

Date Requested:		
Start Time of Rental:	AM/PM	End Time of Rental: AM/PM
Start Time of Event:	AM/PM	End Time of Event: AM/PM
Organization/Business Name: Philadelphia Sisters		
Name of Event:		
Event Type (public, ticketed, invitation only, etc.):		
Primary Contact Name:		DOB:
Street Address:	City:	Zip:
Email Address:	Phone Number:	
Secondary Contact Name:		
Street Address:	City:	Zip:
Email Address:	Phone Number:	

Palace Theatre Rental Fees

Fee	Peak Hours (Thurs – Sat)	Non-peak Hours (Sun-Wed)
4 Hour Rental	\$1000	\$500
Additional Hour	\$175	\$75
Food/Drink Estimate		
Setup/Takedown Fee	\$150	\$150
Security (\$58.50 per officer/hour)		
TOTAL ESTIMATED FEES		
50% Rental Deposit		

Rental Deposit must be paid to hold this date for your event.

FACILITY USE REQUEST

Palace rental includes the following. Please indicate if using:

	Palace Stage		Patio Tables/Chairs
	Backstage/Changing Rooms		Marquee
	Seat n Serve (Plated)		Bar Usage
	Buffet Style		Garden Chairs
			Audio/Visual Equipment

MARQUEE

Please note that the use of the Marquee is included based on reasonable requests. Please indicate what you would like for your event. The Palace Theatre determines the dates that the Marquee will be dedicated to your event.

Line 1 (21 characters including spaces):

Line 2 (21 characters including spaces):

EVENT DETAILS

Type of Entertainment

Schedule of events on stage

List of use other than stage (sidewalk performers, etc.)

FOOD & ALCOHOL GUIDELINES

Please initial:

____ Lessee may NOT allow guests to bring their own drinks or food to the event.

____ If Lessee wishes to serve food and drinks at this event, it MUST be purchased and provided by Billy's Grille and Bar.

___ No outside catering, vendors, or food trucks will be allowed on the premises.

___ If private event exceeds 50 guests, usage of the QR codes will **not** be offered. If number of guests exceeds 50 people, Lessee must utilize a catered food package from Billy's Bar and Grille if they would like to serve food at their event.

___ QR Codes for individual food orders will be available for usage during private events if the number of guests remains below 50.

___ Individual ordering from QR Codes will be available for usage for drinks and alcohol regardless of the number of individuals present at the event.

___ If planning on having alcohol purchasing and consumption at the event, Lessee must provide notice to the Palace Theater at least 14 days before the event.

___ Guests must provide headcount for food purposes at least 10 days prior to the event.

___ Guests must choose food and beverage packages at least 14 days prior to the event.

___ If utilizing the plated option for food and beverage service, Lessee must utilize waitstaff and servers provided to the Palace Theater by Billy's Bar and Grille. Lessee will be responsible for paying an additional fee for the usage of additional servers.

FACILITY GUIDELINES

___ "Start Time of Rental" begins when the doors are unlocked. "End Time of Rental" is when the doors are locked.

___ Lessee will be given 2 hours before the start of the event to decorate and set up, and 1 hour after the event has concluded to take down décor and restore the Palace to its original condition. The setup and teardown time is included in the rental price.

___ Primary or Secondary contact **MUST** be present during the entire rental period of the event.

___ Lessee will adhere to the facility's occupancy. A maximum of 425 individuals are permitted at this time.

___ Lessee must vacate the premises and restore the premises to the original condition free of all property, equipment, and supplies by the end time of the rental. If the property is not returned to its original condition, Lessee will incur a separate cleaning fee.

___ Trash not placed in trash receptable must be bagged and placed in the dumpster to the south/west down the back alley. Any trash not put in a receptable will incur the additional cleaning fee.

___ Lessee shall not remove any equipment from the Palace Theater. Lessee shall pay the Palace Theatre full compensation for replacement and/or repair of equipment which is damaged as a result of the event.

