

CLTP

Rental Packet

Historic Atlas Theater
Mary Godfrey Playhouse

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(Revised June 2010)

RULES, REGULATIONS, POLICIES, AND PROCEDURES

1. INTRODUCTION

This manual was created to assist all persons or groups (hereinafter referred to as “LESSEE”) in planning events on Cheyenne Little Theatre Players properties (hereinafter referred to as “THEATRE”) and to provide information about theater rules and regulations. We hope the information contained in this manual is helpful and provides context for LESSEE using THEATRE.

It is important that LESSEE read this document thoroughly, share this information with LESSEE event staff, employees, volunteers, student assistants, etc. LESSEE agrees to notify all such persons of these rules and regulations and shall be responsible for their adherence. LESSEE shall also be responsible for payment of all applicable fees and charges in the event that the LESSEE fails to meet its obligations with respect to these rules and regulations.

All procedures outlined in this manual are binding under the letter of agreement. All procedures must be followed as outlined unless specific written permission from the Cheyenne Little Theatre (hereinafter referred to as “CLTP”) Rental Coordinator is given. In the event that any policy violates local, state, or federal building or life safety codes of laws, the code of law supersedes the policy stated in this manual.

2. CORRECT NAME OF BUILDING/CONTACT NUMBERS

The Historic Atlas Theatre
211 W. 16th Street
Cheyenne, Wyoming 82001
Phone: 307-635-0199

Mary Godfrey Playhouse
2706 East Pershing Blvd.
Cheyenne, Wyoming 82001
Phone: 307-638-6543

Rental Coordinator:

Andi Jaspersen
(307) 256-9416
AJaspersen@CheyenneLittleTheatre.org

Managing and Artistic Director:

Randy Bernhard
(307) 638-6543
RBernhard@CheyenneLittleTheatre.org

Web Site Address:

www.CheyenneLittleTheatre.org

NOTE: All Advertising must name either “The Historic Atlas Theatre” or “Mary Godfrey Playhouse” as venue as appropriate and include the approved venue logo. To assure consistency, all advertising must be reviewed and approved by the CLTP Communications Coordinator.

3. BOOKING PROCEDURES

- A. All information, scheduling, and contracting for use of THEATRE will be coordinated between LESSEE and CLTP Rental Coordinator.
- B. An applicant can reserve a date up to one (1) year in advance by contacting the Rental Coordinator and submitting a contract and deposit (if the date is available and cleared by the Rental Coordinator). **The CLTP Management reserves the right to refuse any booking requests.**
- C. To contract a date, an applicant must submit a completed application and **10% of the rental fee.** Upon receipt of this payment by the CLTP Managing and Artistic Director and execution of a lease of premises, the applicant becomes a LESSEE and the date becomes a contracted date.
- D. An applicant must provide CLTP Managing and Artistic Director proof of the required \$1,000,000 general liability insurance policy as approved by the State of Wyoming Department of Insurance. This policy must be submitted at least 30 days in advance of the contracted date. Please contact the CLTP Managing and Artistic Director about purchasing event specific liability insurance.
- E. A damage deposit of **\$250.00** is required with the rental deposit (unless otherwise arranged with the Rental Coordinator). It must be received before moving into the space. The deposit will be held, un-deposited, until after the event is over and then returned following the post-production walk-through. Any costs for damages, including special cleaning or fines for breaking house rules, will be deducted from this deposit. **Costs incurred in excess of deposit will be billed to LESSEE and must be paid within ten (10) days.**
- F. Deductions will be made from the security deposit in the event of damage to THEATRE equipment or facilities. Failure to leave space in its original condition will result in a **\$50.00** an hour fee, plus materials to return the space to its original condition. Original condition of the Historic Atlas Theatre includes the table and chair placement downstairs be returned to standard seating arrangement unless otherwise approved in advance by the CLTP Rental Coordinator. Material fees to repair or replace broken equipment will be set at current retail value. The decision to either repair or replace equipment will be at the sole discretion of THEATRE. Deductions made to replace equipment will not be prorated and will be taken at full replacement price. Disputes over security deductions must be made in writing to the Managing and Artistic Director within 48 hours of notice of deduction.
- G. LESSEE's will be invoiced for the balance of rental fee, technical fees, and security deposit within 10 business days following the event. The LESSEE's balance should be remitted within 10 business days of the date on the invoice. A late fee of 10% of the total fee will be assessed for overdue payments. If these deadlines present a problem for the LESSEE, they may contact the Rental Coordinator ahead of time.
- H. The remainder of security and damage deposits will be returned within 15 days of the post-production walk-through and full payment of rental fee.
- I. In case of cancellation by LESSEE within 30 days of the scheduled event, it shall

be the responsibility of the LESSEE to make reasonable public announcement at LESSEE's expense concerning cancellation. This must be done as soon as possible following cancellation. **The CLTP Managing and Artistic Director reserves the right to retain 10% of the rental fee and all security deposits in the event of a cancellation.**

- J. LESSEE shall be responsible for any and all damages to THEATRE premises caused by LESSEE's staff, student assistants, patrons, guests and artists whether accidental or otherwise. LESSEE agrees to leave THEATRE premises in the same condition as existed at the time the LESSEE took possession.

