**Between Friends Art Center**

Event Name: Home of the Next Generation Theatre

Event Date: 39 Center St. Brewer, Me 04412 (207) 989-7100

nextgentheatre@gmail.com [www.betweenfriendsartcenter.com](http://www.betweenfriendsartcenter.com)

**Next Generation Theatre Rental Application**

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.

The theatre space is available to rent for $85 per hour. There is no minimum or maximum 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 our youth programs and events. Maximum occupancy by law is 125 people. For your convenience we have tables and chairs, or feel free to bring in additional tables if needed. 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 $150 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 ($50), kitchen ($50) and upstairs dance studio/changing room ($75 per day). Kitchen rental includes the use of the oven, the refrigerator and sink as needed. 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 and snacks. Purchased alcohol must be consumed in the theater, and not brought outside the premises. We will need to know in advance if you wish to have the concessions open as we will need to staff an attendant for your event. Let us know if you want to see our current options (Beer, Wine and pre-mixed drinks as well as sodas, water and coffee). Catering or self-provided food items are allowed, but must be given free of charge to guests.

The theatre entrance is located at the back of our gift shop. The main entrance to the building has an 8inch step to the door. As a renter, please remember that this building is open for business while the theatre space is being used. Smoking is not allowed on, in, or around the property. Please know that as the renter you are responsible for guests of your function and that it is the expectation that all guests to conduct themselves in a respectable manner, all children are attended to, and that the facility is treated with care. A Credit Card is required and held on file, in case of damages that incur to the property, equipment, inventory, or the building in general as a result of the renter or the guests of the event, damages will be the sole financial responsibility of the renter. Charges for such damages may be applied to this card without advanced notice.

Credit Card info: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_Card Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Exp\_\_\_\_\_\_\_\_\_\_\_\_CVC\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_

All set up and clean up must start and end by the rental time in this contract. Vacuum is available for spills and confetti/glitter.

We expect an $85 deposit once your application is approved for booking to secure the date of your event. This will go towards your final rental fee. The theatre is in high demand, we cannot ensure the date until the deposit is paid. The deposit will not be refunded if the event is cancelled. Full Payment must be made in full 1 week prior to the event date. All rental payments must be made by cash or by check. All payments are nonrefundable.

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.

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 Next Generation property including but not limited to any fixtures, equipment, or inventory if any should occur as a result of my scheduled event. I understand that I am liable for any injury to me or my guests whether negligently, recklessly, or intentionally caused by that party. Renter must be at least 21 years of age.

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.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ page 1 of 2

**Renter Contact (Please print):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address City/Town Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is this date flexible? Alternate days: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Event: (Event title, Music style, Dancing or Seated Audience, Public or Private)

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

Estimated # of guests \_\_\_\_\_\_not to exceeded 125 people Estimated # of Adults: \_\_\_\_\_\_\_ # of Children: \_\_\_\_\_\_\_

Application Approved by (Staff Only)

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_ Approved Date of rental \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rental Statement**

|  |  |
| --- | --- |
| Total Hours of Event (Includes set up and clean up) | \_\_\_\_\_\_hours x $85 TOTAL:$ \_\_\_\_\_\_\_  Start time\_\_\_\_\_\_ End Time\_\_\_\_\_\_ |
| Kitchen Rental (Fridge, Oven, Sink) ($50) | $ |
| Bar/Concessions Attendant Fee ($20 hour)  We will provide the attendant | \_\_\_\_\_\_ hours TOTAL: $  Start time\_\_\_\_\_\_ End Time\_\_\_\_\_\_ |
| Sound System Rental Fee ($50 per rental/day)  No attendant provided | $ |
| Stage Lighting Rental Fee ($50 per rental/day)  No attendant provided | $ |
| Backdrop Changing Fee ($150)  (Each Rental includes brick backdrop with no fee) | $ |
| Upstairs Additional Room ($75 per rental/day) | $ |
| Additional Fees | $ |
| In House Ticket Printing and Design ($50 per show)  -In House tickets sales fee will be 10% of ticket price, ticket sales will be calculated after the event is completed. - | $ |
|  | **Subtotal $** |
| **Deposit should be paid after application approval**  **Date will not be held until deposit is received.** | Deposit Paid (min $85) - $  (Staff Only) |
| **Rentals must be paid in full one week prior to rental date.** | **Balance Due $** |
| **Date Paid \_\_\_\_\_\_\_\_\_\_\_**  (Staff only) | **Total Paid $**    **Cash or Check Only** |

Page 2 of 2