

# Bama Theatre Renter Form

30 days prior to event- fill out the following form and send to David Allgood (bamatheatre@tuscarts.org):

- Provide a request for the marquee- no more than 25 letters per line. May be edited by theatre manager for spacing purposes.
- Marquee layout (3 lines):
  - Presenting Organization
  - Event Title
  - Date/ Time
- Insurance Company (if requested by David Allgood)
- Security (if requested by David Allgood)
- Parking Requirements (for events with tour buses)
- Sound/ Lighting (Renter is responsible for securing any sound and lighting requirements)
- Arrival time per date
- Load- in time
- Time for box office to open
- Time for front doors to lobby open
- Time for house doors to open
- Ticket provider/ link or location to purchase tickets
- Length of show, show times and intermission if applicable
- There are additional fees for some equipment listed on: [bamatheatre.org/rentalinformation](http://bamatheatre.org/rentalinformation).
- Bama Theatre does not provide staffing or labor for events.
- Notify the Theatre Manager if using spiral staircase dressing rooms on stage left.
- Rental of the theatre is from 8:00am-12:00am. Renters may not load in early, \$150 per hour for any hour past midnight on rental dates. All props/sets/possessions must be removed from the theatre prior to midnight.
- Deposit is due prior to event.
- Email [marketing@tuscarts.org](mailto:marketing@tuscarts.org) for Bama Theatre logo and appropriate uses if desired for promotional materials.
- Please note the correct spelling for the venue is “Bama Theatre” **NOT** “Bama Theater”

## Bama Theatre Renter Guidelines

*Read carefully and initial next to each line. It is your responsibility to enforce these regulations with all members of your group.*

### Backstage:

- \_\_\_\_\_ Food and drinks only allowed in the Green Room. No food or drink in dressing rooms or star dressing room.
- \_\_\_\_\_ No food or drink in the house of the theatre during rehearsals.
- \_\_\_\_\_ Renter must report damage to any part of the theatre.
- \_\_\_\_\_ Everything moved must be put back at the end of the rental period.
- \_\_\_\_\_ Do not leave props/sets/instruments or possessions of any kind after your rental period is complete- the theatre is not responsible for loss or damages and will not store your property. *There will be \$150 per day storage fee for property left behind.*
- \_\_\_\_\_ Renters with large casts or children need to provide first aid kits backstage.
- \_\_\_\_\_ Stage door should remain closed and locked or provide security during rehearsals and events. Only authorized personnel allowed backstage.
- \_\_\_\_\_ No painting, spray adhesives or spray paint inside theatre, backstage or on sidewalk. Painting of any kind only permitted in the alley, away from the walls, with a drop cloth. *There will be a \$150 fine for paint used backstage per use.*
- \_\_\_\_\_ No writing on walls.

### Front of House:

- \_\_\_\_\_ Access to bar area and ice machine by permission only.
- \_\_\_\_\_ Tables and chairs are available for rent.
- \_\_\_\_\_ The basement and bar area are off limits to cast and crew.
- \_\_\_\_\_ Access to the credit card machine in the box office must be approved prior to performance date.
- \_\_\_\_\_ There is an ethernet cord specified for plugging in laptops for Internet in box office, do not unplug or plug in any additional cords in Netgear box. You will be charged the fee we pay TUSCOM for fixing technology issues if this occurs.
- \_\_\_\_\_ Credit Card Machine Requirements:
  - At the end of each show you must provide all credit card slips to the Theatre Manager
  - You will be paid by check after the show for the credit card amount minus 5% (to cover charged from credit card company)
- \_\_\_\_\_ Facility Fee: \$1 per ticket for all tickets \$.00-\$19.99; \$2 per ticket for all tickets \$20.00 +
- \_\_\_\_\_ Maximum of 10% of audience may be complimentary tickets exempt from facility fee. All complimentary tickets exceeding 10% of total audience will be included in facility fee assessment of \$1 per ticket.

### General Rules:

- \_\_\_\_\_ No use of front of house restrooms or Greensboro Room on rehearsal days or before doors open on performance days unless paying to rent Greensboro Room, no exceptions.
- \_\_\_\_\_ Do not use, throw away or move any items in the theatre, backstage, Greensboro Room, Box Office or Bar area that do not belong to your organization. Contact theatre manager with questions.
- \_\_\_\_\_ Do not put anything on walls without permission. NO SCOTCH TAPE. Only masking or painter's tape allowed on the walls. Renter is responsible for damages.

- \_\_\_\_\_ If taking garbage outside to alley, garbage can only be placed in the garbage bin marked for the Bama Theatre.
- \_\_\_\_\_ You will be charged for any damage to the theatre.
- \_\_\_\_\_ Payment in full must be paid on or before the day of the show.
- \_\_\_\_\_ Final ticket count and restoration fee must be paid at the close of the rental period.
- \_\_\_\_\_ Bama Theatre Public Wireless Internet is available as a courtesy but is not a service provided by the Bama Theatre for renters. Internet connectivity issues are not the responsibility of the Bama Theatre staff.
- \_\_\_\_\_ Do not use images of the Bama Theatre from the website or google image search without giving credit to the photographer.
- \_\_\_\_\_ If you are performing a school show with school buses being dropped off, you must contact TDOT and coordinate the bus pick-up and drop off. Dial 311 and ask for Reggie Kennedy to coordinate this free and mandatory service.

[bamatheatre.org/rentalinformation](http://bamatheatre.org/rentalinformation)

## **Bama Theatre House Rules**

- No Smoking within Bama Theatre or in front of entrances.
- Do not take alcoholic beverages of any kind outside.
- Recording and flash photography not permitted during films or performances.
- Please take your trash to receptacles in lobby.
- No gum permitted.
- Treat the Historic Bama Theatre with respect: do not climb on walls or seats.
- Do not leave children unattended.
- You must be 21+ to drink, we check ID's

**Restrooms are located in the Greensboro Room and upstairs in the Junior League Gallery.**