**Between Friends Art Center**

Home of the Next Generation Theatre

Owner: Ariel Grenier

39 Center St. Brewer, Me 04412

(207) 989-7100

nextgentheatre@gmail.com

www.betweenfriendsartcenter.com

**Next Generation Theatre Rental Agreement**

Welcome and thank you for choosing Next Generation Theatre to hold your event. We are happy to make the space available for the public to rent for parties, fundraisers, meetings and other gatherings. Please read over our policies listed below to ensure a complete understanding of our guidelines and expectations.

The theatre space is available to rent for $85 per hour. There is no minimum or maximum amount of hours required to rent. While we want to ensure that your event is set up to your liking, please bear in mind that the theatre space is used on a daily basis for dance classes, children’s theatre rehearsals, and a variety of other things. Set up or clean-up for your event cannot take more than the allotted time, otherwise additional hours must be included in your rental fee. Maximum occupancy by law is 127 people. For your convenience we have tables and chairs and a variety of decorative accents to enhance any occasion, or feel free to bring in your own. Tables and chairs may be rearranged with prior permission, however the other furniture in the theatre must remain in place as it is a space that is constantly in use. We will do our best to accommodate whatever type of event you have in mind within reason.

We have a variety of themed backdrops from our theatre shows that you may request to hang on the stage for your event. There is a $100 fee for change/use of the backdrops. We have a complimentary red brick backdrop for daily use. According to our insurance policy, we must ask that no children be allowed on the stage at any time and that they stay inside the theatre during the event under close adult supervision. If they leave for any reason at all they must be accompanied by an adult.

For an additional cost you may have access to our sound system ($40), kitchen ($30) and upstairs dance studio/changing room ($50 per day). This can include the use of the oven, the refrigerator and sink. According to our state liquor license, you may not bring any alcohol into the building. We have a cash bar available where you may purchase wine or beer. Please let us know in advance if you will need an attendant available during your event to sell alcohol or concessions or if you have any particular brand you would like made available.

As a renter, please remember that this building is open for business while the theatre space is being used. Please know that as the renter you are responsible for guests of your function and that it is the expectation that all guests conduct themselves in a respectable manner, all children are attended to, and that the facility is treated with care so that others may also enjoy it. Any damages that may incur to the property, equipment, inventory, or the building in general as a result of the renter or the guests of the event will be the sole financial responsibility of the renter.

We expect a $50 deposit at the time your event is booked for us to secure the date of your event, and the $50 will go towards your final rental fee. The theatre is in high demand, and to ensure that dates are held, we ask that you make the deposit without exception. That being said, we understand that unexpected circumstances do occur, so if a date needs to be changed we ask that you do so as soon as possible and half of the $50 will serve as partial deposit for the new date. The deposit will not be refunded, however if the event is cancelled.

For public events, You may email us at nextgentheatre@gmail.com with all of your press release information, as well as a photo image (if desired) for promotion.

Payments must be made in full by the start of the event, unless otherwise discussed with the owner. Rental payments can be made in cash or by check.

Thank you for choosing Next Generation Theatre to hold your event. Let us know what we can do to make your time here more successful, and please consider us again in the future.

I have read the above policies and understand the rules as they are stated. Next Generation Theatre reserves the right at any time to void the contract or cancel the scheduled event without a refund if the renter fails to act in accordance with these policies.

By signing this document, I understand that I am in full compliance with the above stated policies, and that it is my full financial responsibility for any damages to all theatre property including but not limited to any fixtures, equipment, or inventory if any should occur as a result of my scheduled event.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Signature of Renter Date

**Contact Information:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Renter (please print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address City/Town Zip

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_

Phone Number Email Address

**Theatre Rental Bill**

Event Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Security Deposit $50 paid: \_\_\_\_\_\_\_\_\_\_ by cash / check (circle one)

|  |  |
| --- | --- |
| Total Hours of Event  (Includes Theatre, Stage Area and Backstage Hallway) | \_\_\_\_\_\_hours x $85 TOTAL: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Kitchen Rental (Fridge, Oven, Sink) | $30 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Bar/Concessions Attendant Fee ($20 first hour, $15 each additional hour) | \_\_\_\_\_\_ hours TOTAL: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Sound System Rental Fee ($40 per rental/day) | $ \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Stage Lighting Rental Fee ($40 per rental/day) |  |
| Backdrop Changing Fee ($100)  (Each Rental includes brick backdrop with no fee) | $ \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Upstairs Additional Room ($50 per rental/day) | $ \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Additional Fees | $ \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| In House Ticket Printing and Design ($50 per show)  -In House tickets sales will be 8% of ticket price, ticket sales will be calculated after the event is complete.- | $ \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Subtotal** | **$ \_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | Deposit Paid - $ \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Total Amount Due** | **$ \_\_\_\_\_\_\_\_\_\_\_\_\_** |

Amount Paid:\_\_\_\_\_\_\_\_\_\_\_ by cash / check (circle one) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_