Prospect Playhouse - Booking Agreement

This Agreement is in respect of the rental of the Prospect Playhouse (the “Theatre”) by the Cayman Drama Society (“CDS”) to [*Name of Charity Event*] (the “Charity Organizer”) for the Event and Period set out in this Agreement (the “Rental Period”) and according to the terms set herein.

## Charity Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Organizer Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## CDS Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Event Requirements

|  |  |
| --- | --- |
| Stage & Auditorium |  |
| Lighting |  |
| Sound |  |
| Stage Manager |  |
| Set & Stage Area |  |
| Upstairs Areas |  |
| Curtain Call Bar |  |
| Cleaning |  |
| Other |  |

**The Charity Organizer agrees to the terms and conditions set out in this Agreement**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Acknowledged on behalf of the Cayman Drama Society**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# TERMS AND CONDITIONS OF RENTAL

1. The Charity Event is allowed to rent the theatre a maximum of 1 week (7days) this includes rehearsals and show days.
2. When booking the theatre for an external event there is a 6 week blackout period before a CDS Musical and a 4 week blackout period before a CDS Play that needs to be taken into account.
3. The charity event organizer will undertake a check-in at the commencement of the Rental Period with the CDS Contact and a check-out following the end of the Rental Period. At this time procedures in respect of theatre opening, usage and theatre closing will be agreed.
4. For rehearsals, unless otherwise agreed and stated within this Agreement, are for a maximum time of 4 hours maximum with the use of a single air conditioning unit only together with general/work lighting. It does not include use of any stage lighting or sound equipment.
5. No use of any Theatre equipment or facilitates is permitted other than that specified in this Agreement. CDS shall treat any unauthorized access to the Theatre other than the days and times permitted by the Agreement, as trespass.
6. No equipment may leave the Theatre.
7. No microphones, costumes or props of the theatre may be used by the charity event.
8. During the rental period it is the responsibility of the Charity Organizer to keep all areas used of the Theatre clean and tidy.
9. It is the responsibility of the Charity Organizer to ensure that the public areas of the Theatre (foyer, restrooms, auditorium, entrance) are clean and tidy prior to and after each performance or event.
10. Should any supplies be required, the Charity Organizer should liaise with the CDS Contact.
11. Bar, bar supplies and bar staff are the responsibility of CDS. The bar area is closed during all rehearsals. Only during show times will the bar be open for the public and charity event participants.
12. Outside food and beverages are not permitted.
13. Operators of CDS technical equipment, including lighting and sound equipment, are required to be trained and/or certified by CDS. CDS reserves the right to deny use of its equipment if in its opinion the proposed operator of that equipment is not capable of doing so safely or in a manner adequate for the quality of the event.
14. Any adjustments to physical on-stage elements or lighting and sound settings must be returned to their original settings after the rental period. Should this not occur, CDS may levy a charge to correct such settings.
15. The Charity Organizer agrees to provide adequate adult supervision at all times of children involved in their event.
16. CDS retains the right to enter the Theatre at any time during the Rental Period and to use the Theatre for other purposes during this time provided such activities do not disrupt or conflict with the use of the Theatre as set out in this Agreement.