



RENTAL INFORMATION

The King Opera House is proud to be a part of the Western Arkansas community. We are glad that you have chosen this facility and are here to provide you a first-class venue for your event. With so many events pending, pre-planning is crucial. We have a few requirements of your group or organization when planning your event as outlined in this Rental Information and furthermore in the Booking Information and User Agreement Form.

USAGE COSTS 2023

For-profit organizations/groups will be charged a fee for use of the facility as follows:

- \$150 for each 1/2 day of use (a 1/2 day is defined as up to 4 consecutive hours, or any portion thereof).
- These rates include the use of the entire facility.
- The rates apply to all time that the facility is in use, including performance, rehearsal, load in, load out, setup, etc.

Non-profit organizations, civic or educational groups located in Van Buren/Crawford County will be charged a fee for use of the facility as follows:

- \$100 for each 1/2 day of use (a 1/2 day is defined as up to 4 consecutive hours, or any portion thereof).
- These rates include the use of the entire facility.
- The rates apply to all time that the facility is in use, including performance, rehearsal, load in, load out, setup, etc.

Resident Group rates will be determined individually based on the needs of the group and the King Opera House/Arts On Main.

Other Costs

Ticketing

- Groups using the KOH ticketing system will be charged 5% of their gross ticket sales in addition to the above rental fees. Shows using their own ticketing system will not be charged.
- Box office personnel – groups using the KOH Ticketing system will be provided with box-office personnel for the day of the show. Groups not using the KOH ticketing system but needing box-office workers will be charged an additional \$100.

Lighting and sound

- Lighting and/or Sound Technicians will be paid at a rate of \$25 per hour worked including load-in, setup, and strike (take down) time.

BOOKING INFORMATION AND USER AGREEMENT

(Please return this form at least four weeks prior to your event)

By completing this form, we hope to assist you in pre-planning your event. Please take time to fill out this form in its entirety. Thinking through and itemizing your needs can ensure the success of your presentation or event. We realize that for many organizations pre-planning can be quite demanding. However, our request is due in part to the busy schedule of this facility and in part from our desire to help assure that your event is everything you want it to be.

Failure to complete and return this form on time could prevent your event from gaining our full support. We appreciate your full cooperation to meet your event needs.

Name of Organization: _____

Address: _____

City, State, Zip: _____

Email: _____

Telephone(s): _____

Responsible Party Title: _____

Facility Requested: Main Hall Upstairs Meeting Room Both Areas

Type of Event: _____

Load-in Date and Time: _____

Rehearsal Date(s) and Time(s): _____

Sound Check Date(s) and Time(s) (if needed): _____

Performance Date(s) and Time(s): _____

Length of Event: _____

Ending Time (lights out): _____

Anticipated Audience Size: _____

Changes to this schedule must be made no later than 2 weeks prior to the event, as scheduling support takes time to accommodate.

Technical Support Requirements

Please take some time to fill out the following technical checklist. Remember, it is always easier to take away, rather than add at the last minute. Failure to consider can result in unavailability or additional charges.

Visual

<u>Support Item</u>	<u>Needed</u>	
DVD Player	Yes	No
Projection Screen	Yes	No
LD Projector	Yes	No

Sound

<u>Support Item</u>	<u>Needed</u>		<u>Quantity</u>
CD Player	Yes	No	
Cassette Player	Yes	No	
Handheld Wired Microphone	Yes	No	_____
Handheld Wireless Microphone	Yes	No	(currently 1 available)
Wireless Lapel Microphone	Yes	No	_____
Boundary Microphones	Yes	No	

Lighting

<u>Support Item</u>	<u>Needed</u>	
Spotlight	Yes	No
Light Board	Yes	No

Special Lighting (be as specific as possible):

Miscellaneous

<u>Support Item</u>	<u>Needed</u>	
Podium	Yes	No
Pit	Yes	No
Platform/Drum Riser	Yes	No
size, height	_____	

*If YES to platforms or risers, please specify layout when submitting your stage plot.

Personnel

The King Opera House management will provide one person per event at its discretion. However, larger scale events may require additional personnel to ensure that your event runs as smoothly as possible. To assist you in determining manpower requirements, we have listed below possible job functions you may need for your event.

