



# Shore Cultural Centre Auditorium

## Rental Guide and Policies



## AUDITORIUM RENTAL AND USAGE

### Auditorium Event Rental Application

The responsible representative of the organization renting SCC (hereinafter “Renter”) must be at least 21 years of age, **provide proof with a valid driver’s license** and affix his/her signature on the contract at least 30 days (one month) prior to the date of rental. By doing so, the signer guarantees the SCC they are authorized to assume all risks and liabilities in the name of the organization. The signer further assures that they have read and understand all procedures and rules contained in the rental guide and guarantee the full payment of all fees as listed on the contract to the SCC. Failure to comply with any rules or regulations will result in the group or individual being denied any further rentals within the facility and/or cancellation of the present rental.

### Rental

The Renter is allowed access to the Auditorium only during the time period specified on the rental contract. The Renter may have access to the Auditorium and stage area for the purpose of taking measurements and/or to discuss the presentation only after prior arrangements with SCC staff. The seating capacity of the main floor Auditorium is 850.

### Fees\*

All fees for renting facilities at the SCC may be found on the Rental Fee Schedule below. The Renter shall be solely responsible for the payment of any additional fees or charges that may arise from any third party connection with the activity including but not limited to County Health Department charges, various City of Euclid or other regulating bodies’ charges, and music-relate copyrights (i.e.: ASCAP) or licensing fees.

### Rental Fee Schedule\*

Security Deposit (Refundable 5 days after event)**	\$500.00/Concerts \$1000.00
Auditorium—for-profit organizations	\$250.00/hr
Load-in, set-up, rehearsal, take-down, load-out (3hrs max.)	\$300.00
Each Hour beyond contract	\$100.00/hr
Auditorium—non-profit organizations (Proof of non-profit status must be presented)	\$225.00/hr
Load-in, set-up, rehearsal, take-down, load-out (3hrs max.)	\$200.00
Each Hour beyond contract	\$ 50.00/hr
Auxiliary Rooms (Concessions, Vendors, Dressing, Rehearsals, Receptions, etc.)	Hourly rates vary by room
***Vendor Tables (limited number available)	\$20.00/table
Security Personnel (3hrs. minimum)	\$ 30.00/hr per officer
Custodial Service past 10:00pm	\$150.00/hr
Post Event Surcharges (if needed; deducted from deposit):	
Custodial Labor/equipment needed for removal of items not removed by contract holder	\$100.00
Stage Clean-up	\$100.00
Auditorium Cleaning	\$100.00
Cancellation fee (See “Payment”)	\$300.00

*\*A portion of rental fees is applied to SCC's capital improvements fund. \*\* SCC will determine criteria for concert designation of an event \*\*\*Vendor table use allowed only in designated areas approved by SCC management. Auxiliary room fee(s) will apply.*

### **Payment**

Payment of all fees in full must be received by the SCC main office at least fifteen (15) business days prior to the date of the event or the event will be considered cancelled.

In the case that the Renter cancels the event up to ten (10) business days before the scheduled usage date(s), all rental fees and charges accrued to that date will be refunded and the deposit will be returned. In the event that the Renter cancels the event less than ten (10) business days before the usage date(s), the deposit will not be returned. City of Euclid Admission Tax must be paid to receive return of deposit.

### **Ticket Sales**

Renters selling tickets must give notice to the SCC of the ticket price(s) and the locations of where tickets will be sold. There will be a service charge of \$2.00 for each ticket sold out of the SCC main office by SCC personnel before the event. The Renter may pick up the ticket money by 4:00pm the day before the event, at which time the \$2.00/per ticket will be deducted from the total ticket revenues.

In the event that the Renter requires a cancellation or any circumstance which would necessitate the refunding of ticket income, it will be the responsibility of the Renter to facilitate and administer such refunds. Tickets processed through the SCC main office will be refunded by SCC.

There is a City of Euclid Admission Tax which must be paid for all ticket sales. A form and information can be obtained from the City of Euclid, 585 E. 222<sup>nd</sup> Street, (216) 289-2700.

### **Event Promotion**

The promotion of the Renter's event is the sole responsibility of the Renter.

1. SCC reserves the right to display and/or distribute promotional material concerning upcoming SCC or other area programming and events.
2. The Renter hereby grants SCC consent and the right and permission to take and use for publicity purposes only, photographs, images, likeness, actions and statements in connection with the Renter's event.
3. Please include the following on all posters, flyers, programs, and other promotional related items:
  - a. Shore Cultural Centre is spelled with an "RE."
  - b. The building's physical address is: 291 East 222<sup>nd</sup> Street, Euclid, Ohio, 44123.
  - d. If you need to provide the SCC's phone number as a contact for information, please use (216) 289-8578.