___ Lessee is responsible for complying with all applicable regulations, laws and ordinances, including but not limited to performance fees, rules, regulations, and license fees.

___ Lessee is permitted to use only the areas requested in the Rental Agreement.

___ Groups and organizations wishing to schedule a regular recurring event may book up to 6 months out. Every 90 days thereafter, they may book the next 90 days. This will create a rolling booking that will give them time to arrange for another location should a big event book before them.

___ Lessee is responsible for all actions and results of those actions whether they be intended or unintended of any individual or group associated with the event regardless of whether they were contracted to do business at the facility on behalf of the lessee.

___ Lessee will not post, exhibit, or allow others to post or exhibit any signs, handbills, posters, or advertisements on The Palace Theater property unless pre-approved by the Palace Theater. Posting of handbills is prohibited.

___ If Lessee would like to utilize sound and lighting equipment provided by the Palace Theater, Palace Theater staff can help with the basic setup and basic running of the equipment. However, if Lessee would like to bring in their own band or performance that requires detailed sound and lighting knowledge, Lessee will be responsible for contracting a sound/light technician for their event. The Palace is not responsible for compensation for live entertainment for private events. Please speak with the Sales and Events Manager for more details and information regarding how we can assist.

___ If Lessee is bringing in their own band or performance for a private event, the Lessee is responsible for fulfilling all requirements of tech riders, artist riders, etc. It is not the responsibility of the Palace Theater to provide extra provisions, lighting, sound equipment, or any other requests for the band or performance contracted by the Lessee. The Palace Theater has a list of sound and lighting equipment that is available for use for bands and performances. Please speak with the Sales and Events Manager for more details regarding sound and lighting equipment offered.

___ 50% Deposit must be received by The Palace Theater in order to hold the rental date and the rental is not confirmed until deposit is received.

___ Cancellations made in advance of 90 days prior to the event will receive a full refund. Cancellations made less than 90 days prior to the event will not receive a refund (deposits excluded).

___ Lessee can reschedule their event without penalty up to 2 weeks before an event is scheduled to occur.

___ Refunds and cancellations will not be given due to inclement weather. However, rescheduling is always an option.

___ Applicant shall indemnify, hold harmless, and defend the Palace, it's officers, employees, volunteers, and representatives from liability or action resulting from personal injury, death, or property damage arising from the Applicants performance of this Agreement, including, but not limited to injuries and damages caused by negligent acts or omission of Applicant, its employees, performers, agents, and/or representatives and against any and all claims or suits or causes of action of any material performed under this Agreement. Said indemnification shall include the cost of any of the Palace Attorney's fees.

___ All events will require the use of security exclusively from Badge Hires, a department within the City of Bryan Police Department. The Lessee will be responsible for payment of security. The Palace Theater will provide and schedule security for your event, but Lessee will be responsible for compensation.

Rates for Security Compensation are as follows: \$58.50 per hour per officer. A minimum of 1 officer is required at all private events, regardless of headcount. All private events that serve alcohol or have use of the bar require a minimum of 2 officers to be present throughout the entirety of the event. Officers are compensated in 4-hour blocks. Events that have over 300 in attendance will require 1 more officer for every 100 people.

PALACE THEATER SITE GUIDELINES

Lessee may not conduct any of the following activities without prior authorization from The Palace Theater.

