes inside or outside the building during the period of access. Under no circumstances shall anything be attached to walls or around the stage curtains, hardware or lights. The Livery is a strictly non-smoking building.
	3. Damage deposit: A $300 fully-refundable damage deposit is required at the time of booking, either as a cheque that will be returned or a credit card reservation.

**INITIAL: \_\_\_\_\_\_\_\_**

1. **Set Up, Tear Down, and Cleaning:**
	1. The GLT will provide the premises to the Renter on an “as is” basis unless otherwise specified in this agreement. The Renter agrees to leave the premise in a neat and clean condition: chairs and tables cleared away, garbage and recycling collected and taken off-site, all spills mopped. Renter is given until 12 noon the day following a rental to complete clean up or as otherwise allowed in the period of access.
	2. Failure to complete any of these tasks will result in a $100 charge.

**INITIAL: \_\_\_\_\_\_\_\_**

1. **Promotion and Marketing:**
	1. The Renter agrees to post no advertising without review and consent of the GLT. GLT and Livery Theatre logos may not be used. All materials will clearly identify the sponsor/presenter of the event.
	2. All promotional materials must be approved by the General Manager before distribution.

**INITIAL: \_\_\_\_\_\_\_\_**

1. **Theatre Equipment and Amenities:**
	1. The Renter agrees that the theatre lighting and sound systems will be operated only by persons authorized to do so by the GLT. Qualified operators must contact the GLT Technical Director for an introduction to the equipment.
	2. All GLT properties and wardrobe which are stored in the Livery are solely for the use of the GLT; access to these may be granted but permission must be obtained from the General Manager or Properties/Wardrobe Manager.
	3. The GLT will provide ladders for use. Chairs are not to be used for the purpose of ladders.

**INITIAL: \_\_\_\_\_\_\_\_**

1. **Cancellation:**
	1. A deposit of $250 must be paid upon signing this agreement to secure the dates; the balance is due in full on the last day of this agreement. The $250 deposit will not be refunded with less than 30 days notice of cancellation.

 **INITIAL: \_\_\_\_\_\_\_\_**

1. The Renter holds harmless the Goderich Little Theatre, its Officers, Directors, and Volunteers from accidents and injuries sustained by any person while on the premises during the period of access. The GLT assumes no responsibility for lost or stolen property belonging to any person while on the premises during period of access.

 **INITIAL: \_\_\_\_\_\_\_\_**

**RENTAL FEES**

The rental fee is based on the use of the following. Please indicate whether each item is *Included* or *Excluded*.

|  |  |  |  |
| --- | --- | --- | --- |
| **DAY RENTAL** | **INCLUDES** | **RENTAL RATE** | **TOTAL** |
| **Friday*****or*****Saturday** | The lobby, auditorium, stage, and the kitchen. | **$600** |  |
| **Sunday*****to*****Thursday** | The lobby, auditorium, stage, and the kitchen. | **$400** |  |
|  **Meetings** | The kitchen or auditorium and lobby. | **$75** per hour or daily maximum of **$300** |  |
| **Theatre Lighting****&****Sound** | Depending on what the customer may need for lighting and sound, this may result in an additional costs and MUST only be operated by qualified persons. The renter must make separate arrangements with GLT Technical Director if this service is needed. | **$100** |  |
| **Special Arrangements*****or*** **Exceptions** |   **INITIAL**:  |

*Note: Any special arrangements or exceptions are to be noted above and initialed by the parties.*

|  |  |
| --- | --- |
|  **Total Rental Fee:** |  |
| **Deposit Paid:** |  |
| **Balance Due:** |  |

**PLEASE NOTE**: If the customer wants to enter the premises the night before, it will depend on what else is going on in the theatre at the time. The customer must have items vacated from the premises by 12pm the following day of the rental. Rental fee discounts may be applied for not-for-profit groups or multi-day rentals, subject to approval from the GLT Board of Directors.

***I have read and understand the terms of the agreement and agree to comply with them.***

Renter: (signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Goderich Little Theatre (signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PAYMENT**

Payment can be processed in the following ways:

 **Cheque**: Made out to “The Livery”, mailed to The Livery Theatre, 35 South St, Goderich ON, N7A 3L4

 **Credit Card**: Phone the office to process a credit card payment at 519.524.6262 during business hours.