

## **THEATRE RENTAL FEE SCHEDULE**

Any questions regarding these materials should be directed to [info@cdctheatre.org](mailto:info@cdctheatre.org) or (908) 276-7611.

### **How it works**

1. Check our calendar for availability: <http://www.cdctheatre.org/calendar.html>
2. Let us know your needs. Rental options are below. We require proof of liability insurance of \$1,000,000. Mail a refundable \$400 Security Deposit four (4) weeks prior to your event. Provide payment for your event on the day of.
3. Enjoy your event!

## **FACILITY RENTAL**

- Includes: Kitchen, Lobby, Upstairs Lobby, Theater Proper (WORK LIGHTS ONLY), Downstairs Dressing Rooms
- Does not include sound, music or lighting equipment use. Use of CDC Theatre sound, music or lighting equipment is only permitted by a CDC representative, unless otherwise noted in rental agreement.
- Audience seating will be set up in rows unless renter pays for labor to reconfigure house.
- Any properties, set or costumes found on the stage, back stage, dressing rooms or THEATRE storage are the property of CDC THEATRE and cannot be moved without THEATRE approval.

**\$800 (8 HOURS) + \$95 EACH ADDITIONAL HOUR  
(INCLUDES THE \$400 SECURITY DEPOSIT)**

### **PER UNIT CHARGES:**

<b>ITEM</b>	<b>COST</b>
Upright Piano	\$125 (includes one tuning)
6' Banquet table (8-10 ppl)	\$6.00

8' Banquet table (10-12 ppl)	\$7.00
House reconfiguration (ex.: banquet tables)	Ask for quote
Custom lighting design	\$125.00
Custom sound design	\$125.00
Spotlight (with operator)	\$50.00 per performance, per spotlight
Sound technician/operator	\$35.00 per hour
Lighting technician/operator	\$35.00 per hour
Stagehands	\$28.00 per hour
Theatre Manager	\$35.00 per hour

CRANFORD DRAMATIC CLUB THEATRE  
USAGE MANUAL

BASIC PROVISIONS

1. **RENT INCLUDES:** The CDC Theatre (hereinafter THEATRE) will provide necessary dressing rooms, reasonably cleaned and containing appropriate fixtures such as chairs, lights, mirrors, toilets, etc.; all lighting equipment (except spotlights) the THEATRE owns; all sound equipment the THEATRE owns as agreed upon (except when usage has been arranged around other scheduled events). A walk through before you rent is required to rent the THEATRE. A lighting check, sound check, and general house walk through to see how things need to be restored. The THEATRE must be restored to its original state following the performance or event, including placement of chairs in the house.
2. **HEAT, ETC.:** As part of this Agreement, THEATRE will provide heat, air-conditioning, electrical power, water, and normal pre- and post-event cleaning. Heat and air-conditioning will be controlled by THEATRE and will follow all government regulations in effect for a public building.
3. **COMPLIANCE WITH LAWS AND REGULATIONS:** No activities in violation of Federal, State or Local laws or the Board of Health shall be permitted on THEATRE premises, and it shall be the responsibility of the LESSEE, while under the terms and during the period of this Agreement, to enforce this provision.
4. **FIRE/SAFETY CODES:** The LESSEE shall comply with the provisions of the fire prevention code that prohibits smoking, flammable decorations, open flames, and explosive or inflammable fluids, gases and compounds. All sets, costumes, props, flash pots, laser lighting equipment, and any other materials used by the LESSEE must conform to all existing fire and safety codes. The THEATRE, at its discretion, may require that all such codes have been observed and that operators have the required license(s).
5. Any properties, set or costumes found on the stage, back stage, dressing rooms or THEATRE storage are the property of CDC THEATRE and cannot be moved without THEATRE approval.

6. A THEATRE representative may be on site while the theatre is in use. This way any help, questions, or issues can be addressed.
  
7. INSURANCE:
  - PUBLIC LIABILITY: A single limit liability insurance policy in the amount of \$1,000,000, which includes bodily injury and property damage, must be provided by the LESSEE and furnished to THEATRE not later than thirty (30) days prior to the event. Groups with existing insurance may provide MS with a rider from the existing insurance. All policies must fulfill the guidelines outlined above.
  
  - INDEMNITY: The LESSEE shall indemnify and hold harmless Cranford Dramatic Club Theatre against any and all liability, penalties, damages, expenses and judgments by reason of any injury or claim of injury to person or property, of any nature and howsoever caused, arising out of the use, occupation and control of the leased premises, or the streets, alleys' and sidewalks adjacent thereto by the LESSEE at any time during the terms of the lease. The LESSEE is hereby subrogated to any rights of the THEATRE against any other parties whomsoever, in connection therewith, the THEATRE shall promptly notify the LESSEE of any claim asserted against the THEATRE on account of such injury or claim of injury to persons or property and shall promptly deliver to the LESSEE the original or a true copy of any summons or other process, pleading or notice issued in any suit or other proceeding to assert or enforce any such claim. The LESSEE shall have the right to defend any such suit with attorneys of its own selection. The THEATRE shall have the right, if it sees fit, to participate in such defense at its own expense.
  
