



October 24, 2011

Warren County School District
185 Hospital Drive
North Warren, PA 16365
Attn: Barb Kersey

CONTRACT

This is to confirm that the Warren County School District will lease the Struthers Library Theatre from Sunday, January 22nd, 2012 through Sunday, February 5th, 2012 for rehearsals and performances of the school district's Jr. All-County Musical, "Mulan."

The fee for this rental is three thousand, seven hundred eighty dollars (\$3,700.00), payable in full by January 21st, 2012. A non-refundable deposit of five hundred dollars (\$500.00) is required to secure these dates upon execution of this contract. Rental space includes full use of stage, dressing rooms, green room and Friends Room for the duration of the contract, including a staging area in the theatre Annex for sets as agreed. The Library Room will be available two (2) complete days through evenings during the rental period, dates to be determined and must be communicated in advance to theatre staff.

The Trustees of the Theatre require that Theatre-trained and certified personnel handle any and all technical (sound, lights, fly rail / deck, stage manager) positions. Contact facility manager Bob Priest at 814-723-7231 to discuss your technical needs. Complicated use of the new stage lighting, new sound equipment, rigging, and other equipment will require an experienced technical director. The technical director may decide that your event requires additional professional backstage and technical crew. Should this be the situation, those crewmembers' fees will be your responsibility.

ADDITIONAL INFORMATION

Concessions: The Struthers Library Theatre may sell refreshments or other items, as well as promote donations at any time. Proceeds from these activities will benefit theatre renovations and general operations. Sponsoring groups may not sell any food or drink. No food or drink may be taken into the theatre auditorium.

Supervision: Events that cater to children or teens require that the sponsoring organization provide security. Four adults or security guards are the minimum required for each performance.

Clean Up: All sets, props and costumes must be removed from the Theatre building by the end of the rental period. All costumes borrowed from the Annex costume shop must be cleaned, put away and stored in their original location within one week of closing night. All set pieces must be broken down and removed from the Annex within one week of closing night. Any set pieces remaining after one week will become the property of Struthers Library Theatre, and broken down for reuse or disposed of. If special clean up of the theatre is required, a commercial charge will be made reflecting the extra work.

Decorations: Decorations (bunting, signs, flags, etc.) will be confined to the auditorium stage. Absolutely nothing may be affixed to the walls of the auditorium, balcony, mezzanine, or lobby, without express written consent from Theatre Management.

House Management and Box Office: Each organization is required to supply either paid staff or volunteers to handle ticket sales and ushers. If Struthers Library Theatre handles this service, an additional \$150.00 fee is required.

Insurance: The Trustees of the building require each organization renting or using the theatre to obtain Comprehensive General Liability Insurance in the amount of \$1,000,000.00 and to submit a certificate of proof before rehearsal/performance date listing the Struthers Library Theatre Building as additional insured. The certificate should also include the clause: "To the fullest extent of the Law, Renter shall indemnify, defend and hold harmless the Owner, agents and employees from and against claims, damages, losses and expenses including, but not limited to, attorney's fees arising out of or resulting from Renter's use of the building and/or grounds." The Trustees also require a thirty-day written notice of any cancellation of the user organization's policy.

Please sign and return a copy of this contract, which will signify your acceptance of the rental agreement.

Thank you.

Marcy O'Brien, Executive Director
For the Trustees

Accepted by:

Warren County School District

Date:

If you have any questions, please contact the Theatre office, 814-723-7231