

# REGENCY THEATRE CONDITIONS FOR HIRE PT. 1 (AMMENDED JANUARY 29<sup>TH</sup> 2023)

The conditions of hire, laid out herein, must be read and submitted with payment of the \$500 deposit. Confirmation of the rental will only be given upon payment of the full deposit.

## RENTAL CHARGES

A flat rate fee of **\$1,500 BSD** per performance **inclusive of light and sound**.

## NON-TECH REHEARSALS

**\$150** per rehearsal for up to three (3) hours on stage with work lights only and **without air-conditioning**.

**\$350** per rehearsal for up to three (3) hours on stage with work lights only and **with air conditioning**.

## TECHNICAL REHEARSALS

**\$450** per rehearsal inclusive of air-conditioning, sound and light technicians

*(For most shows, a minimum of one full tech rehearsal is required.)*

Anything over three (3) hours will be billed at **B\$50** for each **additional 30 minutes over** the three (3) hour period. Rehearsals are in three hour blocks on one day. Times must be fully agreed in advance. Billing for rehearsals begins from the agreed time. A Regency Theatre representative will keep a signature based log of all rehearsal times. Penalties for late cancellation of rehearsals will be applied to invoices. If we have lost the opportunity to rent out the theatre and your production does not proceed, no refund will be given. You may not build any set or assume the stage is solely yours during your rehearsal time unless fully clarified in writing. We may have other people using the stage at the same time as you. If air conditioning is required for a non-dress/tech rehearsal, the Guild contact person must be notified at least one (1) day in advance in order for the same to be turned on early in the day as required for full comfort and convenience. Only Regency Theatre trained technicians are to utilize any Regency Theatre lights/sound/projector equipment. Any/all key holders to the Regency Theatre must ensure the Regency Theatre is fully secured at the end of all rehearsals. Any/all damage or loss occurring as a result of the negligence of a key holder/renter will result in any/all costs thereon being applied to invoices.

## STAGE MANAGER

Not inclusive of the rental hire fees. A stage manager is required. Please ask your Rental Director for more information on booking a stage manager for your production.

## DEPOSITS

A deposit of **\$500** is payable at time of signing the agreement to ensure desired dates are held. The remainder of the fee is billed after the close of production. **Payment in full is due within ten (10) days** of the date of invoice. *A late fee of 5% will be charged on any invoice not paid within ten (10) days.* An additional refundable deposit of \$250.00 may be payable before the production against any possible cleaning charges required at the completion of the contract.

## EQUIPMENT AND PERSONNEL

The hire charges do not include the use of flats or of any equipment in the theatre, e.g. furniture, props, costumes, paint, etc. Permission must be sought from the Board of Directors for the use of such items prior to their use. There will be a fee levied for the use of the same at \$10 per item. Permission must be sought from the Board of Directors (Rental Director) for any painting to be done to any area of the stage or equipment; additional guidelines will be supplied thereon. If the backdrop is painted, it must be returned to its original colour at time of rental. Painting of props will not be conducted on the stage and will be brought onto the stage once fully dried. Do not use nails on stage. Use only screws to secure things to the stage area. Ask for clarification on any points if necessary. A walk through inspection of the theatre will be conducted upon execution of this agreement, on completion of the contract and prior to production date by both parties herein. This inspection could include a diagram of all items related for evaluation of any and all damage conducted in the pursuit of the rental. You may only build a fixed set with express permission from the Board of Directors (Rental Director). Only Regency Theatre trained technicians/volunteers (lights, sounds, stage manager and Regency stage crew) are to operate any Regency Theatre lights/sound equipment. Please remember that a 'Technical Rehearsal' is for the main purpose of rehearsing technical aspects of the production. Whilst the tech crew aim to meet all your requests, last minute demands are not always possible to accommodate. All tech crew are trained and work only on a volunteer basis. Due to fire regulations, no electrical equipment of any kind may be brought into the theatre.

## FOOD AND DRINK

Owing to license regulations, it is not possible to sell food in the theatre or foyer at any time. However, if the renter's production requires food such as for a gala event or all day seminars, all such permission must be sought from the Board of Directors prior to the event. The Regency Theatre bar facility will be open for the purchase of drinks during a renter's production and staffed by the Freeport Players' Guild. Food and drink are not allowed in the auditorium area at any time, without exception. In the event the auditorium sustains damage as a result of food or beverage, the renter will be invoiced for the repair of same.

## CLEAN UP CHARGES

Ensure a representative completes an *Inspection Agreement* at the start and end of your rental period. Clean up charges are applicable to rentals. If the stage and wings are left unclear after your event, a charge of up to \$150 will be imposed. If the

dressling rooms or back stage area is left dirty and unclear a charge of up to \$150 will be imposed. It is expected that all areas of the theatre will be left in the condition in which they are found. Should this not be the case, a charge of up to \$250 will be levied. Any damages sustained in any area of the theatre as a result of the rental herein, will be assessed and invoiced to the renter.

#### **PENALTIES**

Any rehearsal cancelled without a 24 hour notification to the Regency Theatre, will be subject to a 50% charge of the rehearsal cost. Any performances cancelled without a 7 day notification to the Regency Theatre, will be subject to a forfeit of the deposit given therein. All set pieces and large props must be removed within from the premises within 30 days, after which a \$100 storage fee will be charged, or \$50 if those items are used by the Guild. After a year of storage, all items become the property of the Freeport Players' Guild and can be either kept, dismantled or disposed of. The theatre is not responsible for items left behind after a rental production.

#### **ACTS OF GOD**

In the event of an act of God, or an act out of the control of either party hereto, which prevents the production on a particular evening, the renter must reschedule the production for the first available date of mutual convenience in order to not become liable for penalties as aforesaid. Alternatively, should the renter not reschedule forthwith all said penalties are applicable.

#### **RESERVATION OF RIGHTS**

The Freeport Players' Guild reserves the right to use any images - of any productions conducted at the Regency Theatre for the promotion of the Regency Theatre or the Freeport Players' Guild, unless otherwise specified by either party hereto in writing.

#### **LEGALITIES**

The Freeport Players' Guild assumes you have all the required permissions from all necessary legal entities for your production. It is the sole responsibility of the rentee to acquire all permits and licenses necessary for their production. The Freeport Players' Guild (renter) is not responsible and cannot be held liable for non-compliance or any oversight on the part of the rentee.

#### **THEATRE CAPACITY**

**THE NUMBER OF TICKETS PRINTED MUST NOT EXCEED THE SEAT CAPACITY IN THE THEATRE, WHICH IS A TOTAL OF 370. DUE TO FIRE REGULATIONS, THE FREEPORT PLAYERS' GUILD RESERVES THE RIGHT TO REFUSE ADMITTANCE TO PATRONS ONCE CAPACITY IS MET.**

**Please fill out the part 2 of the rental agreement below:**

The Production Request Form must be received well in advance of the production to ensure that your needs are met. The Regency Theatre cannot guarantee fulfillment of last minute stage requests.