NOTE: CLTP is a working theatre company. Priority must be given to the CLTP productions at both THEATRES. CLTP reserves the right to refuse technical requests, booking requests, partial or full facility usage, etc. This is at the discretion of CLTP and by signing the lease contract the LESSEE agrees to these terms.

4. **MARKETING**

- A. LESSEE may not imply in any way that CLTP is sponsoring or co-sponsoring an event, unless such sponsorship or co-sponsorship has been arranged in writing in advance, and publicity materials have been approved by the CLTP Communications Coordinator. CLTP reserves the right to revoke the usage of the space if this policy is not adhered to.
- B. CLTP may distribute to the audience announcements and literature concerning future events to be held at THEATRE, whether such attractions are under the auspices of the LESSEE or not.
- C. The sale of merchandise of any kind is subject to the approval of the CLTP Managing and Artistic Director. The payment of all applicable taxes shall be the responsibility of the LESSEE. LESSEE shall supply its own sellers. If LESSEE cannot supply its own sellers and CLTP staff and/or volunteers will be needed to sell LESSEE merchandise, a \$10.00 per hour fee will be applied. For-Profit organizations and private parties may be subject to giving CLTP a percentage of sales to be negotiated by the Managing and Artistic Director.
- D. Should the event contain any material that may be viewed by any segment of the community as being morally objectionable, CLTP recommends that the LESSEE include a phrase in all marketing that alerts the potential ticket buyer to the maturity of the theme or actions.

5. **TECHNICAL**

All scheduling of technical support crews and event technical details will be coordinated between the LESSEE and CLTP Rental Coordinator and **MUST** be approved by the CLTP Shop Foreman. **The following rules will apply to all LESSEES:**

- A. LESSEE agrees to furnish CLTP a copy of all contracts and technical riders between LESSEE and the artist(s) who is performing. Portions about financial arrangements may be deleted. **Technical riders MUST be submitted with the Lease of Premises Agreement.** If the rider is not received, CLTP is not responsible for fulfilling the requests contained within.
- B. Information regarding available equipment (and associated rental fees if applicable)

is available from the Rental Coordinator. LESSEE is responsible for determining its need for any additional equipment and to secure that equipment on its own.

- C. Due to safety and security concerns, **LESSEE will not be granted access to the building without the Rental Coordinator (or authorized agent) present at all times (unless other arrangements are approved in advance by CLTP Rental Coordinator).** CLTP personnel will have the right to enter any part of the building at any time, as long as entry is not disruptive to LESSEE's event. LESSEE's staff, student assistants, patrons, guests and artists will not be allowed to enter and or use CLTP box office, administration offices, mechanical room and technical areas, unless approved by CLTP Rental Coordinator. LESSEE is responsible for paying the hourly rate for the Rental Coordinator's time on site.
- D. The CLTP Rental Coordinator (or authorized agent) must be present at all times while LESSEE is using the THEATRE. A flat rate of \$50.00 is charged for CLTP Rental Coordinator's (or authorized agent's) time for up to four (4) hours or a flat rate of \$100.00 for up to eight (8) hours. If the CLTP Rental Coordinator is needed for additional time beyond these flat rate options, the LESSEE will be charged \$20.00 for each additional hour.
- E. If additional Technical Support staff is required and provided by CLTP, LESSEE will be charged \$10.00 per hour/per person.
- F. Due to the complexity of THEATRE equipment, all technical/stage crew personnel must be trained on equipment used and **MUST BE CERTIFIED BY CLTP SHOP FOREMAN. NON-CERTIFIED PERSONNEL WILL NOT BE ALLOWED TO OPERATE EQUIPMENT.**
- G. The stage must be restored to its standard stage plot (as defined by CLTP Rental Coordinator) at the end of every event, unless otherwise approved by CLTP Rental Coordinator.
- H. **The LESSEE is required to cooperate with the Rental Coordinator (or authorized agent) to comply with all safety and security measures adopted by CLTP, and properly care for and respect the equipment and the theater itself. FAILURE TO COMPLY MAY RESULT IN IMMEDIATE REMOVAL FROM THE PREMISES.**

6. STAFFING REQUIREMENTS

- A. The LESSEE must provide an organizational contact person listed on the THEATRE application. This representative, **who must be present any time LESSEE occupies building**, will then be the sole person authorized to resolve problems and conflicts, or to negotiate any changes with the staff of CLTP.
- B. All groups with children participating will have at least one (1) adult per ten (10) children (defined as anyone under the age of 18) or less at all times and in all spaces where children will be located. Non-compliance with this rule may result in immediate removal from the building.
- C. Ushers and all front-of-house staff will be provided by LESSEE. If ushers and front-of-house staff are needed, CLTP can provide them at an additional cost. Ushers and front-of house staff should be familiar with the THEATRE premises and trained in emergency evacuation procedures.

