

Presque Isle District Library Rogers Theater Rental Agreement

Responsible Party/Name: _____ Telephone: _____

Name of Organization/Business: _____

Address: _____

Email: _____

Non-Profit: Private Business: Other Organization:

Please attach proof of non-profit status to this agreement form.

Rental Option: Facility Only Facility and Film

Purpose of Rental: _____

Times requested for use: Please include set-up time if applicable.

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____

Anticipated Attendance _____ (Please be sure to fill out an attendance sheet on the day of the event)

Technology Assistance:

Do not have any equipment needs Library Equipment Needed (Check all that apply below)

*Charge may be assessed for special equipment-please arrange ahead-all payments to be made at time of meeting or before, unless prior payment arrangements have been made.

____ Concessions ____ Screen ____ DVD Player ____ LCD Projector ____ Laptop or Computer Equipment*

____ Microphone and Speakers ____ Supplies* ____ Zoom

***Technology use requires MANDATORY Tech check prior to event.**

The undersigned agrees to the terms and conditions set forth in the attached Rogers City Theater usage Policy.

Authorizing official representing "The Renter" (signature required) Print Name

Authorizing official representing Presque Isle District Library (signature required)

Date: _____

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Information Page

Concessions: If selected, the theater concession stand will be open and staffed by theater personnel. All set-up, operation, and closing of the stand will be managed by theater personnel. If Renter requests theater concessions for an event, no concurrent food or drink can be sold on the premises (bake sale, etc.). All proceeds from the concession stand directly benefit the Presque Isle District Library.

Screen: The projection screen is available to the renter, for the purposes of projecting images, video, slideshows, etc. Any media projected must be saved on a USB flash drive and provided to the theater manager at least five days before the scheduled event.

DVD Player: The theater is equipped with a DVD/Blu-ray player that is available for the Renter's use. Any Hollywood produced DVD/Blu-ray screened publicly at the Rogers Theater **must have a viewing license**. Please see <http://www.swank.com> for the options available under the Presque Isle District Library's license. To screen a film not listed with Swank, the Renter is responsible for purchasing the proper license. Independently produced DVD/Blu-rays must have written approval and/or authorization from the creator and/or entity holding the copyright giving permission for public screening. A copy of such document must be on file with the theater manager at least five days prior to the event. Please contact the theater manager with any question concerning licensed approved DVDs/Blu-rays.

Microphone and Speakers: Currently, the Rogers Theater has a limited microphone system. Microphones available to the Renter for an event include:

- Wireless handheld microphone (1)
- Corded, Multi-directional microphones (2)

Please contact the theater manager with any microphone related questions/concerns.

Advertising: Depending on the event, the Renter may have access to promote on the theater marquee, on-site at theater, and other forms of advertising. Please contact the theater manager regarding advertising and promotional options. Any form of advertising and promotion related to the theater will be decided at the discretion of the theater manager.

Final Note: For events requiring tech equipment, a tech rehearsal may be required. This is determined by the theater manager. It is the Renter's responsibility to contact the theater manager to provide all information related to the technical aspects of the planned event including audio/visual components and logistics prior to the event. If a tech rehearsal is required, the theater manager and Renter will schedule a date/time no later than five days prior to the event. If a tech rehearsal is not fulfilled by the Renter due to neglect and/or unforeseen absence to pre-arranged date, then the event may be cancelled.

Contact Information: Daniel Bielas, Theater Manager, rct@pidl.org