

# Facility Rental Policy

## A. Rental Fees – Stages

Event	Auditorium/Main Stage	Studio Theatre
Performance*	\$500/day	\$50/hour - \$200 max/day
Rehearsal	\$200	\$30/hour - \$120 max
Refundable Deposit	\$200	\$50

\*A performance is any time there is an audience present

## B. Fees – Equipment – if used separately from auditorium or studio rental

Equipment	Fee
Use of WRCT Lighting Equipment	\$100/day first 3 items; each additional \$25
Use of WRCT Sound Equipment	\$50/day
Use of WRCT Projection Equipment	\$100/day
Use of Food Prep Area	\$75/production or event
Use of Automated Ticket System	\$100/production or event

Note: If WRCT is required to rent special equipment for your event, we will do so at the lowest rate available. This rate will be added to the invoice.

## C. Fees – Personnel

Personnel	Fee
WRCT Staff (Production & Facility Coordinator/Executive Director)	Included in rental
WRCT Sound/Lighting Technician	One technician is included with rental fee. If additional techs are needed, an additional \$30/hour/technician will be charged.

## D. Scheduling

- The WRCT facilities are available for use by outside groups after WRCT's calendar needs have been met.
- WRCT shall have priority for scheduling events at the WRCT facilities.
- The following blackout periods shall apply to WRCT productions. Under some exceptions, rental may be allowed during this period, but only with approval of the show's Artistic Director.

Type of Performance	Blackout Period*
Main Stage Productions	3-1/2 weeks (closest Monday)
All Other Productions	2-1/2 weeks (closest Monday)

\*Blackout period – stages not available for other use

- Two weeks prior to blackout periods, WRCT will consider requests that involve small, movable set items only.
- WRCT may not bump an event which has a signed contract.
- Organizations, businesses and individuals may apply in writing to WRCT stating the purpose, dates requested and personnel, equipment, and other requests.
- Applications will be reviewed by WRCT staff. After approval, WRCT will send a signed copy of this agreement, a bill for deposit fee and a total cost estimate.
- All events shall be confirmed by signature of both parties on the contract, the receipt of 50% of the estimated rental fee and the \$200 deposit.
- No advertising may take place for an event prior to the receipt of the signed contract.
- **All advertising (printed and otherwise) must refer to our Auditorium as: “Wisconsin Rapids Community Theatre located in the Centralia Center”.**
- **All advertising (printed or otherwise) must refer to our Studio Theatre as: “Wisconsin Rapids Community Theatre’s Studio Theatre located in the Centralia Center”.**
- There is no deadline for application; however, rental requests for stage productions require a minimum of two weeks for consideration and approval by WRCT staff.

**E. Contract provisions**

- 50% of the total estimate cost of the facility rental and the \$200 deposit are due at the time of contract signing. The remainder of the fee is due on the day of the performance, or on opening day of a multi-performance show.
- The user will provide WRCT with a certificate of insurance naming WRCT as a beneficiary with the following limits:
  - \$1,000,000 each occurrence
  - \$1,000,000 personal and advertising injury
  - \$2,000,000 general aggregate
  - \$2,000,000 products aggregate
  - \$100,000 damage to premises you rent
  - \$5,000 medical expense – any one person
- The user is responsible for all sales and other taxes associated with the production.
- The user accepts all responsibility for the theater property and must clean and return the facilities to the original state or forfeit the \$200 deposit.
- The contract is subject to cancellation if the information on the application is misrepresented.

## F. Other provisions

- WRCT staff has authority over the entire facility.
- Competent adult supervision is required for all events.
- All construction, equipment and work done on the premises need prior WRCT approval.
- An electrical, light and sound plot must be received by WRCT at least two weeks prior to staged theatrical productions and reviewed by a WRCT sound/lighting technician.
- Permission for food and beverages on the premises must be requested in advance and approved by WRCT staff.
- The lobby and all entrances must be kept free of obstructions and conform to the fire code.
- Flames and pyrotechnics are prohibited, unless special prior approval is granted by WRCT staff. All flammable and pyrotechnical equipment must be stored and used in a safe manner.
- All signage must be approved by WRCT staff, including third-party signage (e.g., sponsorship signs).
- Parking is available in the Centralia Center parking lot and is free of charge.
- Safe sound levels must be maintained at all times.
- Broadcast and recording of events is allowed only with prior approval of WRCT staff.
- Royalties for performances are the responsibility of the user.
- All users' property must be removed within 24 hours unless otherwise allowed by the contract.
- No painting of the facility is allowed.
- No curtains may be moved by the renter. WRCT will move curtains where prior approval has been obtained from WRCT staff.
- WRCT equipment will be operated by WRCT approved personnel.
- A WRCT staff member will be present at all events.
- The user has responsibility for providing ushers.
- WRCT has the right, at its discretion, to hire security at the user's cost. The user will be informed of the requirement for security at the signing of the contract unless security is hired as a result of the problems encountered during the run of an event.
- The user may not exceed the seating capacity.
- The user will promptly report any problems to a WRCT staff member or an appointed WRCT representative.
- The user will supply four tickets to WRCT for all performances.
- If the River Walk is to be used for reception or sales purposes, additional application for its use must be made directly with the City of Wisconsin Rapids.

Effective with contracts written 11/8/13 and after. By signing this agreement, we agree to the provisions outlined above.

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Signature, representative for renting organization

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Signature, WRCT representative