

# MAR-VA THEATER RENTAL CONTRACT

## NON-PROFITS

effective 4/1/2012

The following information represents rental charges applicable to non-profit organizations renting the Mar-Va Theater. These rates are subject to change. Please contact the theater at 410-957-4230 or [katy@marvatheater.com](mailto:katy@marvatheater.com) to confirm rates or for more information.

- The date of your event will be reserved **only** after a nonrefundable deposit of **\$250** and **completed** rental form are received at least 90 days in advance of the event.
- Basic theater rental charges applicable to non-profit organizations are **\$350** for each day of use.
- If the renter desires a key for the duration of their rental, there is a **\$50** charge refundable upon the return of the key at the completion of your rental. The renter is responsible for securing the space prior to exiting.
- Should the renter want alcoholic beverages at their event, there is an additional **\$100** charge per day to cover the liquor license. Under Maryland law, the Mar-Va Theater is responsible for purchasing and serving all alcohol in this situation.
- Unless prior arrangements are made, all **known** charges must be **paid in full** at least ten days prior to the first day of use. Advance deposit cannot be deducted. It will be applied to the bill for any charges not known in advance. If an over payment occurs, the excess will be paid by the Mar-Va to the renter within five days of the last day of use.
- A janitorial fee of **\$50** will be charged for cleanup after each rehearsal and performance. If a single performance attendance is 300 or more and/or the balcony is used, the fee increases to **\$75**.
- For productions requiring the theater to provide professional operators for theater stage lighting and sound systems, the renter will be billed whatever charges are received by the Theater. Only Mar-Va approved lighting or sound operators or a Marva staff or board member may operate the sound and lighting equipment. Unauthorized use can result in you incurring expenses to repair or replace damaged equipment.
- The sound and or lighting equipment **must** be left in the presets as they were found. If this is not done, an equipment reset charge of up to **\$50** will be added to the invoice.
- Any props used must be removed from the theater **immediately** after the event, unless specified by the Theater Manager or Board of Directors.
- If any physical changes (i.e. seats removed or replaced, lighting or sound changes, etc.) are needed to be done by the Mar-Va Theater, you must let the Theater Manager know at least **two weeks** prior to the event. Otherwise, no physical changes will be made.
- Please note: maximum capacity of the dressing rooms is 10 people at any one time, for each room. All food and drink is to be removed after each rehearsal and performance. All spills, etc. are your responsibility and need to be cleaned up immediately.
- The Concession Stand will be open on rental events at the discretion of the Mar-Va Theater, but not at any time that will cause a distraction during a live performance.
- The first and third weekend of every month is reserved for the Mar-Va movie weekends. Rentals will not be scheduled during these weekends.
- Only **painter's tape** is to be used on the stage floor. All tape **must** be removed after your event.

# Rental Application



## Organization Information

Name of Organization	
Street Address	
City ST ZIP Code	
Phone	
Non-Profit? Yes/No	

## Contact Information

Contact Name	
Position	
Street Address	
City ST ZIP Code	
Phone	
Work Phone	
E-Mail Address	

## Event Information

Type of Event \_\_\_\_\_

Dates of Event \_\_\_\_\_

Time(s) \_\_\_\_\_ Length of Event \_\_\_\_\_

Dates & Times of Rehearsals \_\_\_\_\_

Ticket Price(s) \_\_\_\_\_

Selling Advance Tickets? **Yes / No**

If yes, where? \_\_\_\_\_

Need Lighting Operator? **Yes / No**

If yes, please specify dates and times needed: \_\_\_\_\_

Need Sound Operator? **Yes / No**

If yes, please specify dates and times needed: \_\_\_\_\_

Need Microphones? **Yes / No**

If yes, please specify how many of each are needed: \_\_\_\_\_

## Website Information

The Mar-Va Theater Performing Arts Center wants to see your event succeed. We will include your event on our website at no cost. Please list any information you would like included on our website.

## Special Requests or Comments

My signature below signifies that I am aware that the Mar-Va does not carry accident or hospitalization insurance on any participant or spectator. Furthermore, I agree that I will have no claim against the Mar-Va, its employees, volunteers, or sponsors for any losses or injuries that I or my guests may sustain while participating in or watching the above event or program. I also give the Mar-Va permission to render what first aid or emergency service deemed necessary, without cost to the Mar- Va, its staff or volunteers. I have reviewed this with the staff and all others in our organization supporting this event.

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Renter Signature

Date

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Event Name

Event Date(s) & Times

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Theater Manager

Date

Please sign and return a copy of this Rental Contract and Application (**including the first page**) to:

Mar-Va Theater  
103 Market St.  
Pocomoke City, MD 21851