

— THE HISTORIC —
RITZ
— THEATRE —
at
THE SCHAEFER CENTER

Mission Statement

The mission of the Ritz Theatre is to provide the citizens of Toccoa and Stephens County with a variety of quality cultural, entertainment, and educational experiences that enhance the general well-being of Toccoa citizens and help stimulate economic development in the Historic Downtown area.

House Rules

Please Note: Renter is responsible for any and all property damages to the Historic Ritz Theatre caused by acts of Renter or its agents, employees, patrons, guests, and artists whether accidental or otherwise (ordinary wear and use expected). Renter agrees to leave the facility in the same condition as existed on the date that activity commenced.

Historic Ritz Theatre Rental Fees:

- ◆ \$250 for the first night
- ◆ \$200 for each night after or for each rehearsal day

(Facility Rental Fee is for the Theatre only, and includes 1 microphone & basic lighting)

Historic Ritz Theatre Non-Profit Organization* Rental Fees:

- ◆ \$225 for the first night
- ◆ \$175 for each night after or for each rehearsal day

(Facility Rental Fee is for the Theatre only, and includes 1 microphone & basic lighting)

***Verification may be required to ascertain Non-Profit Status.**

- ◆ House sound & lighting operator is \$100.00 per show
- ◆ Each additional microphone is \$5 per day
- ◆ Any multiple, consecutive day rentals will incur a one-time mandatory \$75 cleaning fee

A \$100 refundable security deposit is required to reserve the facility. This is separate from the Facility Rental Fee. The security deposit will be returned after your booking has ended minus any damage fees or will be returned in full if it is determined that no damage has occurred to the Theatre.

Full payment of the Facility Rental Fee is required at least 14 days prior to the initial reservation date. If full payment is not received 14 days prior to the initial reservation date, the City of Toccoa reserves the right to book another event on that day as events are booked on a first come, first serve basis.

Your Rental Fee Includes...

- ◆ The use of the Historic Ritz Theatre for the entire calendar day of your event.
- ◆ Cleaning of the Historic Ritz Theatre before and after your event (see below for more details).
- ◆ A Main Street staff member to open and close the building on each day you have reserved the venue.
- ◆ A Main Street staff member to operate the heating and air conditioning system. Please do not touch the heating and air conditioning system.
- ◆ Access to restricted access areas if requested (see below for more details).
- ◆ Paper products in the bathrooms.
- ◆ Two 6-foot tables available upon request.

Rental Fee DOES NOT include...

- ◆ Someone to help load/unload your equipment.
- ◆ Sound and lighting technician unless specifically requested (additional charge applies).
- ◆ Early arrival of cast, crew or patrons outside of the designated rental period indicated on your reservation form.
- ◆ Storage of props, costumes, or equipment more than 24 hours after your event
- ◆ Access to the balcony (see below for more details).
- ◆ The use of the Historic Ritz Theatre popcorn machine, Baby Grand Piano, or screen and projector system (see below for more details).
- ◆ Event security. The police department is located next door to the Historic Ritz Theatre if any problems arise. You may bring your own security if desired.

Food/Drink

- ◆ Food and drink are allowed in the theatre. However you must let us know if extra cleaning will be required afterward because of food/drink (i.e. something spilled on the wood floors).
- ◆ If you want to serve popcorn, then it must be pre-packaged. No popping allowed.

- ◆ There is **NO GUM** allowed in the theater. If gum is found in the carpet, a \$75 cleaning fee will be charged.
- ◆ The Concession Stand is available for use at no extra charge. You must inform us in advance that you will need access to it, otherwise the door will be locked.
- ◆ **Alcoholic beverages are allowed.** However they must be served by a locally-licensed vendor.

Designated smoking areas

- ◆ Smoking is only allowed outside. There is no smoking permitted inside the facility. Outside smoking must be at least fifteen feet away from entrances.

Restricted access areas

- ◆ The areas below will be off limits unless you indicate on your reservation form that you need access to them. You may have access at no additional charge, but Main Street Staff need to know in advance. Please limit the number of people who have access to the restricted areas listed below:
 - Orchestra pit
 - Dressing rooms
 - Concession stand
 - Ticket booth

Balcony

- ◆ **The balcony area is off limits** to all non-Main Street staff. You may bring your own lighting operator only if you have received prior written approval from the Main Street staff. If you bring your own lighting operator (see Lights and Sound section) then we will make arrangements for him/her to have access to the balcony.

Cleanliness

- ◆ The Historic Ritz Theatre will be cleaned before you arrive. Your rental fee includes clean-up afterwards.
- ◆ **No food or drinks are allowed in the sound and lighting board technical area.** Please **do not leave trash in the sound and lighting board technical area.** Any trash left behind may result in additional charges.