### **Concessions**

Certain concessions may be prohibited by law or at the discretion of SCC management. Approval for any type of concession or sale of merchandise must be obtained from SCC management prior to the event.

If the Renter or promoter requires tables for vendors for the sale of concessions or products of any kind, a fee of \$20/table will be assessed, along with the fee(s) for any room(s) used for vendors or concessions. This fee will be charged whether the table(s) is used by the vendor(s) or not. The number of tables (subject to limited availability) must be stated in writing on the contract information sheet attached to this document at least 10 business days prior to the event. If additional tables are required the day of the event, they must be requested for in writing and \$20/table will be added to total charges for the event.

**NOTE: SCC MANAGEMENT MUST APPROVE THE LOCATION AND PLACEMENT OF ALL TABLES IN COMPLIANCE WITH CITY OF EUCLID FIRE CODES. NO TABLES OR OTHER BARRIER MAY BE PLACED IN HALLWAYS OR HINDER EGRESS OR PASSAGE IN ANY FASHION.**

A fee of \$100 will be charged (deducted from security deposit) for post-event cleaning of the auditorium by building maintenance staff if needed when concessions are offered.

Should the Renter choose not to offer or sell concessions, SCC reserves the right to use Room 152 for concession sales using SCC personnel only. SCC reserves the right to retain 100% of the revenues derived from the sale of such concessions.

### **Promotional Materials & Decorations**

Displays, decorations, banners, posters, or other items may not be fastened to any part of the facility without the permission of SCC management. Displays, decorations, banners, posters, etc. may be limited by SCC staff and must be located to avoid interfering with audience movement, egress into or out of the building, or covering existing SCC signage or other approved materials. Any unauthorized material will be removed and returned to the Renter.

Yard signs may only be posted on SCC property with prior approval from SCC management. Promotional materials not removed following the event will result in a charge of \$100, automatically deducted from the security deposit, for removal by maintenance staff.

### **Building Egress**

No portion of the sidewalks, entries, passages, halls, stairways or exits shall be obstructed by the Renter, nor are these areas permitted to be used for any purpose other than entry and exit to and from the building. Exit lights, emergency lights, houselights, work lights, aisle lights, stairway and hallway security lights or any other lights necessary for the safe occupancy of the building shall not be obstructed or tampered with in any way.

### **Take-Down**

Following the completion of the final event, all scenery, special staging, costumes and other property or equipment brought into the SCC facility must be removed immediately. Renter agrees to exit the SCC building no later than 1:00am, the curfew time of the City of Euclid.

Under special arrangement, an additional amount of time may be allowed. However, if no arrangement has been made, all remaining items will be disposed of at the discretion of SCC staff. A fee of \$100 (deducted from deposit) will be charged for labor and equipment required to dispose of the remaining items.

### **Smoking**

The SCC is a smoke-free building. Smoking is permitted 50 feet in front of the SCC building entrances.

### **Alcohol**

Any alcoholic beverages **must** have prior approval of SCC management. There shall be **NO SALE** of alcoholic beverages in or upon city owned land/facility without the presentation of a valid **STATE OF OHIO LIQUOR PERMIT**

- If people are **PAYING** for beer/wine/liquor, Renter **MUST** get a liquor permit through the State of Ohio (a fee applies). The state must receive the application and fee 30 days ahead of the event (at a minimum). Renter **MUST** also get a liquor permit from the City of Euclid (\$50 fee).
- If alcohol will be served but **not** sold, only a permit from the City of Euclid is **required** (\$50 fee). Permits are reviewed and approved at the discretion of SCC management and the Mayor of Euclid. It is

highly recommended that the Renter apply to the State of Ohio and the City of Euclid for a permit no later than 30 days prior to the event. SCC management must receive the permits no later than 10 business days prior to the event.

Liquor permits must be on clear display when and where the alcoholic beverages are dispensed.

### **Safety and Security**

The SCC management may require the Renter to provide additional safety for event patrons in the form of ushers, parking attendants, etc., at the Renter's expense.

Security is required for all auditorium events, including those serving beer or wine. SCC management will hire off-duty City of Euclid police officers to fill the detail as follows:

Up to 125 people — 1 Officer  
126 to 499 people — 2 Officers  
500 to 800 people — 3 Officers

Security officers will be on paid duty starting when the doors open until the end of the event when the doors close. The Renter must pay each security officer at an hourly rate of \$30.00, with a minimum of 3 hours. The Renter is responsible for paying cash only to the officer(s) at the end of the event.