7. **LOAD-IN / LOAD-OUT**

- A. LESSEE must coordinate all load-in and load-out details for the event with CLTP Rental Coordinator.
- B. Prior to initial load-in, a walkthrough inspection by organizational contact person and CLTP Rental Coordinator **is required**. It is the responsibility of the LESSEE to schedule the walkthrough with the Rental Coordinator (or authorized agent). Any damage LESSEE notices to the facility should be noted at this time. At load-out, a post-production walkthrough will be conducted to assess any possible damage to facility. *If not received already, the security deposit is due at this time.*
- C. All labor requirements for load-in, load-out, and set-up of stage and display areas shall be the responsibility of the LESSEE with the review and approval of CLTP Rental Coordinator and Shop Foreman.
- D. CLTP will not accept freight or goods shipped for the LESSEE, its contractors, agents or sub-contractors. CLTP has limited storage space and we make no guarantee that space will be available to receive materials arriving early. Crates may be stored only in areas the Rental Coordinator and Shop Foreman approve for storage. Please keep in mind that all fire exits must remain clear.
- E. All load-in and load-out activities must be conducted through loading area. The main lobby shall **not** be used for load-in or load-out. LESSEE may not have exclusive use of load-in areas.
- F. The LESSEE shall not store or leave vehicles, trucks, or trailers in or around loading zone behind facility, before, during, or after rental period without written authorization of Shop Foreman.
- G. General cleaning before and after the event is included with rental fee (vacuuming, bathrooms, mopping, etc.). However, LESSEE is responsible for emptying garbage cans, replacing tables and chairs to original locations, gathering garbage in the theatre and lobby and any other general clean up of the theatre, both during and after the event. These are not the responsibilities of the Rental Coordinator (or authorized agent).
- H. Stage, scenery, props, costumes, programs and any other materials related to the event or belonging to the LESSEE that are not removed at the end of rental period may be disposed of by CLTP personnel. LESSEE shall be responsible for the cost incurred for the removal, clean up and disposal. Neither CLTP nor its employees will be liable for damaged or lost equipment and materials left in the facility after the rental period.

8. **GREEN ROOM/DRESSING ROOMS/LOBBY**

The THEATRE Green Room is designed to serve as a lounge for backstage crew and performers during an event. Improper use of the Green Room and Dressing Rooms may result in access privileges being revoked (this will be at the discretion of the Rental Coordinator).

- A. Furniture located in green room, dressing rooms, and lobby is provided to the

LESSEE for use during the event at no additional expense. Damage to furniture will be charged to the LESSEE as previously stated in regards to security deposit.

- B. Lobby and Green Room furniture may not be moved or relocated from their designated locations at any time without prior approval from CLTP Management.
- C. No production materials may be placed in the lobby or hallways at any time without prior approval of the Rental Coordinator.
- D. **Bottled water only** is permitted backstage and in dressing rooms.

9. SMOKING AND TOBACCO POLICY

- A. There is absolutely no smoking permitted anywhere in the building at any time.

10. WEAPONS PROHIBITED

- A. Firearms and other weapons are forbidden in the facility. Individuals who fail to comply with this prohibition or otherwise violate penal laws with respect to carrying a handgun or other weapon are subject to immediate arrest and prosecution.
- B. This prohibition applies to all persons, including holders of concealed handgun permits, but does not apply to licensed law enforcement officers.

11. CONTROLLED SUBSTANCES

- A. Illegal substances are prohibited from any part of THEATRE at all times by LESSEE staff or audience members. This also holds true for stage use during rehearsal and production.
- B. Individuals obviously under the influence of alcohol or mind-altering drugs are not allowed in the facility and are subject to being removed from the building.

12. FIRE REGULATIONS

- A. All sets, costumes, props, flash pots, laser lighting equipment, smoke, strobes and any other effects involving fluids and gasses must conform to all applicable fire and safety codes. Flammable decorations and explosive or flammable fluids, gasses and compounds are prohibited in theater.
- B. Fire detection, suppression systems, HVAC vents, lighting fixtures and controls shall not be covered or obstructed at any time for any reason. No locks or chains will be placed on any door of the theater. Under no circumstance should any automatic closing device or panic hardware be removed from any door of the facility.
- C. No lighting instrument may be positioned in such a way that the body of instrument is within 18" of any sprinkler head.
- D. Standing in the aisles during a performance or event is not allowed. Portable seating shall not be placed in aisles at any time.

