

# THEATRE DUBLIN RENTAL APPLICATION

Thank you for your interest in Theatre Dublin. Completing and submitting this rental inquiry form is the first step in the booking process. Upon approval of this application, you will be contacted by our staff. **Please note that submission of this form does not guarantee a reservation nor constitute an agreement of usage for the theatre.**

Please provide all the required information and return the form to [nichole@dublinmainstreet.com](mailto:nichole@dublinmainstreet.com) or deliver to Theatre Dublin, 314 Academy Avenue, Dublin, GA 31021. If you have any further questions, please contact Downtown Dublin at 478-272-2560.

ORGANIZATION NAME: \_\_\_\_\_  
CONTACT: \_\_\_\_\_ TITLE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PERSON AUTHORIZED TO SIGN CONTRACT: \_\_\_\_\_

## EVENT INFORMATION:

Artist/Title of the event: \_\_\_\_\_

Type of Event (concert, premiere, comedy, play, etc.): \_\_\_\_\_

Number of Participants/Performers: \_\_\_\_\_

Requested Date(s) and Time of event: \_\_\_\_\_

Access Time: \_\_\_\_\_

Rehearsal Days Needed: \_\_\_\_\_

Total number of Performances: \_\_\_\_\_

Expected Attendance per Event: \_\_\_\_\_

Will your event be ticketed  Yes  No Ticket Pricing: \_\_\_\_\_

Open to the public  Yes  No  Reserved Seating  General Admission Event Marketing

Please provide a brief description of your event:

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Please provide a brief description of technical aspects of your event, including video recording, film or digital projection, audio, lighting, set pieces, etc. \_\_\_\_\_

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**REFERENCE:**

Please provide information for at least one venue which has been leased by your organization in the past two years.

Facility Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Presented at this Facility: \_\_\_\_\_

Date Presented: \_\_\_\_\_

The above information must be provided in full and verified before a Facility Use Agreement (contract) can be initiated. It is understood that Theatre Dublin may or may not grant approval of the request set forth above. Approval of this application will allow the applicant to place hold on the requested date(s). Please note that certain booking blackouts do occur, and approval of this application is not guarantee of the venue on the desired date.

Applicant hereby represents that they have made a full and complete disclosure of all information which might be pertinent to the consideration for this presenter's application, and that all of the statements and information are true and correct.

Theatre Dublin reserves the right to ask applicants for a financial reference if they deem it appropriate.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PLEASE NOTE:**

*Upon approval, a \$100.00 deposit and a signed contract are due immediately to confirm reservation. Deposit is nonrefundable and applied towards the rental fee.*

*Approved methods of payment: Check, Money Order/ Cashier's Check, Credit Card (4% handling fee). Please make checks payable to **Theatre Dublin***

*Balance and Proof of Liability Insurance are due no less than 14 days prior to rental.*

## **Operating Regulations, Policies and Lessee Information**

### **STATEMENT OF PURPOSE**

Theatre Dublin is owned by the City of Dublin and is an entity of the Dublin Downtown Development Authority (DDA). General operating policies and procedures have been established to ensure Theatre

Dublin, its personnel, Licensees, and related services industries are working in a safe and orderly environment. These policies and procedures should serve as a guideline for all concerned and will be enforced by the Dublin Downtown Development Authority, Theatre Dublin management and the City of Dublin. Any request variations or expectations should be submitted in writing and approved by the DDA management.

## **RESERVATIONS OF FACILITIES:**

1. The base fee to rent Theatre Dublin is \$1000. This fee includes rental of the facility for eight (8) hours, including load-in and out time. It is \$50 for each additional hour over eight, other rates include (Half Day rental fee is \$600, Rehearsal Fee is \$300, Film Projection Equipment is \$700, Concert Grand Piano is \$300, Security/Damage Deposit is \$400, and Marquee Rental \$75). Rates are based on a "four wall" policy and include normal janitorial service, heat/air conditioning, basic lighting and water.
2. To reserve a date at Theatre Dublin, a \$100.00 nonrefundable deposit and contract are due immediately. A date is not considered confirmed until the Lessee has submitted the required deposit and signed a contract to the Theatre Dublin/Downtown Development Authority office. The balance of the rental is due (14) days prior to the event date.
3. An additional deposit may be required for anticipated advance expenditures. The balance of the rental fee and any additional expense (i.e clean-up, damage, and security deposit) is due in the DDA office (14) days prior to the event date. Failure to do so could cancel the event date. **THE LESSEE MUST NOT WAIT UNTIL THE EVENT DATE TO PAY RENTAL FEES, NO EXCEPTION.**
4. A \$400 damage/security deposit is required to be paid by the Lessee in addition to the rental fees. The clean-up and damage/security deposit can be refunded to the Lessee after the Event date if the theatre is not damaged and is left in clean and reasonable order. **IF SECURITY OF THEATRE DUBLIN AND ITS PATRON ARE BREACHED IN SUCH A WAY THAT LAW ENFORCEMENT IS CALLED TO RETAIN ORDER, OR FOR ANY REASON PERTAINING TO CIVIL MATTERS THE ENTIRE AMOUNT OF CLEAN-UP/SECURITY DEPOSIT WILL BE FORFEITED BY THE LESSEE**
5. Theatre Dublin books on a first come first serve basis and is not responsible for the rollover of any events that are held annually. It is the responsibility of the person/organization responsible for the event to reserve dates and follow the policies for theatre rental.
6. Theatre Dublin has an employee designated to open and close the facility for each event. He/She is the liaison between the Lessee and the Director. All problems during the Lessee's occupancy must be directed to him/her. Theatre Dublin personnel are on site to supervise the use of the facility and to manage any facility issues that arise and will not be responsible for the Load-in or Load-out of a performance.
7. All Lessees are required to have insurance. Public liability insurance in the amount of \$100,000 for injuries sustained by one person, \$300,000 for injuries to two or more persons and \$50,000 for property damage coverage for each occurrence, naming City of Dublin, a municipal corporation, as additional insured must be provided by the Lessee. Insurance must cover Load-in and Load-out dates.
8. Parking is available in the general area of Theatre Dublin
9. The approved methods of payment for all related expenses for event dates are as follows: Check, Cashier's Check/ Money order, All Major Credit Cards