**Concert/Dance security differs from above in that 2 officers are required, and above 300 persons attending, one additional officer is needed for each 150 persons attending.**

### **Insurance**

The Renter is required to present a certificate of insurance in the amount of one million dollars, naming the City of Euclid (585 East 222<sup>nd</sup> Street, Euclid, OH 44123) and the Shore Cultural Centre (291 East 222<sup>nd</sup> Street, Euclid, OH 44123) as additional named insured. The certificate of insurance **MUST** be submitted to the SCC main office **no less** than 15 business days before the event to allow for review by the city law director. If not received by that time, the event will be cancelled.

### **Custodial Service**

At least one (1) custodian/maintenance personnel is provided during the rental period. Management will make the decision if more than one is required. If the Renter's rental time period extends beyond normal building operation hours (closing: Mon-Sat 9:30pm, Sun 3:30pm), the Renter will be charged a fee of \$150/hr for a custodian to be present.

It must be stressed that the custodian on duty is not present to help the renter other than unlocking and locking the building and doors, lighting the spaces required, turning on work and house lights, providing tables and chairs, operating the boiler or cooling fans, and fulfilling housekeeping duties.

**The maintenance phone number is 216-210-9045 should assistance be needed with any of the above.**

The custodian is available to give directions and provide information, but neither they nor any SCC staff member are available to help or assist the Renter in the setting up or break down and load out of the event.

All event activities, including break-down and load-out, must be completed before 1:00am, the curfew time of the City of Euclid.

### **Handicap Parking and Entrance**

Handicap parking spaces are reserved in the front and back parking lots of SCC. The handicap ramp is located at the Auditorium entrance, near 222<sup>nd</sup> Street, on the west end of the building, Door #4.

### **Usage of Minors in Cast/Crew**

If the cast, company or crew includes minors, guardians should be made well aware of the call dates/times for cast calls. The Renter must ensure that sufficient and qualified adult supervision is present when

minors are dropped off. Minors will not be allowed into the facility without the supervision of the Renter or authorized adult agent. Minors must be supervised at all times and are not to be allowed in any part or space in the building not rented by the Renter.

## **PRODUCTION AND TECHNICAL INFORMATION**

### **Personal Equipment**

SCC is not responsible for damage or loss of any equipment left unsupervised or unattended before, during or after the event or left overnight in the Centre.

### **SCC Equipment**

The SCC provides the following equipment and spaces at no charge to the sponsor or organization renting the auditorium: baby grand piano (Renter must pay for tuning), box office and green room. To secure this equipment and/or space, please request in advance of event. There is no guarantee that the above items will be available the day of event.

The Renter will incur reasonable costs for repair or replacement of any SCC equipment loss or damage suffered during their occupancy due to improper usage or storage by Renter's personnel or representative, however caused.

### **Equipment Available:**

- Baby Grand Piano
- Chairs
- There are no soft goods or curtains available other than what is already hung—main red house curtain and black traveler curtain 18' upstage.
- There are no available or working line sets over the stage.

### **Electrical:**

There are two (2) 20 amp outlets on stage and two (2) 100 Amp:120/240V company hookups with pigtailed available downstage left near house light controls. There is no shore power available for buses.

### **Lighting and Sound:**

There is no in-house lighting or sound equipment available. Minimal lighting consists of standard overhead florescent work lights and three (3) strip lights. NOTE: There are no available or working line sets over the stage.

If your event should require sound and/or lighting equipment, you may request quote from:

Joe Gardner  
Simply Sound & Lighting (SSL)  
jgardner@simplysoundandlighting.com  
(216) 538-0028

**NOTE:** The Renter may hire/use any production company of its choice. A separate contract is required with any production rental business for any and all rental equipment, and/or the operation of lighting and/or sound

equipment. The contract holder is responsible for scheduling a walk-through prior to the date of the scheduled event.

SCC is not responsible for any agreement or arrangement the Renter has made with any production company, nor is the SCC responsible for the condition and/or quality of any production equipment that is rented by the Renter.