13. PREVENTION OF FACILITY DAMAGE AND DISFIGURATION

- A.** One courtesy walk-through of the facility is included in rental fee. If LESSEE requires additional admittance to facility before or after contracted time, a \$35.00 call-out fee will be charged.
- B.** No painting will be permitted inside the theater unless approved in writing by the Shop Foreman. In addition, no portion of the facility, including but not limited to rehearsal rooms, sidewalks or loading area shall be used by LESSEE for painting, construction or storage of scenery, props, costumes or other paraphernalia required for the staging of any type of performance without the written consent of the CLTP Shop Foreman.
- C.** No signs may be attached to any facility surface, furnishings or equipment without the Rental Coordinator's or Shop Foreman's prior written consent.
- D.** No adhesive of any kind will may be affixed to any permanent structure or feature of the facility. No adhesive-back stickers or decals shall be distributed to event patrons inside or outside the facility.
- E.** At no time shall LESSEE use electrical, lighting conduits, lighting fixtures, utility pipes or sprinkler systems as supports or as a source for attachments.
- F.** For any area where soil, humus, or other landscaping type materials or pens containing live animals are being used, a protective coating must be used on the floor such as visqueen plastic or a similar strength material.
- G.** No animals shall be brought on the premises without prior consent of the CLTP Rental Coordinator.
- H.** Holes may be drilled in stage floor only (with prior written permission of Shop Foreman.) Gaffers, spike and glow tape are the only types that may be used on the stage floor. **Absolutely no masking or duct tape may be used at any time!** No holes may be drilled or punched in any other facility surface, furnishings or equipment. This includes the use of push-pins, thumbtacks, or staples.
- I.** The LESSEE is responsible for the conduct of all persons admitted to the premises or any portion thereof.
- J.** No electrical tie-ins are permitted without expressed written consent of CLTP.

14. FOOD AND BEVERAGE

- A.** All concession materials and equipment are property of CLTP and are not included in the rental cost of the THEATRE. They may not be used by LESSEE. This includes, but is not limited to: paper cups, napkins, plates, coffee, filters, creamers, sugars, popcorn, salts, oils, soda guns, CO2, coffee machines, popcorn maker, linens and the like. Usage of the disposable goods incurs cost for CLTP and improper use/cleaning of equipment can result in a voidance of CLTP's Consumer Health Services License (food license).

- B.** When someone books the THEATRE and they plan to sell alcohol, they must have a liquor license or the individual or caterer who will sell the alcohol must have a liquor license.
- C.** If the bar at the Historic Atlas Theatre is used, it must be cleaned according to Health Code standards. Failure to do so will result in additional costs to be taken from LESSEE's security deposit.
- D.** No food may be prepared onsite at the THEATRE. This could result in a revocation of the CLTP Consumer Health Services License (food license). All food must be prepared elsewhere and brought in for consumption.
- E.** CLTP Rental Coordinator must be notified of the distribution of alcoholic beverages. If alcoholic beverages are to be served, LESSEE is responsible for checking of ID's. All bartenders must be TIPS trained in compliance with Wyoming state law.
- F.** If alcohol will be served at an event, it is the LESSEE'S responsibility and expense to hire security for the event to ensure orderly conduct is maintained. This may come in the form of off-duty police officers or a private security company.
- G.** Trash receptacles are located in the concession and lobby area, downstairs of house, onstage, and in the green room. All trash must be placed in proper receptacles. Failure to do so will result in additional cleaning charge. Additional bags can be requested from CLTP Rental Coordinator (or authorized agent).

15. PARKING

- A.** A LESSEE with special parking needs such as school buses or large capacity vans will arrange to have buses and other large vehicles drop-off and pick-up passengers only.
- B.** Parking large vehicles around the perimeter of the facility is not permitted.

CHEYENNE LITTLE THEATRE PLAYERS HISTORIC ATLAS THEATRE RENTAL RATES

Not for Profit Fee Schedule (as of May 2010)

Full Theatre Rental Costs

\$200.00	Rental Per Half Day (up to 4 hours)
\$350.00	Rental Per Full Day (up to 8 hours)
\$35.00	Rental Per additional hour over 8 hour base

Lobby Only Rental Costs (lobby included with theatre rental)

\$200.00	Per Day (8 hours)
\$20.00	Per additional hour over 8 hour base

Technical Costs (Required)

\$50.00	Four-hour flat rate for CLTP Rental Coordinator (or authorized agent)
\$100.00	Eight-hour flat rate for CLTP Rental Coordinator (or authorized agent)
\$20.00	Each additional hour beyond the four or eight hours covered in the flat rate fee schedule above for the CLTP Rental Coordinator (or authorized agent)
\$10.00	Hourly rate per each additional Tech Support Staff.

