

Bastrop Opera House Non-Profit Rental

Bastrop Opera House
711 Spring Street
Bastrop, Texas 78602
(512) 303-6283

January 1, 2006

Bastrop Opera House:

The Bastrop Opera House is accepting applications for use of the Bastrop Opera House theater space for performance dates or events from September 1, 2006 – December 31, 2008. We invite you to apply through the regular application process contained herein. Our reservation calendar will be assembled giving as much opportunity to as many groups as possible, ensuring equal access and diversity.

All applications will be considered pending availability of time and space. Priority will be given to Bastrop Opera House programs. We encourage inquiries and application as soon as possible. You may deliver your application to the Bastrop Opera House, 711 Spring Street, Bastrop, Texas, or you may mail it to:

Chester Eitze, Executive Director
Bastrop Opera House
P.O. Box 691
Bastrop, Texas 78602

Our goal is to operate the Bastrop Opera House to its fullest capacity. The more flexibility you can provide will yield the greatest service available to you, our patrons and our citizens. Please understand that there will be many, many more applications than we have available performance times and there is a real possibility that we may not be able to accommodate your production at this time. If we have to omit your request for performance dates from the current schedule, we will bear this in mind during the next application period.

Reservations applications will be reviewed and applicants will be notified by phone at which time arrangements will be made to confirm reservations by signing the agreement and securing with a deposit.

Please review the enclosed information carefully. If you have any questions, contact me at 512-321-6283 or chester@bastropoperahouse.com.

Sincerely,

Chester Eitze
Executive Director Bastrop Opera House

Bastrop Opera House Theatre Room Rental Application

Staff Use Only: Move-in date _____ to Move out date _____, Year _____

Please Print

Applicant:

Title of Production/Name of Event _____

Name of Artist(s) / Organization (circle one) _____

Contact Person _____

Mailing Address _____

City _____ State _____ Zip _____

Day Phone (_____) _____ Evening Phone (_____) _____

Mobile Phone (_____) _____ Email _____

Web Address _____

Alternate Contact Person _____

Day Phone (_____) _____ Evening Phone (_____) _____

Mobile Phone (_____) _____ Email _____

Give a brief description of the production/event: _____

Please note: ONLY ONE PRODUCTION PER APPLICATION. IF YOU WOULD LIKE TO APPLY FOR ANOTHER TIME SLOT, USE ANOTHER APPLICATION.

Target Audience

What ages is your production appropriate for Adult Youth, what age's _____ Families-all ages

Is this a bi-lingual production? _____ Yes _____ No

If yes, what language will be spoken _____ and what level of knowledge of that spoken language will audience members need in order to understand the production? Check the most appropriate response.

No/limited knowledge Moderate level of knowledge High level of knowledge

Ticket Sales (check the boxes that apply):

Ticket \$ _____ adult _____ (age i.e., 18 & above)

Ticket \$ _____ youth _____ (age i.e., 17 & below)

Ticket \$ _____ senior _____ (age i.e., 55 & above)

Ticket \$ _____ group _____ (minimum number in group to qualify for group rate)

Ticket \$ _____ other _____

Box Office

You are responsible for box office execution. Bastrop Opera House will communicate any information that comes to us directly.

Cast and Crew

Number of adult performers _____

Number of youth (under 18) performers _____

Number staff/crew _____

Advertising

You will be responsible for any and all advertising.

Concession Stand

If the Concession stand will be open, it will be stocked and operated by the Bastrop Opera House. All moneys collected belong to the Bastrop Opera House.

Prior approval must be obtained for use of the following:

Candles, fire, firearms, weapons

| Items for approval: | Status of approval | Date |
|---------------------|--------------------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Scenery, Special Lighting and Effects, Sound Reinforcement

Will the event require scenery? _____ Yes _____ No

If yes, brief description of the scenery you will be providing _____

Will the event require special lighting? _____ Yes _____ No

If yes, brief description of the special lighting you will be providing _____

Will the event require special effects? _____ Yes _____ No

If yes, brief description of the special effects you will be providing _____

Will the event require special sound equipment? _____ Yes _____ No

If yes, brief description of the special sound equipment you will be providing _____

Proof of Liability

You will need to obtain and furnish a copy of your proof of General Liability Insurance for 1 million dollars (\$1,000,000.00). Coverage for bodily harm and property damage must be stated in the General Liability policy.

Will any other entity be profiting financially from your event/production. Yes _____ No _____

If yes, please state who _____

Private Events:

For a Private event you will need to furnish a copy of your proof of Homeowners Liability Insurance Policy coverage for bodily harm and property damage.

_____ **For events involving minors:** Adult chaperones will be required to attend the entire event hours. Please provide a list of names, addresses, and phone numbers of adult chaperones. Police security, paid by renter, will be required for the entire event hours.

_____ **If alcohol is to be served:** A TABC certified bar tender, paid by renter, is required for the entire event hours.

_____ **This facility is a non-smoking facility.**

Support Materials

You are welcome to attach materials that relate to your theater/event to the rental application that may be helpful to the selection committee.