13. DAMAGE TO LESSEE'S PROPERTY: The THEATRE will not be responsible for any damage or loss to LESSEE'S property, or that of the LESSEE'S agents, employees etc.
  
14. CANCELLATION: In case of cancellation by the LESSEE, it shall be the responsibility of the LESSEE to make all reasonable public announcements, at LESSEE'S expense, concerning the cancellation as soon as possible following the cancellation, and including all area newspapers, social media, radio and television stations.

15. CANCELLATION FEE: If LESSEE should cancel for any reason, which-ever is greater at the time of cancellation, the non-refundable deposit or the following cancellation fee schedule is due to the THEATRE:
- Cancellation within 30 days of event -- 10% of rental rate
  - Cancellation within 20 days of event -- 25% of rental rate
  - Cancellation within 10 days of event -- 50% of rental rate
  - Cancellation within 5 days of event -- 100% of rental rate
19. REIMBURSEMENT OF INCURRED COSTS: In addition, the LESSEE shall also be liable for any reimbursements to the THEATRE for THE-ATRE staff time expended in preparation for the canceled event and for any technical or office material used, and bank fees paid by the THE-ATRE. Any costs of damages will be deducted from your deposit; if the damages exceed the deposit, an additional charge will be placed.
20. DAMAGE/CLEAN-UP RESPONSIBILITY: LESSEE shall be responsible for any and all damages to THEATRE premises caused by acts of LESSEE or LESSEE'S agents, employees, patrons, guests and artists whether accidental or otherwise. LESSEE further agrees to leave the THEATRE premises in the same condition as existed on the date LESSEE took possession, ordinary wear and use expected. Any additional charges incurred because of an unusual post-event clean-up will be borne by the LESSEE.
21. PUBLIC SAFETY: The LESSEE shall neither encumber nor obstruct the sidewalk in front of, the entrance to, the halls, doorways, aisles or stairs of said premises, nor allow the same to be obstructed or encumbered in any manner. LESSEE further agrees not to bring onto the premises any material, substances, equipment, or object which is likely to endanger the life of, or cause bodily injury to, any person on the premises or which is likely to constitute a hazard to property thereon without the prior approval of the THEATRE. The THEATRE shall have the right to refuse to allow any such material, substances, equipment, or object to be brought onto the premises and further right to require its immediate removal therefrom if found hereon.
22. SUBLET/USE: LESSEE may not sublet any rented space(s) or in any way assign the rented space(s) to any other person or organization.

LESSEE may not utilize the rented space(s) for any purpose other than that specified in the LEASE AGREEMENT.

23. **COPYRIGHTS:** LESSEE will assume all costs arising from the use of patented, trademarked, franchised or copyrighted music., materials devices, processes or dramatic rights used on or incorporated in the event. LESSEE agrees to indemnify, defend and hold harmless THEATRE from any claims or costs, including legal fees, which might arise from question of use of any such material described above.
24. **EVACUATION OF FACILITY:** Should it become necessary in the judgment of the THEATRE or Security to evacuate the premises because of a bomb threat or for other reasons of public safety, the LESSEE will retain possession of the premises for sufficient time to complete presentation of the scheduled activity without additional charge, providing such time does not encroach on that of THEATRE or another LESSEE. If, at the discretion of the MS, it is not possible to complete presentation of the activity, rental shall be forfeited, pro-rated, or adjusted at the discretion of MS, based on the situation, and the LESSEE hereby waives any claim for damages or compensation from the THEATRE.
25. **SCHEDULING:** THEATRE reserves the right not to accept a rental if requested date is less than four weeks away or if the Director feels the event is morally objectionable as dictated in the rules of the BOARD OF GOVERNORS.
26. **CDC THEATRE EQUIPMENT:** THEATRE staff will operate THEATRE equipment unless otherwise noted in RENTAL AGREEMENT.
27. **BROADCAST RIGHTS:** THEATRE reserves all rights and privileges for outgoing radio and television broadcasts originating from the. THEATRE during the term of this LEASE AGREEMENT. Should THEATRE grant to LESSEE such privilege, THEATRE has the right to require pre-payment of any estimated related costs to THEATRE, and may also require payment for said privilege in addition to rental fee. Such permission must be obtained in writing in advance of broadcast date.
28. **RECORDINGS:** LESSEE agrees that no recording, either visual or audio, of any kind will be made of the event covered by this LEASE AGREE-

MENT, without prior written approval from THEATRE. THEATRE has the right to require payment for said privilege.

29. **BACKSTAGE ACCESS:** For reasons of safety and security, THEATRE regulations prohibits non-production, personnel access to backstage areas unless arrangements are made with THEATRE.
30. **OBJECTIONABLE MATERIAL:** Should the show contain any materials that may be viewed by any segment of the community as being morally objectionable, the THEATRE reserves the right to require of the LESSEE inclusion in all advertising, a phrase acceptable to the THEATRE, that alerts the potential ticket buyer to the nature or theme of the material.
31. **DISPLAY OF OBJECTIONABLE MATERIAL:** The THEATRE reserves the right not to display material it considers objectionable on THEATRE premises.