Add-On Costs

\$50.00	Per Half Day Rehearsal Day/Meeting Day (up to 4 hours)
\$100.00	Per Rehearsal Day/Meeting Day (up to 8 hours)
\$200.00	Per Technical Rehearsal/Meeting Day (requiring additional technical support).
\$100.00	Per Additional Performance on Same Day
\$50.00	Per Dark Day During Week
\$50.00	Per Load-In Day

NOTE:

All contracts are subject to a \$50 administrative fee, unless otherwise arranged with the CLTP Rental Coordinator.

Multi-day packages can be arranged through the CLTP Rental Coordinator and CLTP Managing and Artistic Director. Multi-day rentals are subject to approval within the constraints of CLTP production schedule.

It is highly recommended that all users familiarize themselves with CLTP Rental Rules & Policies to keep fees at a minimum.

For Profit and Private Usage Fee Schedule (As of May 2010)

Full Theatre Rental Costs

\$350.00	Rental Per Half Day (up to 4 hours)
\$600.00	Rental Per Full Day (up to 8 hours)
\$60.00	Per additional hour over 8 hour base

Lobby Only Rental Costs (lobby included with theatre rental)

\$350.00	Up to 8 hours
\$35.00	Per Each Additional Hour

Technical Costs (Required)

\$50.00	Four-hour flat rate for CLTP Rental Coordinator or authorized technician
\$100.00	Eight-hour flat rate for CLTP Rental Coordinator or authorized technician
\$20.00	Each additional hour beyond the four or eight hours covered in the flat rate fee schedule above for the CLTP Rental Coordinator or authorized technician
\$15.00	Hourly rate per each additional Tech Support Staff.

Add-On Costs

\$50.00	Per Half Day (decorating/setup/orientation meetings before event day) - up to 4 hours
\$100.00	Per Full Day (decorating/setup/orientation meetings before event day) - up to 8 hours

NOTE:

All contracts are subject to a \$50 administrative fee, unless otherwise arranged with the CLTP Rental Coordinator.

Multi-day packages can be arranged through the CLTP Rental Coordinator and CLTP Managing and Artistic Director. Multi-day rentals are subject to approval within the constraints of CLTP production schedule.

It is highly recommended that all users familiarize themselves with CLTP Rental Rules & Policies to keep fees at a minimum.

THE HISTORIC ATLAS THEATRE
Lease of Premises Agreement

This Lease made this _____ day of _____, _____, between the Cheyenne Little Theatre Players (“Lessor”), (hereinafter referred to as “CLTP”), and

LESEE: _____ Office Phone: _____

Organizational Contact: _____

Office Phone: _____ Other Phone: _____

Address:

City, State, Zip: _____

Email Address: _____

For and in consideration of the sum hereinafter specified, CLTP grants to the Lessee the use of the following Facilities. Specifically to comply with all terms listed in the CLTP policy manual for rules and regulations dated May 12, 2010, with exceptions only as written and signed by the Managing Director.

___ Theater/Lobby/Concession Area

___ Theater/Lobby

___ Concession Area

___ Lobby Only

Description of event: _____

On the following date(s): _____

Between the Hours of: _____ and _____

The Lessee agrees to pay CLTP the following usage fees for said space:

Rental Fee*:

\$ _____

Due upon Signing:

10% of Rental Fee:

\$ _____

Security Deposit: \$250.00

Administrative Fee \$50.00

TOTAL DUE

\$ _____

Due 15 days prior to event (Date: _____):

Balance of Rental Fee:

\$ _____

Other

\$ _____

TOTAL DUE

\$ _____

***Cost of CLTP Technical Staff Services will be determined following the completion of contracted program.**

In the event that CLTP or their authorized agent does not accept this contract, within 10 days, the total deposit received shall be refunded. Lessee hereby offers to rent from the CLTP the premises situated in the City of Cheyenne, County of Laramie State of Wyoming, described 211 West 16th Street (THE HISTORIC ATLAS THEATRE), upon the following TERMS and CONDITIONS:

1. MULTIPLE OCCUPANCY: It is expressly understood that this agreement is between the CLTP and each signatory jointly and severally. In the event of default by any one signatory each and every remaining signatory shall be responsible for timely payment of rent and all other provisions of this agreement.
2. UTILITIES: CLTP shall be responsible for the payment of all utilities and services.

3. **ORDINANCES AND STATUTES:** Lessee shall comply with all statutes, ordinances and requirements of all municipal, state and federal authorities now in force, or which may hereafter be in force, pertaining to the use of the premises. Lessee shall be solely responsible for any fines, court costs or similar amounts levied due to lessee's behavior or that of its agents.

