



Holland Theatre Rental Agreement

Renter Information

Renter Full Name			
Address			
City, State, Zip			
Phone		Alt. Phone	
Email Address		@	_____.

Event Details

Event Date	Month	Day	Year

What day of the week is your intended event?						
SUN	MON	TUE	WED	THU	FRI	SAT

What time of day is your intended event?	
:	(Please circle one) AM or PM

Estimated Total Number of Guests	
Concessions? (100% to the Theatre)	YES or NO



Will you need ushers?	YES or NO	If yes, how many?	
Lighting/Sound Assistance	YES or NO	Will you be selling tickets to this event?	YES or NO
Security Deposit Payment & Amount		Payment Date	

I have read and agree to all the points listed in The Holland Theatre Rental Information and Building Rental Application.

Renter Name

Date

Holland Theatre Personnel

Date

Please sign and return this form to:

Managing Director, Chris Westhoff

director@thehollandtheatre.net



Holland Theatre Rental Information

1. The Holland Theatre is available to suitable outside organizations on a four-wall contract with only the existing accommodations and/or equipment provided. Any additional equipment is the responsibility of the CONTRACTED organization with the prior permission of the Managing Director or President of the Logan County Landmark Preservation Only. Unless otherwise agreed, The Holland Theatre personnel shall be the only ones to operate existing Holland Theatre technical equipment including sound, lighting and special effects.
2. **RATE :** \$1000.00 Flat Fee for facility Rental for events up to 8 hours. There will be a \$250 facility charge for technical support and cleaning. The in-house piano (Yamaha C7) can be used for \$150.
3. **TECHNICAL:** Renting organizations must have at least one authorized Holland Theatre staff person present to operate and/or supervise the use of lighting/sound, HVAC, or any other Holland Theatre equipment.
4. **CONCESSIONS:** The Holland Theatre operates and handles all monies from concessions and/or Holland souvenirs sales at the Holland events unless otherwise stated in a written contract.
5. **USHERS:** The theatre will provide ushers as needed/requested.
6. **TICKET SALES:** The Holland is equipped with a functioning Box Office and ticketing system (Showclix). In the event that The Holland will handle ticket sales through its ticketing system, a flat Box Office fee of \$150.00 will be charged and the Showclix ticketing fee, incurred with each ticket purchase, will be deducted from settlement.
7. **HOUSE RULES:** Any alteration or attachments to walls or stage must have prior approval of the Holland Theatre staff member on property. No auditorium chairs may be removed. No door may be removed. FIRE EXITS cannot be blocked.
8. **GOLDEN RULE:** The renters shall leave the Holland as clean and orderly as they found it upon arrival. The Holland staff person on property shall be the final arbiter regarding cleanliness and order.



9. **SECURITY DEPOSIT:** All renters shall be required to provide the Holland Theatre with a security deposit of \$1500. This fee shall be applied to the rental fee and subtracted from the fee upon final inspection of the HOLLand Theatre and receipt of the balance.
10. **CONTRACT:** The Holland Theatre will sign a contract with each organization specifying arrangements, rules, fees, and services.
11. **INSURANCE:** Each renter will have a separate agreement with the Holland Theatre based on event use. Renters are responsible to carry their own insurance.
12. **LIABILITY:** The Holland Theatre management reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. The Theatre cannot assume responsibility for personal property and equipment brought onto the premises.
13. **RIGHTS:** The Holland Theatre retains the right to terminate a renter's contract at any time for just cause according to the renter's contract.