

Presque Isle District Library

Rogers Theater Rental Agreement

Contact Person: _____

Phone: _____

Organization/Individual Hosting

Event: _____

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 the program/presentation date via thumb drive in a PPT compatible format. Theater laptop computer use only. *Charge may be assessed for special equipment.

_____ 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 checks 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, annabelanger@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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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 (PIDL).

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 PIDL'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: Renters are responsible for their own advertising and marketing strategies. Depending on the event, the Renter may have access to promote on the theater marquee or on-site at the theater. Any form of advertising and promotion related to the theater will be decided at the discretion of the theater manager.

The following disclaimer should be included in advertising and promotion of your event.

"Presque Isle District Library does not endorse nor represent the party renting the Rogers Theater. The views and opinions expressed in this program are those of the speakers, filmmakers, and/or presenters and do not necessarily reflect the views or positions of PIDL nor any entities they represent."

Rules & Regulations: All events held at the Rogers Theater must abide by the Rogers Theater Usage Policy, in addition to the policies and bylaws of the Presque Isle District Library. PIDL reserves the right to deny theater rental to any programs or organizations that conflict with these policies and bylaws.

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