

ACT Theatre Booking Contract

1400 Summit Ave Suite E Plano TX 75074

972-881-3228

ACT is a 501 C -3 nonprofit community theatre with a 100 seat auditorium. Once this contract is submitted there are no refunds or cancellations. If you wish to charge your date,

there is $50 fee to change the date and is subject to availability. If we cannot accommodate a change there will be no refunds due to cancellations by those booking the event.

# Event name and duration (including set up and load out – IE 2 hours):

Responsible Parties Names :

Primary contact number/Address/email:

I wish to have ACT promote my event & sell tickets to my event, the details of which will be agreed to in an addendum to this contract: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Day(s), Date(s) & Time(s):

Number of persons attending (Max Use is 100 persons):\_\_\_\_\_\_\_\_\_\_

Room Rate is $\_200\_\_\_ for 2 hours $50 for each additional hour: Totaling:$\_\_\_\_\_\_\_\_\_\_\_\_\_

Tables Needed ($5 rental per table): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairs Needed ($1 per chair):\_\_\_\_\_\_\_\_\_

Other equipment requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tech Person @ $35 An hour 2 hour minimum, $\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please initial below that you understand the following:*

*At the time of arrival, you will need to walk the building with your A/V guy and take pictures of any damage you see of the building. At close of event you will need to do the same. Our staff will walk the facility with you and take similar photos of any damage before and after. A separate $100 damage deposit is required at the time of rental (it may be paid the day of) This  damage deposit is due in full on the day of the event and will be refunded in full if there is no damage at the end of the event. It may be in the form of cash of check. This damage deposit is to ensure that if there are any damages to the facility there are funds to cover minor damages. If damages total more than $100, you agree to be billed for those damages.*

*This contract along with deposit must be returned at least 2 weeks before the event to ensure booking. ACT requires $100 nonrefundable deposit*

*(UNLESS THE EVENT IS CANCELLED BY CONTRACTOR) to hold the date and room. The rate is for a 2 hour usage IA $200 unless otherwise indicated and $50 for every hour after that, If the workshop must hold for late-comers additional time will not be added. The start time is when the EVENT has been so scheduled. It is $50 for each additional hour used. You are given 30 minutes load In for free. Remainder of the balance is due the day before the workshop begins. Please make checks out to ACT. Tipping your staff is encouraged. There are no cancellations. Rooms are as is. If the room or its contents are damages the deposit will be withheld and additional costs may be incurred. Also if you wish to add other services or items to your party please indicate below and add those amounts to your initial deposit check. This contract must be returned with you deposit to hold the room. An ACT staff member is required to attend your event at $35 an hour for the first 2 hours and $25 an hour every hour after that. They will run concessions, lights, sound, and check on you and guests throughout the event. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (initial you have read)*

*\_\_\_\_\_\_\_\_I do / do not (please indicate by circling) wish to add $25 clean-up and set up fee to have an ACT staff member present for the \_\_\_*

*hours use that I am here. I understand that if I go over the \_\_\_\_ hour period the cost o the staff member will be an additional $\_\_\_\_ per hour.*

*I UNDERSTAND AGREE TO ALL THE ABOVE STIPULATIONS AND SPECIFICATIONS. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*