Advertisements

- ◆ Unless told otherwise, the Main Street staff will include your performance or show information in our Weekly Update and on the Historic Ritz Theatre marquee for two weeks prior to your event and post your event on the Historic Ritz Theatre Facebook page for two weeks prior to your event. Show information will also be included on the Historic Ritz Theatre website event calendar as soon as your deposit is received.
- ◆ Ticket sales, unless otherwise specified in writing, will be handled by the Renter or its designated agent.

Lights and Sound

- ◆ The Ritz Theatre will provide an operator to run the house sound and lights for your performance(s) for an additional fee of \$100 per show. Please provide as much advance notice on the Reservation form as possible so we can secure the appropriate personnel and related resources. Please note that the Historic Ritz Theatre has a maximum of six (6) hand held microphones, two (2) wireless hand held microphones, two (2) wireless belt pack microphones and four (4) stage monitors. Any additional audio equipment must be rented through Audio/Visual Technologies, (706) 244-4385.
- ◆ The Historic Ritz Theatre house sound and lighting operator may be present during any rehearsals, for an additional fee, and only if requested in advance. Please provide at least 14 days' notice if you require a lighting and sound operator at any rehearsals. Availability is based solely on the operator's availability at the time of your request.
- ◆ Please specify your performance's exact audio and sound requirements on the Historic Ritz Theatre Reservation form so that we can accommodate your needs. All Renters must use the Ritz Theatre's sound and light system. No outside supplemental sound system equipment or sound enhancements are allowed to be brought in without the written permission of the Ritz Theatre.

Props and Equipment

- ◆ You may bring in whatever props/equipment you need for your performance.
- ◆ All equipment must be unloaded/loaded from the loading dock at the rear of the building. No equipment should be brought through the front doors.
- ◆ All props/equipment must be removed from the Historic Ritz Theatre within 24 hours. If you need to leave your props/equipment for longer than the allotted time, please make arrangements with Main Street Staff.
- ◆ **NO nails, tacks, staples, or other material/items shall be driven into any portion of the building.** Use of masking tape is allowed.
- ◆ **NO candles allowed.** The use of battery powered candles is allowed.
- ◆ **Due to the sensitivity of the Theatre fire alarm, the use of any smoke machine is prohibited.**

Baby Grand Piano

- ◆ Use of the Baby Grand Piano is an additional \$75 fee.
- ◆ Please arrange with the Main Street Office to unlock the piano if you reserve it for use.

Screen and Projector System

- ◆ Use of the screen and projector system is an additional \$100 per day.
- ◆ DO NOT touch the screen and projector system. If you rent the system, a Main Street staff member will be present to operate the system.
- ◆ High speed Wi-Fi is available for Internet-based streaming presentations at no additional charge. You will have to provide your own computer.

Plumbing

- ◆ Plumbing issues in any of the restrooms, including the ones in the dressing rooms, should be reported to the House Manager and to Main Street staff as soon as possible.

Parking

- ◆ Free parking is available at the facility.

Cancellation

- ◆ The \$100 reservation deposit is fully refundable if you cancel more than 30 days in advance of your initial reservation date. Please let us know as soon as possible if you need to cancel or change the date of your event.

Miscellaneous Terms

- ◆ This Agreement may be executed via transmission binding signatures by Internet, facsimile or in person and are considered to be equivalent to original signatures.
- ◆ No part of the Renter’s performance may consist of acts in violation of any local laws, codes, statutes, ordinances, regulations, rules or any other requirements including building and fire regulations. The Performers shall indemnify, defend and hold the Ritz Theatre, its officers, boards, commissions, agents and employees (collectively the “Indemnified Parties”) harmless from and against any and all lawsuits, claims, causes or action, actions, liabilities, demands, damages, judgments, settlements, disability, losses, expense that any of the Indemnified Parties may at any time suffer, sustain or incur arising out of the performance. If the Performers violate this section, the Ritz Theatre may immediately cancel the performance and this Agreement.
- ◆ The Renter’s representative warrants that by signing this Agreement it has the authority to bind the Performers to this Agreement.
- ◆ This Agreement, with any riders, contains the entire agreement between the parties and cannot be changed except by written instrument subsequently executed by the parties to these Agreements. Only the written terms of these Agreements will bind the parties.
- ◆ The Performers specifically warrants and represents that all copyrighted material to be performed has been licensed or authorized by the copyright owners or their representatives. The Performers indemnifies the Ritz Theatre for any copyright infringement and any expense that may result from such copyright infringement during or as the result of the Performance.

Please sign below acknowledging you have carefully read the Historic Ritz Theatre House Rules and agree to comply with them. Any violation of the House Rules may result in the denial of your facility rental request. We hope you enjoy your rental of the Historic Ritz Theatre.

Print Renter’s Name _____

Renter’s Signature: _____ Date: _____

Please call the Main Street Toccoa at 706-282-3232 for further information.