### **Stage Dimensions:**

Proscenium Width—52'-0"

Proscenium Height (center)—22'-0"

Stage depth from back wall to curtain line—65'-0"

Curtain line to black traveler—18'-0"

Black traveler to back wall of stage—43'-0"

Apron depth at center line—8'-0"

Curtain line to back wall of seating area—80'-0"

Stage left wing—12'-0"

Stage right wing—9'-0"

### **Stage Floor**

The stage floor is tongue & groove wood. No screws or nails may be driven into the stage. The use of duck and/or masking tape are not permitted in the Auditorium because they leave residue and will damage the stage floor and other surfaces. We require the use cloth tape, Marley tape, or theatrical spike/gaff tape when marking the stage area. SCC can provide the correct tape at an additional cost to the Renter.

### **Stage Access**

All scenery, equipment and/or material used must be able to pass through a 4'W x 7'H door. There is no loading door. There is a 6'W x 7'H set of double doors house right near the stage. The stage has four (4) sets of access stairs into the house.

### **Usage of Special Effects**

Due to problems with clean-up, the use of glitter, balloons, or confetti are discouraged. Bigger pieces like streamers may be allowed at the discretion of SCC management. If glitter/confetti is planned on being used, check with SCC management prior to bringing it into the building. The use of glitter and/or confetti will result in an additional and automatic stage cleaning fee of \$100 deducted from the security deposit.

All pyrotechnic devices, including, but not limited to, candles, flash paper, smoke bombs, and industrial or constructed fog machines are permitted only with the permission of the Executive Director AND the Fire Marshall's inspection and approval. Advanced notice of a minimum of 10 business days before the first anticipated use in the theatre (including rehearsals) is required.

The use of inflatables (Bouncy Castles, Bouncers, Slides) are strictly prohibited within the SCC.

### **Dressing Rooms & Bathrooms:**

There are no dressing rooms or bathrooms directly backstage. There are rooms directly across the hall from the stage door that may be used as dressing rooms. There is also a dance studio on the second floor that may be used if available. These rooms may be rented as auxiliary rooms. There are two restrooms on the second floor with easy access from backstage that may be used exclusively by performers or company members.

All inquiries and questions should be directed to:  
Chris Cipriani - 216/289-8578 - [cmc@thecoralcompany.com](mailto:cmc@thecoralcompany.com)

## Shore Cultural Centre Rules & Regulations

- Please make an appointment to view rooms and auditorium by calling (216) 289-8578.
- Renter is responsible for any and all claims of personal injury and/or property damage that may arise through the usage of SCC. Renters must be at least 21 years of age.
- Renter agrees to hold harmless and release the City of Euclid, Coral Company and Shore Cultural Centre, Corp. from any and all claims of personal injury and/or property damage that may arise through the usage of SCC.
- Any damages which occur to the facility, furnishings and/or grounds as a direct result of the rental will be repaired and/or replaced at the expense of the Renter.
- All permits and contracts shall be issued through the SCC main office by SCC management.
- Security officers, when required, must be City of Euclid police officers coordinated by the SCC Director.
- Smoking and gambling are prohibited in the building.
- The selling or display of merchandise for sale or placing of orders is not allowed without the express approval of SCC management.
- No alcoholic beverages are permitted in the building unless the proper permits have been issued.
- No Wedding Receptions or Ceremonies, Halloween parties or New Year's parties are permitted at the SCC.
- The SCC/City of Euclid reserves the right to reject or cancel any application or event for due reason.
- No loitering in or around the building.



- All music must be kept at a volume that does not disturb other tenants or activities in the building.
- Please refrain from using loud and/or offensive language in or around the building.
- All returned checks will incur a \$50 service charge.
- No firearms, weapons or explosives of any kind are permitted around or inside the building.
- The Renter must adhere to the opening and closing times as stated on the permit. The Renter must obtain permission before changing or adding any time(s) to the contract.
- All activity must occur within the time period stated on the permit. This includes load-in, set-up, rehearsal, sound check, performance and load-out.
- Only the area(s) stated on the rental permit may be used during the event. Use of any other rooms/spaces not named on the permit/contract, is prohibited.
- Concert/Dances must complete the application for a PUBLIC DANCE PERMIT with the City of Euclid 30 days prior to the event, along with the \$100 permit fee.
- Admission Tax must be paid to the City of Euclid for all events with paid admission and/or paid parking. The Admission Tax form and information can be obtained from the City of Euclid.
- The SCC/City of Euclid reserves the right to add additional regulations or restrictions at any time, either verbally or in writing, that are deemed necessary for the safety of people and the protection of building and property.

**I have read in full, understand and agree to the policies and terms set forth in the “*Renter’s Guide and Policies*” Guide. I understand that failure to comply with any rules or regulations will result in the group or individual being denied any further rentals within the facility and/or cancellation of the present rental.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_