4. **ASSIGNMENT AND SUBLETTING:** Lessee shall not assign this agreement or sublet any portion of the premises without prior written consent of the CLTP.

5. **MAINTENANCE, REPAIRS, OR ALTERATIONS:** Lessee shall be responsible for damages caused by their negligence and that of their members or guests. Lessee is responsible for snow removal from sidewalks on the date of the rental.

6. **INVENTORY:** Any furnishings and equipment to be furnished by CLTP shall be set out in a special inventory. The inventory shall be signed by both Lessee and CLTP concurrently with this Lease and shall be a part of the Lease. Inventory is not to be removed and remains the sole property of CLTP.

7. **DAMAGES TO PREMISES:** If the premises are so damaged by fire or from any other cause as to render them un-leaseable, then either party shall have the right to terminate this Lease as of the date on which such damage occurs, through written notice to the other party, to be given within fifteen (15) days after the occurrence of such damage; except that should such damage or destruction occur as the result of the abuse or negligence of Lessee, or its members or guests, then only CLTP shall have the right to termination. Should this right be excised by either CLTP or Lessee, then rent for the current month shall be prorated between the parties as of the date the damage occurred and any prepaid rent and unused security deposit shall be refunded to Lessee. If this Lease is not terminated, then CLTP shall promptly repair the premises and there shall be a proportionate deduction of rent until the premises are repaired and ready for Lessee's occupancy. The proportionate reduction shall be based on the extent to which the making of repairs interferes with Lessee's reasonable use of the premises. CLTP shall be responsible for no additional damages due to its inability to perform under this lease.

8. **INDEMNIFICATION:** CLTP, their agents or their employees shall not be liable for any damage or injury to Lessee, or any other person, or to any property, occurring on the premises or any part thereof or in common areas thereof. Lessee agrees to hold CLTP harmless from any claims for damages, no matter how caused, except for injury or damages for which CLTP is legally responsible.

9. **DEFAULT:** If Lessee shall fail to pay rent when due, or perform any term hereof, after not less than three (3) days written notice of such default given in the manner required by law to the CLTP, at their option, may terminate all rights of Lessee hereunder, unless Lessee, within said time, shall cure such default. In the event of a default by Lessee, CLTP may elect to (a) continue the lease in effect and enforce all their rights and remedies hereunder including the right to recover the rent as it becomes due, or (b) at any time, terminate all of Lessee's rights hereunder and recover from Lessee all damages they may incur by reason of the breach of the lease.

10. **SECURITY:** The security deposit set forth, if any, shall secure the performance of

Please Read: Important Theater/Lobby Rules and Policies

- Read all rules, regulations, policies and procedures carefully. The Lessee is responsible for adherence to all of the rules, regulations, policies and procedures!
- If you have a need that is NOT listed in the CLTP Rental Packet, you will NOT receive it (technical needs or otherwise) unless previously arranged with the Rental Coordinator. CLTP reserves the right to deny requests that are not in the rental packet.
- CLTP must have 10% deposit of Rental and the signed Lease of Premises Agreement to hold on to your dates.
- Please note if you have requested a date and another applicant is interested in renting the facility on the same date, the Rental Coordinator will contact you. If you are unable to execute a formal Lease of Premises Agreement and pay the 10% of the rental fee, your dates will be given up to the new applicant if the new applicant is able to sign the Lease of Premises Agreement/10% of rental fee.
- You must have a walk-thru with the Rental Coordinator (or authorized agent) prior to the rental period and at load-out. You are responsible for contacting the Rental Coordinator to set up the appointment:
AJaspersen@CheyenneLittleTheatre.org
- Preliminary Technical information (Appendix A in the CLTP Rental Packet) must be turned in 8 weeks before rental period begins (preferably with the Lease of Premises Agreement).
- Damage Deposit (\$250) is due to CLTP prior to moving into the space (preferably with the Lease of Premise Agreement).
- CLTP reserves the right to refuse any booking requests.
- All groups with children participating will have at least one adult per (10) children (defined as persons under the age of 18) at all times and in all spaces where children will be located. Noncompliance with this rule may result in immediate removal from the building.
- Bottled water only is permitted in the dressing rooms and backstage.
- No parking in loading area at any time.
- LESSEE is responsible for emptying garbage cans, replacing tables and chairs to original locations, gathering garbage in the theatre and lobby and any other general clean up of the theatre, both during and after the event. Failure to do so will result in additional cleaning fees.

This checklist is a summary of important rules and policies in the contract. Please sign below acknowledging that you have received and understand this checklist.

