

Presque Isle District Library
Rogers Theater Rental Agreement

revised 3/22

Organization/Business/Individual: _____

Contact Person: _____

Address: _____

Email: _____ Phone: _____

Non-Profit: _____ Private Individual: _____ For Profit: _____

Please attach proof of non-profit status (if applicable) to this agreement form.

Purpose of Rental: _____

Estimated Attendance: _____ (Theater capacity is 285 seats)

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

Monday: _____	Set up time: _____	Time of Event: From: _____ To: _____
Tuesday: _____	Set up time: _____	Time of Event: From: _____ To: _____
Wednesday: _____	Set up time: _____	Time of Event: From: _____ To: _____
Thursday: _____	Set up time: _____	Time of Event: From: _____ To: _____
Friday: _____	Set up time: _____	Time of Event: From: _____ To: _____
Saturday: _____	Set up time: _____	Time of Event: From: _____ To: _____
Sunday: _____	Set up time: _____	Time of Event: From: _____ To: _____

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

____ No equipment nor tech assistance required

____ Tech equipment (sound and AV support) required. All slideshow presentations must be provided in advance of program and in a ppt compatible format. Theater laptop computer use only.

*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* (including food and beverage requests)

Rental Fee: _____ Deposit: _____

The undersigned agrees to the terms and conditions set forth in the attached **Rogers Theater Usage Policy**. Please make check payable to Presque Isle District Library, and mail to 181 E. Erie Street, Rogers City, MI 49779. Please sign, scan and return rental agreement via above address and/or email to director@pidl.org, annebelanger@pidl.org, and rct@pidl.org

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

Authorizing official representing Presque Isle District Library (signature required) Date

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Addendum – Part A

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 the theater personnel. If Renter requests theater concessions for an event, no concurrent food or drink can be sold on the premises (bake sales, 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 Rogers Theater is equipped with a DVD/Blu-ray player that is available for the Renter's use. Major film distribution on DVDs/Blu-rays 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 films/media on 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 questions 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 (quantity of 1)
- Corded stand microphones (multi-directional mics quantity of 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 promotion options. Any form of advertising and promotion related to the theater will be at the discretion of the theater manager.

Final Note: For events requiring technical 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

updated 5/23