## **LESSEE RESPONSIBILITIES AND PERFORMANCES**

1. Theatre Dublin reserves the right to conduct background checks on potential Lessees 2. Theatre Dublin reserves the right to require past performance references and reserves the right to use this information in leasing consideration.

3. It is the responsibility of the Lessee to inform Theatre Dublin of the full nature of the event for which Theatre Dublin will be used. The event must be approved prior to accepting a booking date.
4. Once performance shall not exceed a maximum period of six (6) hours, ending no later than 12:00 am (midnight). Failure to do so is forfeiture of the damage/security deposit.
5. Rehearsals are for a maximum four (4) hours. Rehearsals lasting longer than four (4) hours constitute a full rental fee. NO EXCEPTIONS
6. The Lessee is responsible for the actions of performers and patrons while using Theatre Dublin during all rehearsals and event dates. Children under the age of 18 are to be always supervised and are not allowed in areas above the main floor or unattended in the backstage area. NO EXCEPTIONS.
7. Rehearsals include the use of the stage area ONLY. Children under the age of 18 are not allowed in the lobby during rehearsal.
8. Lewd gestures and language will not be allowed and is the responsibility of the Lessee to stop such behavior should it occur during an approved event.
9. Theatre Dublin does not accept responsibility for sale of tickets, nor applicable sales tax, unless Lessee enters a formal Ticket Sell Agreement with Theatre Dublin/Downtown Development Authority. The Lessee, if he/she chooses, may make use of the Theatre Dublin box office to sell tickets in advance at no extra cost, but must make prior arrangements to do so.
10. Theatre Dublin does not accept responsibility for advertising events. Basic information will be provided to the media at no cost and upon inquiries. Theatre Dublin will post visual advertisements by the Lessee at the Theatre prior to an event.
11. Marquee advertising is the sole responsibility of Theatre Dublin and is provided in consecutive order of events.

## **EQUIPMENT**

1. General use of theatre equipment by the Lessee is included in the base rental and use must be indicated in the contract. Batteries are not provided for wireless microphones or any other equipment. Lapel and wireless microphones require two (2) AA Batteries each; not included.
2. Additional equipment needed (i.e sound and/or lighting specialties, risers, tables/chairs, etc.) must be provided at the expense of the Lessee.
3. The operation of the Theatre Dublin sound and lighting equipment requires an approved sound/lighting technician. NO EXCEPTIONS. Theatre Dublin will arrange to have a technician available for performances at the request of the lessee at the standard technician rate of \$25 per hour.
4. Lessees cannot operate sound or lighting, nor designate anyone to do so or remove/change any equipment or lighting fixtures. Only theatre-approved sound and lighting technicians are allowed upstairs.
5. Any programming of the board necessary for a production must be approved in writing by designated personnel, and Lessee is responsible for ensuring that all such programming be removed, and the board returned to the original settings of Theatre Dublin. If equipment is not returned to its original positions and operating condition, the Lessee will be responsible for all costs. associated with resetting the board to original settings and returning equipment to original positions and focus. The Lessee will be notified of the oversight and billed all costs associated with the work and collection fees.
6. Sound and/or Lighting Equipment may only be moved or relocated by designated personnel and the Lessee is responsible for cost of assuring the equipment is returned to its designated position and reconnected to the circuits to which they were originally cabled.
7. Lessee is responsible for hiring a Licensed Electrician to tap into panels for additional power requirements. This will require prior written approval from the Theatre Director. Power is to be removed immediately after the performance unless prior written approval is granted by the Theatre Director