Lessee

CLTP Rental Coordinator

THE MARY GODFREY PLAYHOUSE

Lease of Premises Agreement

This Lease made this _____ day of _____, _____, between the Cheyenne Little Theatre Players (“Lessor”), (hereinafter referred to as “CLTP”), and

LESEE: _____ Office Phone: _____

Organizational Contact: _____

Office Phone: _____ Other Phone: _____

Address:

City, State, Zip: _____

Email Address: _____

For and in consideration of the sum hereinafter specified, CLTP grants to the Lessee the use of the following Facilities. Specifically to comply with all terms listed in the CLTP policy manual for rules and regulations dated May 12, 2010, with exceptions only as written and signed by the Managing Director.

___ Theater/Lobby/Concession Area

___ Theater/Lobby

___ Concession Area

___ Lobby Only

Description of event: _____

On the following date(s): _____

Between the Hours of: _____ and _____

The Lessee agrees to pay CLTP the following usage fees for said space:

Rental Fee*:
\$ _____

Due upon Signing:

10% of Rental Fee:
\$ _____

Security Deposit: \$250.00

Administrative Fee \$50.00

TOTAL DUE
\$ _____

Due 15 days prior to event (Date: _____):

Balance of Rental Fee:
\$ _____

Other
\$ _____

TOTAL DUE
\$ _____

***Cost of CLTP Technical Staff Services will be determined following the completion of contracted program.**

In the event that CLTP or their authorized agent does not accept this contract, within 10 days, the total deposit received shall be refunded. Lessee hereby offers to rent from the CLTP the premises situated in the City of Cheyenne, County of Laramie State of Wyoming, described 2706 E. Pershing Blvd. (THE MARY GODFREY PLAYHOUSE), upon the following TERMS and CONDITIONS:

1. MULTIPLE OCCUPANCY: It is expressly understood that this agreement is between the CLTP and each signatory jointly and severally. In the event of default by any one signatory each and every remaining signatory shall be responsible for timely payment of rent and all other provisions of this agreement.
2. UTILITIES: CLTP shall be responsible for the payment of all utilities and services.

3. **ORDINANCES AND STATUTES:** Lessee shall comply with all statutes, ordinances and requirements of all municipal, state and federal authorities now in force, or which may hereafter be in force, pertaining to the use of the premises. Lessee shall be solely responsible for any fines, court costs or similar amounts levied due to lessee's behavior or that of its agents.

4. **ASSIGNMENT AND SUBLETTING:** Lessee shall not assign this agreement or sublet any portion of the premises without prior written consent of the CLTP.

5. **MAINTENANCE, REPAIRS, OR ALTERATIONS:** Lessee shall be responsible for damages caused by their negligence and that of their members or guests. Lessee is responsible for snow removal from sidewalks on the date of the rental.

6. **INVENTORY:** Any furnishings and equipment to be furnished by CLTP shall be set out in a special inventory. The inventory shall be signed by both Lessee and CLTP concurrently with this Lease and shall be a part of the Lease. Inventory is not to be removed and remains the sole property of CLTP.

7. **DAMAGES TO PREMISES:** If the premises are so damaged by fire or from any other cause as to render them un-leaseable, then either party shall have the right to terminate this Lease as of the date on which such damage occurs, through written notice to the other party, to be given within fifteen (15) days after the occurrence of such damage; except that should such damage or destruction occur as the result of the abuse or negligence of Lessee, or its members or guests, then only CLTP shall have the right to termination. Should this right be excised by either CLTP or Lessee, then rent for the current month shall be prorated between the parties as of the date the damage occurred and any prepaid rent and unused security deposit shall be refunded to Lessee. If this Lease is not terminated, then CLTP shall promptly repair the premises and there shall be a proportionate deduction of rent until the premises are repaired and ready for Lessee's occupancy. The proportionate reduction shall be based on the extent to which the making of repairs interferes with Lessee's reasonable use of the premises. CLTP shall be responsible for no additional damages due to its inability to perform under this lease.

8. **INDEMNIFICATION:** CLTP, their agents or their employees shall not be liable for any damage or injury to Lessee, or any other person, or to any property, occurring on the premises or any part thereof or in common areas thereof. Lessee agrees to hold CLTP harmless from any claims for damages, no matter how caused, except for injury or damages for which CLTP is legally responsible.

9. **DEFAULT:** If Lessee shall fail to pay rent when due, or perform any term hereof, after not less than three (3) days written notice of such default given in the manner required by law to the CLTP, at their option, may terminate all rights of Lessee hereunder, unless Lessee, within said time, shall cure such default. In the event of a default by Lessee, CLTP may elect to (a) continue the lease in effect and enforce all their rights and remedies hereunder including the right to recover the rent as it becomes due, or (b) at any time, terminate all of Lessee's rights hereunder and recover from Lessee all damages they may incur by reason of the breach of the lease.

