

King Opera House

Rental Use Agreement

User Name _____

Address, City, Zip Code _____

Contact Name _____

Contact Phone _____ E-mail: _____

Date(s) Requested _____

Name or Type of Event _____

Estimated Schedule of Usage (use separate sheet if necessary to list schedule):

	Set-Up	Rehearsal	Performance/Event
Date	_____	_____	_____
Time	_____	_____	_____
Concessions	_____ Yes	_____ No	
Admission Fee	\$ _____ per person		_____ Other

The total of all user and cleaning fees are due at the time of booking if the event is within 60 days of the event/performance date. If the event is over 60 days from the date booked, then a deposit of one-third of the total fees (no less than \$100.00) is required to secure the date(s). An event can be re-scheduled one time before the 60 days. The balance must be paid by 60 days before the event/performance or the deposit will be forfeited. To cancel a booking, the user must contact the KOH Program Manager 60 days prior to the event to receive the deposit refund. Actual versus estimated fees will be either reimbursed or paid by the user within 10 days after the event.

Unless prior arrangements are made with the KOH Program Manager, users shall vacate the building approximately one hour after the close of the event. All materials and equipment must be removed as management is not responsible for items left in the building.

**King Opera House
Rental Use Agreement Continued**

No alcoholic beverages are allowed on the premises. Failure to comply will result in a request to vacate and/or denial of future use of the KOH.

A booking is not considered confirmed until this Rental Use Agreement is signed by the User and the KOH Manager, and payment is received.

The User hereby acknowledges their intent and responsibility to the KOH in accordance with the rules and instructions provided. The User also acknowledges that Arts On Main or the City of Van Buren is not liable for any accident, injury, damage or loss of personal property for anyone participating in or attending the User's event. The User (organization or persons) assumes full liability. For an organization, the signature must be that of an officer. The User shall be directly responsible for the proper use of the facility.

User Signature _____ Date _____

KOH Program Manager _____ Date _____

Basic User Fee:	_____ day(s) @ \$100.00	\$ _____
Cleaning Fee:	_____ 1,2 days... _____ 3+ days	\$ _____
Lighting Fee:	_____ minimum or _____ hrs. @ \$ _____	\$ _____
Sound Fee	_____ hrs. @ \$ _____	\$ _____
Other:	_____	

	TOTAL	\$ _____

Deposit, if applicable \$ _____

Balance Due \$ _____

PAID IN FULL DATE _____

**All rental fee payments are payable to: Arts On Main, PO Box 1156 Van Buren, AR 72957
415 Main Street, Van Buren, AR 72956 Phone: 479-474-7767**

King Opera House

Rental Use Instructions

Please read before your event and share with your crew.

- 1) The Rental Use Agreement shall be adhered to by the User and their crew. Failure to use the KOH responsibly and in accordance with these rules can void the booking and/or result in denial of future use. If an event is voided or halted for noncompliance, no refund will be given.
- 2) KOH/Arts on Main reserves the right to double book. Example: User #1 books the stage/auditorium and User #2 books the upstairs gallery. Bookings will be coordinated so that there will be no conflict with a stage show in progress. The fees remain the same.
- 3) Concession Area: Only pre-packaged, not prepared on site, food items can be sold. Drinks are restricted to the lobby area unless otherwise posted. Alcoholic drinks are not allowed anywhere in the facility.

Merchandise: The KOH Program Manager has the right to request removal of any sign, items, etc. containing profane or obscene wording.

The KOH is a tobacco/smoke/vape free facility.

- 4) Children participating in any event/program must be closely supervised by the User at all times. No horseplay, running, or “exploring” in the building by children of any age, and children upstairs must be chaperoned. The User must provide at least one adult in the lobby during its event times to monitor event attendees and the public.
- 5) The seating capacity in the KOH is 315 persons. No extra seating can be brought into the auditorium. No “standing room” will be allowed. Do not use the box seats upstairs for public seating unless it has been approved in advance.
- 6) No glitter is to be used anywhere in the building No smoke/fog machines are allowed. Balloons can be used in the auditorium if they are secured and then disposed after the event. No tape, tacks, etc. are to be used to attached items to the walls, woodwork, or stage curtains. Use painter’s tape to mark the stage floor. Do not do anything that would result in alteration, scarring, or damage to any part of the building. No set construction, staining or painting without prior permission. No sawing or sanding permitted anywhere in the building. No connections to the electrical service panels and no alterations or additions to the electrical system without KOH management approval and then only by a licensed electrician.
- 7) Only authorized personnel are allowed in the light booth.

User Signature/Date _____

King Opera House

Rental Use Policy & Procedures

The King Opera House Theater (KOH) provides theatrical lighting, including equipment and a technician, to users at a rate of \$25.00 per hour. If the user has a qualified technician who they prefer to run the lighting, the lighting fee will be \$10 per hour. This fee applies when theatrical lighting is in use, be it for auditions, rehearsals, events, performances, etc. Additional lighting fixtures and/or other equipment may be brought in for performances and, with approval of the KOH Program Manager, may be interfaced with the house lighting system. This should be discussed with the KOH Program Manager in advance and before load-in. The user must include estimated hours of light use when booking the facility. One hour will be added to the estimate to allow for set-up and take-down. If the estimated use is exceeded, the balance due must be paid before vacating the KOH. The spotlight will be available for an additional fee of \$10.00 per hour.

The KOH will provide the sound system for vocal reinforcement at a rate of \$10.00 per hour. For full instrumentation (band/orchestra), the user must provide their own sound system. There will be no interfacing with the house sound equipment. The house sound equipment includes a stereo system, one wireless handheld microphone and several stage mic jacks. There will be a \$10.00 per hour equipment fee to plug in any device, including but not limited to, wireless mics, projectors, video recorder, CD player, etc. Please discuss your sound needs at the time of booking.

King Opera House Fee Schedule

\$100.00	User fee per day (hours limited to actual use)
\$100.00	Cleaning fee for one-day users
\$200.00	Cleaning fee for users of 3 or more consecutive days
\$ 50.00	Additional cleaning fee for food served in upstairs gallery
\$ 25.00	Per hour theatrical lighting fee, includes a technician
\$ 10.00	Per hour theatrical lighting fee without technician
\$ 10.00	Per hour sound equipment fee

NOTE: Snacks/food by cast members will be limited to under stage or backstage areas, not in the auditorium or lobby. For multi-day users, food leftovers must be carried out each night. Also, multi-day users will check the bathrooms following that day's activities to make sure faucets are turned off and toilets are flushed.

Arts On Main
PO Box 1156, Van Buren, AR 72957

415 Main Street
Van Buren, AR 72956
(479) 474-7767