

Bellows Falls Opera House Community Organization Rental Agreement

The Bellows Falls Opera House welcomes community organizations and 501(c)-3 non-profit groups, located within a 25 mile radius of the Square, who wish to use the Opera House for events. As the Opera House is a municipally-owned and operated venue, at its discretion, management reserves the right to approve or deny application if content is deemed unsuitable.

Thursdays: available year-round.

Wednesdays: generally available.

Weekends: available January 1 through April 15, and September 1 through November 5.

Other dates: please consult with Special Event Coordinator.

\$300.00 for 4-hour period. Main Auditorium, no balcony. No access to stage or dressing rooms. House lights (up/down) only. Additional hours: \$100/hour, billed in 1/2 hour increments.

Movie Showing

Upon providing proof of license to show a film, the main floor of the BFOH is available for a four-hour period for \$300.00 (no access to stage). Organization sets ticket price, and, less ticketing fees, receives all box office proceeds. Organization may make brief presentation from floor of Opera House prior to start of film. Simple house PA (not suitable for concerts) is available for \$100 additional.

Public Event/Meeting

The main floor of the BFOH is available for a four-hour period for \$300.00 (no access to stage). Organization sets ticket price, and, less ticketing fees, receives all box office proceeds. Simple house PA (not suitable for concerts) is available for \$100 additional. If access to stage or dressing rooms is desired, please use standard \$750.00 Outside Presenter Rental Agreement.

Non-Professional Talent Live Event

Do not use this form. Instead, please use the Outside Presenter Rental Agreement (download from www.bellowsfallsoperahouse.com website). We ask that the community organization provide us with a rough outline of event schedule, marketing plan and proof of any required licenses. Upon review and approval, we may be able to offer direction on possible partial underwriting opportunities of up to 50% of lease rate. Community organization must otherwise comply with standard rental agreement, including insurance binder.

Professional Talent Live Event

Presenting a live event with paid, professional talent is a complex and exacting endeavor. We urge area non-profits and community organizations to partner with established presenters for such events at the Opera House, rather than attempt to present an event themselves.

Event Information

Event Date:

Event Title:

Event Description:

Ticket prices (not including ticketing fees):

Phone number/email for public:

Website for public (if any):

Doors open:

Show start time:

Anticipated Show End Time:

Load-Out Completion (doors locked):

Ticketing:

() FREE or Tickets at Door only. If LESSEE desires free admission, or to sell tickets/accept donations at the door only, they may do so by assuming all responsibility for ticketing, including personnel, starting bank, etc. A table will be provided.

() Advance Ticketing via BFOH website. The BFOH offers full ticketing services, using Spektrix, a leader in venue ticketing systems. Patrons have the choice of e-tickets, pick up at will-call, or purchase at the door. The BFOH charges \$2.00/ticket plus 3% credit card processing for this service. With special advance arrangement and for tickets under \$10.00 only, this fee may be reduced to \$1.00, plus the 3%.

Merchandise/Concessions:

Venue reserves the right to sell concessions (including, but not limited to soda, popcorn, candy) during event unless specifically directed otherwise at the time contract is signed.

Will table be needed for merchandise sales? () Yes () No.

If Venue to provide seller, Venue receives 15%. Otherwise, 100% to artist/LESSEE.

Will Venue need to provide seller? () Yes () No.

If beer and wine to be served, applicant must make arrangements with licensed caterer (we are happy to provide contact information for several experienced caterers).

Does LESSEE plan to sell Beer & Wine? () Yes () No

House PA for Meetings or Smaller Lecture Events:

There is a house PA which may be rented for an additional \$100.00 payment. This PA is suitable for meetings of groups of 200 or less, where Orchestra seating only is being used (no Balcony). It is not suitable for concerts or large public events. It consists of 2 Behringer cardioid xm2000 mics / 4 AKG wired dynamic hard mics / 2 Titan Wharfedale speakers / 7 onstage mic stands w/holders / Soundcraft Spirit 8-channel analog board / Mackie Micro 12020-VLZ 12-channel analog board. LESSEE is responsible for providing qualified operator.

Will house sound system be needed? () Yes. () No. *If yes, \$100.00 additional*

Venue Representative:

During the period of the Lease, a designated Venue Representative will be on site to provide oversight of activity. If Venue Representative is needed to run BFOH lights or BFOH PA during soundcheck and/or performance, this must be declared at time of lease, and an additional charge of \$50.00/hour may be assessed.

Promotional Materials:

There is bulletin board space inside lobby, where promotional materials may be displayed if provided to BFOH in advance.

LESSEE may provide promotional slide in PDF landscape format or JPEG (1920 wide x1080 pixels high) or to start running in on-screen advertising carousel at time of initial deposit acceptance.

Other Considerations

Any children and minors who are part of LESSEE production shall be supervised at all times. Health protocols shall be followed per directives of the State of Vermont.

Presenter Information

Signature of LESSEE (please print name) date
Address:
Phone:
Email:

Payment/Cancellation:

Full payment of \$300.00 shall be submitted with this application, either in the form of check (made out to Town of Rockingham) or complete credit card information (MC, Visa, Amex; no debit cards). Upon acceptance of application by Venue, deposit shall be run on card, or check deposited. All Bellows Falls Opera House (BFOH) and Lower Theater lease agreements must be approved by Venue in writing and will not be considered fully binding until payment has been received and confirmed by Venue. At its discretion, management reserves the right to approve or deny an application if content is deemed unsuitable for a municipally owned, operated and taxpayer-supported venue.

() Check (made out to Town of Rockingham) or
() Credit card number: _____ x-date: _____
3-digit code: _____ Name on card: _____

This application will be reviewed for scheduling and appropriateness. Applications shall be approved or denied within ten working days of submission, and may be subject to additional conditions.

Signature of BFOH representative (please print name) date
Sean Roberts, Special Event Coordinator, worldunderwonder@gmail.com, 603-381-3344
Jenn Heidbrink, Venue Coordinator, rockbfoh@gmail.com, 802-376-6442