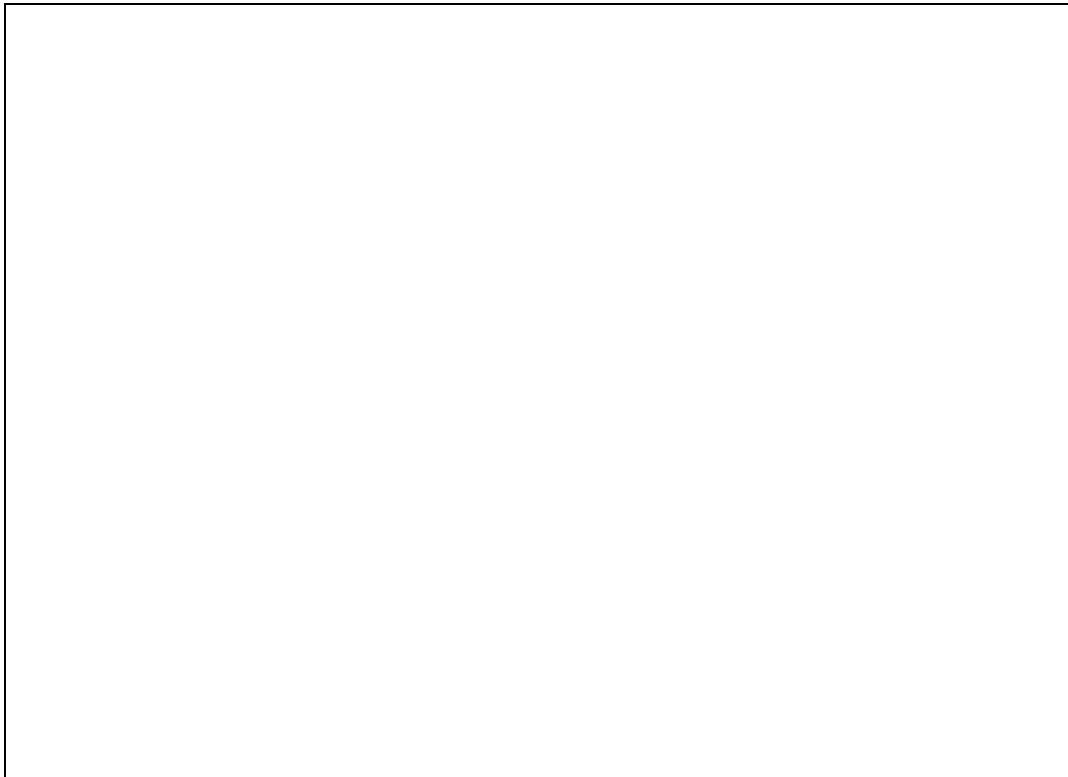
Light and Sound Operator/Technician fees are \$25 per hour total working time.

<u>Position</u>	<u>Purpose</u>	<u>Needed</u>	
Stage Manager	Production Control	Yes	No
Light Board Operator	Lighting Control	Yes	No
Sound Board Operator	Sound Control	Yes	No
House Manager	Front of House Control	Yes	No
Ushers	Seating	Yes	No
Box Office	Ticketing	Yes	No

If you wish to provide your own staff to fulfill these positions, please contact us. We will evaluate and/or train potential personnel for filling these positions for you.

Layout

Please draw a rough layout of your staging plans. Be sure to include things such as chairs, tables, flats, props, podium, risers, microphone, monitors, etc. The available stage area is approximately 25' X 25' utilizing the back curtain. Stage depth can be lowered to 16' depth utilizing the mid-stage curtain.



If you need our help...

If you are unsure of your needs, **contact KOH Theater Manager at (479) 474-7767 or (479) 926-1921** for further assistance. Should unforeseen circumstances arise, be sure to inform us ASAP. We will make every attempt to provide for your needs. Given the importance of scheduling and the need for planning, every effort should be made to provide as much information as possible to our staff prior to your event. Please try to remember, our staff works on planning events many months in advance. It is extremely helpful to plan your event as thoroughly as possible.

AGREEMENT TO TERMS

The User hereby acknowledges their intent and responsibility to the KOH in accordance with the rules and instructions outlined in this Rental Information and Booking Information and User Agreement. The User acknowledges that Arts On Main or the City of Van Buren or any of their staff or other personnel or volunteers are 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 and any damages that may occur directly related to their use, neglect or loss of equipment.

I, _____, the undersigned, a representative of the organization _____ do hereby agree to all terms outlined herein. I agree to abide by these terms with the understanding that failure to comply could result in the cancellation or rescheduling of the event outlined above. I understand that under certain circumstances, my organization's failure to abide by these terms could result in ejection and/or restriction from the King Opera House.

Printed Name: _____

Signature: _____

Title: _____

Organization: _____

Date: _____

King Opera House

Approved by: _____

Date: _____