8. Tables and chairs are limited in number and are available upon request at no additional cost

## **General Building Process**

1. Theatre Dublin manages and operates the concession area. No other concessions are permitted into the building and/or sold by the lessee. Performer, or any other party.
2. Theatre Dublin is a NON-SMOKING facility. It is the responsibility of the Lessee to enforce this policy.
3. City ordinance prohibits alcoholic beverages in any form in or around the premises. NO EXCEPTION
4. Fog machine use must be approved prior to the event due to its potential to set off the fire alarm. It also shuts down the heating/air system. If approved, a "Material Safety Data" sheet is needed to confirm that information.
5. Animals and pets are NOT permitted in the building except in conjunction with an approved performance legitimately requiring the use of animals. EXCEPTION: GUIDE DOGS
6. Decorations must not be attached to any surface without prior approval. Absolutely no props/ set decorations are to be hung from stage drapes. NO EXCEPTIONS.
7. Theatre Dublin permanent graphics, signs or display may not be visibly blocked in any manner nor may temporarily be attached to permanent building graphics including portraits
8. Do not drag any item across the stage floor. This includes equipment, instruments, props, sets, etc. Such items must be picked up and put in place. The floor cannot be marked in any fashion such as painting, duct tape or the like. The Lessee is responsible for providing specialized stage tape and this will be the only approved item to be used. (If used it is the responsibility of the Lessee to remove it immediately after the event. Contact Theatre Dublin personnel if you need to use it. Failure to do constitutes damage to the facility)
9. Damage to Theatre Dublin's property and/or equipment shall be the responsibility of the Lessee and/or the person or organization causing such damage. Event management is invited to inspect areas prior to Load-in. Damage should be reported immediately to Theatre Dublin/DDA personnel.
10. Banners, overhead signs and special decorations may not be hung from the theatre ceiling or wells without prior approval.
11. House Lighting, ventilation, heat, or air conditioning will be provided as required during opening show times. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during Load-in and Load-out.
12. Lessees, performers, patrons, and the like are restricted to ground floor areas. Only sound and lighting technicians, maintenance workers and Theatre Dublin/DDA personnel are allowed in "Authorized Personnel" areas.
13. No equipment, props, etc. Can be left on stage or in the loading/ unloading area. Theatre Dublin accepts very little "donated props" due to limited storage space. Such intentions would have to be approved by the Director prior to any action.
14. No "on site" construction will be allowed

## **Security**

1. Lessee is responsible for complete security within the theatre, lobby, parking lot and all other areas specifically leased from the time of initial occupancy until completion of Load-out. Lessee must not leave the facility until all patrons, performers etc. have departed and the on-duty Theatre personnel have given approval. All security breach incidents that occur endanger

Lessee's ability to lease Theatre Dublin for future events, regardless of if security is present. Such security, when required, will be at the expense of the Lessee.

2. Theatre Dublin reserves the right to determine when additional security (in the form of uniform, off-duty police and/or deputy officers) is required. That determination will be based upon performances with increased likeliness of the audience or outside patron becoming unruly (i.e. ticket sell-outs, talent shows, band battles, etc.)
3. Theatre Dublin must be informed of and approve all security arrangements. The security officer's acceptance of working the event must be in writing complete with a telephone number where he/she can be easily reached.
4. Theater Dublin areas identified as "Authorized Personnel Only" are restricted to permanent Theatre Dublin Employees.
5. Exit doors are not to be propped open at any time.
6. Lewd and abusive language, threats, assault, vandalism, theft, and all other inappropriate actions will result in immediate removal from the premises and prosecution if appropriate.
7. No soliciting is permitted in or around Theatre Dublin.
8. Safety of all occupants of Theatre Dublin is of utmost concern. All unsafe conditions or activities will be brought to the attention of the responsible parties and corrective measures are to be taken immediately in order for the event to continue.

## **HAZARDOUS WORK AREA (LOADING DOCK)**

1. Absolutely no drinking of alcoholic beverage is allowed, nor is anyone under the influence of alcohol or controlled substances allowed to work in this area
2. Event management and all involved parties must comply with all Federal, State and Municipal fire codes which apply to places of public assembly, Sections of the Life Safety Code Book which are pertinent to places of public assembly shall be considered a part of all Lessees, whether specifically referenced or not.
3. All materials that are not a part of the facility such as drapes, curtains, carpet, or any other materials used in performances must be flame retardant. All such materials are subject to inspection and flame testing by the Fire Marshall.
4. Firefighting emergency equipment may not be hidden or obstructed, including fire extinguishers, fire hose cabinets and fire alarm pull stations.
5. Crates or event equipment may not be stored in service areas. Crate storage is the responsibility of the Lessee.
6. All electrical equipment must be UL approved and all gasoline engines must be AGA approved.
7. All emergency exits, hallways and aisles leading from the building are to be kept clean and unobstructed. Vehicles blocking the exits, etc. will be towed at the owner's expense.

## **MISCELLANEOUS**

Events or circumstances not covered in these operation policies and procedures are subject to special consideration and stipulations as deemed appropriate by Theatre Dublin Management and Dublin Downtown Development Authority. Questions and clarification should be directed to the Theatre Director.