1. Drive or park any vehicle in any area except in designated driving and parking areas outside the venue.
2. Possess any firearms, air-guns, fireworks, or explosive devices in the facility area.
3. Injure, deface, modify, destroy, sever, or remove any property.
4. Bring in, toss, or set off any handheld poppers, including sparklers, rice, silly string, flower petals, confetti, glitter bombs, or any other popper that leaves small pieces on the ground.
5. Bring in, dump, deposit, or leave any glass bottles, broken glass, discarded vegetation, ashes, paper, boxes, cans, garbage, dirt, rubbish, waste, or any other trash in the facility except in designated receptacles.
6. Leave facility before all trash is placed in receptacles as provided.
7. Launch or fly rockets, model airplanes, or to propel objects such as arrows, javelins, or missiles in, at, or around the facility.
8. Gamble or to participate in any games of chance.
9. Attach any rope, wire or other item to any tree, or plant in, at, or around the facility without prior authorization.
10. Dig, stake, or otherwise disturb landscaping.
11. Allow any dog or domestic animal(s) to run off leash in the facility. Pets must be on a leash, monitored, and non-disruptive to the patrons. Service animals must be clearly identified.
12. Walk or ride animals in the facility without prior authorization.

SPECIFIC CONDITIONS OF RENTAL

- Lessee shall be permitted to use only the area(s) specified in the Rental Agreement.
- Lessee will be completely responsible for all the actions and the result of those actions of any individual or group contracted to do business on the facility on behalf of the lessee.
- The Palace Theater staff shall always have the right to enter all areas at any time during the contracted rental period.
- The Palace Theater reserves the right after the termination of the time for which the premises are leased to remove from the site all personal property remaining therein and to store or dispose of the same whenever it deems appropriate.
- The Palace Theater shall not be responsible for any loss resulting from lack of heat, air conditioning, water, or lights in the absence of negligence.
- Lessee and The Palace Theater representative will conduct a joint inspection of the area rented by the lessee prior to move-in to establish existing conditions. At the conclusion of the event,

the lessee and the Palace Theater representative will jointly inspect the rented area and ascertain damage, if any, to the facility resulting from the extent of damage and will be invoiced for the cost to repair the damage.

- Lessee shall return the facilities in the same condition as when received. Lessee will be responsible for cleaning up any areas, which, as a result of the lease’s use, will require clean up. Before leaving the premises after the event, Lessee will remove any litter deposited by users and dispose of it in an approved depository.
- Lessee agrees that they will not all the Palace Theater to be used for any illegal or immoral purposes, and that they will not do, or suffer to be done, any act which may be a nuisance or annoyance to occupants in the adjoining property or neighborhood.
- The Palace Theater is owned by The City of Bryan and operated under the authority of EPMC and his/her assigned representative.
- As per the signage at the entrance of the Palace Theater, all participants, spectators, performers, and staff agree to waive their rights to any photos or videos taken of said groups by the Palace Theater for promotional purposes such as publicity campaigns, advertising, and other forms of use not specifically stated, without compensation or specific authorization thereof.
- The Palace Theater, EPMC Group, and the City of Bryan, are not responsible for fulfilling tech riders for bands or performers that are booked by the Lessee. If securing a band or performer, the Lessee is responsible for supplying equipment and extra additions that are not already present or offered by the Palace Theater. Please ask for our equipment list when booking a band or performer so that the entertainment is aware of what the Palace has available to use. Any extra necessities requested by the band will be the responsibility of the Lessee.

I have read all components of this agreement and will abide by the Palace Theater’s rules as stated and intended:

Signed: _____ Email: _____

Organization: _____ Phone: _____

Printed Name: _____

Date: _____

For The Palace Theater Staff Use Only:

<p>Walkthrough Checklist at Start of Rental:</p> <p>_____ Palace Stage</p> <p>_____ Audio/Video Equipment</p> <p>_____ Bathroom</p> <p>_____ Seating</p> <p>_____ Palace Theater Perimeter</p> <p>_____ Overall Condition of the Palace Theater</p>	<p>Walkthrough Checklist at End of Rental:</p> <p>_____ Palace Stage</p> <p>_____ Audio/Video Equipment</p> <p>_____ Bathroom</p> <p>_____ Seating</p> <p>_____ Palace Theater Perimeter</p> <p>_____ Overall Condition of the Palace Theater</p>
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Additional Comments:

Actuals:

Access: _____ Start time: _____ End Time: _____ Load out complete: _____

Overall Attendance: _____