10. **SECURITY:** The security deposit set forth, if any, shall secure the performance of

Please Read: Important Theater/Lobby Rules and Policies

- Read all rules, regulations, policies and procedures carefully. The Lessee is responsible for adherence to all of the rules, regulations, policies and procedures!
- If you have a need that is NOT listed in the CLTP Rental Packet, you will NOT receive it (technical needs or otherwise) unless previously arranged with the Rental Coordinator. CLTP reserves the right to deny requests that are not in the rental packet.
- CLTP must have 10% deposit of Rental and the signed Lease of Premises Agreement to hold on to your dates.
- Please note if you have requested a date and another applicant is interested in renting the facility on the same date, the Rental Coordinator will contact you. If you are unable to execute a formal Lease of Premises Agreement and pay the 10% of the rental fee, your dates will be given up to the new applicant if the new applicant is able to sign the Lease of Premises Agreement/10% of rental fee.
- You must have a walk-thru with the Rental Coordinator (or authorized agent) prior to the rental period and at load-out. You are responsible for contacting the Rental Coordinator to set up the appointment:
AJaspersen@CheyenneLittleTheatre.org
- Preliminary Technical information (Appendix A in the CLTP Rental Packet) must be turned in 8 weeks before rental period begins (preferably with the Lease of Premises Agreement).
- Damage Deposit (\$250) is due to CLTP prior to moving into the space (preferably with the Lease of Premise Agreement).
- CLTP reserves the right to refuse any booking requests.
- All groups with children participating will have at least one adult per (10) children (defined as persons under the age of 18) at all times and in all spaces where children will be located. Noncompliance with this rule may result in immediate removal from the building.
- Bottled water only is permitted in the dressing rooms and backstage.
- No parking in loading area at any time.
- LESSEE is responsible for emptying garbage cans, replacing tables and chairs to original locations, gathering garbage in the theatre and lobby and any other general clean up of the theatre, both during and after the event. Failure to do so will result in additional cleaning fees.

This checklist is a summary of important rules and policies in the contract. Please sign below acknowledging that you have received and understand this checklist.

Lessee

CLTP Rental Coordinator

APPENDIX A

PRELIMINARY TECHNICAL INFORMATION

Name of Contact: _____

Telephone: _____

Sound

Will sound amplification be required? _____

CD Player? _____

Will you be using a live band? _____

If so what instruments will be used? _____

Number of vocal mikes (separate from band) required? _____

Set-up

Tables or chairs on stage? _____

Number of each? _____

Will you need a lectern? _____

Backdrop-black velour (when open stage is available)? _____

Lighting

Will stage lighting be required? _____

Follow spots? _____ One or two: _____

Will you have any special lighting requirements?*

** This is subject to availability in relation to the THEATRE performance schedule and all lighting adjustments must be completed at least 1 week in advance.*

Please describe _____

PLEASE RETURN THIS APPLICATION TO CLTP WITH THE
THEATRE LEASE CONTRACT. THIS ENSURES AS MANY OF
YOUR TECHNICAL NEEDS AS POSSIBLE CAN BE MET.

APPENDIX B PRODUCTION CONTACT SHEET

Please fill out all applicable fields and return the contact sheet to the CLTP one week prior to first rental date. Contact information is for theater use only and will not be provided to any other parties. Extra rows have been provided as needed. Please only provide technical or management personnel we may have to contact in an emergency.

Production

Title	Name	Phone	E-Mail
Organizational contact*			
Executive Director/Manager (if Applicable)			
Stage Manager			
Technical Director*			
Scenic Designer (if Applicable)			
Lighting Designer (if Applicable)			
Sound Designer (if Applicable)			
Costume Designer (if Applicable)			
Ushers (if applicable)			
Security (if Applicable)			

LESSEE's Initials _____

* required personnel

APPENDIX C
ACCIDENT REPORT FORM

Date _____ Organizational Contact Person _____

Event: _____

Accident Location and Time: _____

Description of Accident: _____

Person Involved in Accident:

Name: _____

Address: _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____

Male ____ Female ____ Age _____

Person's Statement of what occurred: _____

Witnesses Who Were Present At Location:

Name: _____

Address: _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____

Witness's Statement of What Occurred: : _____

Name: _____

Address: _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____

Witness's Statement of What Occurred: _____

Facility Personnel Called To Accident Scene:

Name: _____ Title: _____

Facility Personnel's Statement _____

First Aid given _____ yes _____ no If no, why? _____

If yes by whom? _____

First Aid Attendant's Statement _____

Was Ambulance or 911 called? _____ yes _____ no

Did Person Involved in Accident Deny Transport? _____ yes _____ no

Hospital Transported to (if Known): _____

Did Patron Decide to Leave Facility? _____ yes _____ no

Did Patron Decide to watch the Performance? _____ yes _____ no

Additional Information: _____

CLTP Personnel Called to the Accident Scene:

Name _____ Title: _____

Statement: _____

Organizational Contact Person's Statement: _____

Report Completed By: _____ Date: _____