Artist/ Organization Name: _____

Proposed Use Dates and Times: FIRST CHOICE

Year: _____

Move-in:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Rehearsals/Use:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Performances/Event:

How long is the performance/event? _____ hours

List all time needed prior to the performance/event and after the performance/event:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Move-out:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Artist/Organization Name: _____

Proposed Use Dates and Times: SECOND CHOICE

Year: _____

Move-in:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Rehearsals/Use:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Performances/Event:

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Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Move-out:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Artist/Organization Name: _____

Proposed Use Dates and Times: THIRD CHOICE

Year: _____

Move-in:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Rehearsals/Use:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

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Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Move-out:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Bastrop Opera House

FEES ARE COLLECTED FROM MOVE-IN TO MOVE-OUT TIME AS FOLLOWS:

A \$30 charge shall be paid by renter on all returned checks.

DEPOSIT \$100 (nonrefundable)

Your reservation is considered tentative until a \$100 deposit has been received and a reservation agreement has been signed. This \$100.00 deposit is nonrefundable.

Clean-up and Damage Deposit (may be refundable)

A clean-up and damage deposit of \$400.00 is due when the rental agreement is signed. The clean-up deposit will be returned after final inspection of the theater and any other areas used. If areas used are restored to original condition (reasonable wear and tear expected), clean and without damage and/or if the Renter does not use the facility beyond the hours agreed to in the reservation agreement, the deposit will be returned in full. The deposit will be mailed from the Bastrop Opera House to the Renter who signed the Reservation Agreement.

Facility rental fees shall be paid in full 60 days prior to the date of first scheduled use. All other fees shall be paid on Mondays for that week of rental dates and times (Monday-Sunday).

Should the reservation be made within 60 days before the first scheduled use date, the deposit and facility rental fees shall be due at the same time.

For rehearsals within Bastrop Opera House Hours of Operation (subject to availability) Monday-Thursday 9am-10:00pm, a \$ 25 per day Equipment Fee is collected, if Bastrop Opera House Sound/Lighting Equipment is used.

Building use is limited to 4 hours consecutively per day.

The Bastrop Opera House building closes daily at 11:00pm, unless specific advanced arrangements have been presented in writing and approved.

Reservation Fee Chart:

| | |
|--|--|
| CLEAN-UP /DAMAGE DEPOSIT | \$400 |
| CLEAN-UP TIME 1 hour | No charge (all stated fees will become effective after the initial hour) |
| REHEARSALS/USE | |
| M-TH 9AM-10:00 p.m. (1- 4hour block time) | \$135 |
| M-TH AFTER 10:00 p.m. | \$50 PER HOUR Detail: Facility Rental Fee, Utility Fee, Staff Fee |
| FRIDAYS AFTER 5:30 p.m. SATURDAYS AFTER 2 p.m. SUNDAYS | \$200 (1- 4 HOUR block time) Detail: Facility Rental, Utility Fee, Staff Fee |
| EACH ADDITIONAL HOUR after contracted time | \$36 PER HOUR Detail: (same as above) |
| EQUIPMENT FEE (only if BHO sound/lights are used) | \$25 PER DAY |
| PERFORMANCES/EVENT | |
| ALL PERFORMANCES SCHEDULED | \$200 (1-4 HOUR block time) Detail: (same as above) |
| EACH ADDITIONAL HOUR after contracted time | \$36 PER HOUR Detail: (same as above) |
| EQUIPMENT FEE (only if BOH sound/lights are used) vc | \$25 PER DAY |

Bastrop Opera House

EQUIPMENT LIST

Equipment is made available as is and Renter shall bear the risks in using the equipment provided. Damage to any Bastrop Opera House equipment shall be paid in full by the Renter. Should BOH equipment be unavailable due to repairs or for any reason beyond the control of the BOH including acts of God or governmental regulation, Renter's remedy shall be limited to a refund of equipment fees.

While lighting instruments and related equipment is available, the Theater **DOES NOT** supply Renter with any specific pre-hung basic lighting. Replacement lamps provided are available only for lighting instruments provided by the Theater, and is not available for any instruments brought in by Renter to supplement the Theater inventory.

LIGHTING:

ALL INSTRUMENTS SUBJECT TO AVAILABILITY AND OPERATING CONDITION.
REPLACEMENT BULBS AVAILABLE FOR BOH INSTRUMENTS ONLY.

GEL AND OTHER EQUIPMENT RELATED CONSUMABLES
ARE THE RESPONSIBILITY OF THE RENTER

Additional information:

SOUND SYSTEM:

Misc, mic cables and mic stands available from BOH by special arrangements.

OTHER:

Bastrop Opera House Theatre Room Rental Agreement

I _____ as the contact person for the following organization _____, have read and agreed to the application form, requirements, and fee schedule for use of the Bastrop Opera House Theatre Room for the following event/performance:

_____ on the following date(s) _____.

All required deposits and Proof of General Liability Insurance is due at the time of the signing of this agreement. For Private events, read and initial appropriate requirements.

All other fees are due as stated in the application. Any additional expenses or refunds will be determined on the first business day after the performance/event. The contact person will be notified, and final arrangements for dispensation will be made.

Contact Name _____ Date _____

Bastrop Opera House Representative _____ Date _____

DEPOSITS RECEIVED

DATE

Nonrefundable reservation deposit \$100 _____

Refundable clean-up/Damage deposit \$400 _____

Rental Fee(s) _____
