



1120 Rayburn Avenue
P.O. Box 895 - Guntersville, Alabama 35976
(256) 582-SHOW - www.wholebackstage.com

Greetings!

Thank you for your interest in leasing the facilities of The Whole Backstage Theatre. As North Alabama's oldest continual community theatre, we are proud of our historic building and the opportunity to share it.

The Whole Backstage relies on the support of many in our community. In order to be good stewards of that support and give back as a good community partner, we have put together the following information regarding the third party leasing of our facilities.

Before submitting a request, please take the time to review the calendar found on our website to determine if your requested date(s) is available. If your date appears open, please review the information presented in the following pages and complete our Request for Facilities Use form at least 45 days in advance of your event.

Each request will be thoughtfully evaluated at a monthly meeting of our board of directors to ensure it is consistent with our mission to provide our community and the surrounding areas with a cultural outlet of live theatre and the performing arts.

We look forward to receiving your request and getting back to you soon.

Regards,

*The Whole Backstage
Board of Directors*

GENERAL TERMS FOR USE

THE WHOLE BACKSTAGE COMMUNITY THEATRE

A. Facilities Provided:

- The designated areas of the Lobby, Reception Rooms, Auditorium and/or Main Stage, Box Office, Rest Rooms and Dressing Rooms of The Whole Backstage Theatre, all in clean and serviceable condition, for a period to be specified.
- Any part of the Facilities not specifically made available to Lessee are reserved for use by WBS at all times. The WBS business office, storage rooms and set construction areas are not included in useable space.
- The house sound system: There will be charges for additional equipment and services. Lessee shall be responsible for all expenses to set-up, operate and restore the sound system using a qualified WBS technician.
- The general house lighting and the theatrical lighting system: There will be charges for additional equipment and services. Lessee shall be responsible for all expenses to set up, operate and restore the lighting system using a qualified WBS technician.
- General heating and cooling during event, limited heating and cooling during rehearsals, and rest room facilities.

B. Sound and Lighting Equipment and Services:

- No other equipment can be used, unless otherwise specified.

C. Box Office/Concessions Facilities:

- No Box Office/Concessions services shall be provided by Lessor. Lessee may use box office/concessions space for ticket related activities during the Event. WBS assumes no responsibility for cash, tickets or any other items of value that Lessee stores or leaves on the premises.
- No food or drink will be allowed in the seated area or backstage without written approval. Soft drinks may be used by the performers in the dressing rooms.

D. Miscellaneous:

- A refundable deposit is required when the use of facilities agreement is signed. The deposit will be refunded if there is no damage to the Premises or unpaid expenses. Full payment shall be made no later than 14 days prior to the first day of the use period. Additional expenses incurred shall be paid before the end of the Use Period.

- **If required, Lessee shall provide proof of an acceptable general liability insurance prior to the first day of the Use Period.**
- **Lessee agrees that it shall not make any changes that can be permanent. Lessee shall be responsible for any damage to the building, equipment, fixtures or décor caused by Lessee, its guests or agents. Lessee shall be responsible and agrees to compensate WBS for any damage in an amount to be reasonably determined by WBS.**
- **No electrical equipment over 110 voltage is to be used without written permission of WBS.**
- **Lessee will keep the reception and lobby areas, the theatre and dressing rooms free of trash during the Use Period. Lessee shall ensure the Premises are clean and serviceable at the end of the Agreement. Otherwise, a cleaning fee of up to \$150 will be assessed and may be deducted from the deposit.**
- **Lessee shall be granted access to the Premises by a WBS Facility Manager during the Use Period. The Facility Manager must be present for all load-in and load-out periods, rehearsals, performances and events. Lessee shall provide a detailed schedule of activities to be conducted in the premises, to WBS for approval two weeks prior to the first day of the Use Period. Lessee shall contact the Facility Manager to resolve any issues and shall comply with instructions and decisions of the Facility Manager. The Facility Manager may designate others to represent WBS for specific periods.**
- **The Whole Backstage is a smoke-free facility. Appropriate receptacles are provided outside the entrance doors.**
- **The Premises shall only be used for those activities approved and agreed to under a Facility Use Agreement. All activities must be conducted by Lessee in compliance with all local, state and federal laws and ordinances.**
- **Any advertising must state that the event is not sponsored or endorsed by The Whole Backstage.**
- **The Whole Backstage reserves the right to terminate the contract agreement at will.**

RATE SCHEDULE FOR THE WHOLE BACKSTAGE COMMUNITY THEATRE

Area to be used	Private/Commercial Rate	Non-Profit Rate	Applicable Total
Auditorium, Main Stage, Lobby (Basic Lighting/PA System included)	\$1,000 per 12 hour day + \$250 prior day setup if needed	\$750 per 12 hour day + \$100 prior day setup if needed	\$ _____
Auditorium, Thrust Stage, Lobby (Basic Lighting/PA System included)	\$750 per 12 hour day + \$200 prior day setup if needed	\$500 per 12 hour day + \$100 prior day setup if needed	\$ _____
Additional Hours in Auditorium	\$100 per hour	\$50 per hour	\$ _____
Concession Area/Caterer's Kitchen	\$100 per day	\$75 per day	\$ _____
Reception Room #1 (Max 56 persons)	\$250 per 4 hours of use (tables and chairs included)	\$125 per 4 hours of use (tables and chairs included)	\$ _____
Reception Room #2 (Max 56 persons)	\$250 per 4 hours of use (tables and chairs included)	\$125 per 4 hours of use (tables and chairs included)	\$ _____
Reception Room #1 and #2 (Max 56 persons each)	\$500 per 4 hours of use (tables and chairs included)	\$250 per 4 hours of use (tables and chairs included)	\$ _____
Courtyard #1 (Legacy)	\$500 per 4 hours of use (tables and chairs included)	\$250 per 4 hours of use (tables and chairs included)	\$ _____
Courtyard #2 (Production)	\$500 per 4 hours of use (tables and chairs included)	\$250 per 4 hours of use (tables and chairs included)	\$ _____
Additional Hours in Reception Rooms or Courtyards	\$50 per hour	\$25 per hour	\$ _____
		SUBTOTAL (non-refundable)	\$ _____
Optional Services: Full sound/lighting, WBS lighting/sound technicians, sound/ lighting equipment or projector	\$50 to \$150/performance (TBD based on event requirements)	\$50 to \$150/performance (TBD based on event requirements)	\$ _____
Event Insurance	TBD based on individual event requirements	TBD based on individual event requirements	\$ _____
Facility Manager (required)	\$75/day	\$50/day	\$ _____
		FINAL TOTAL (non-refundable)	\$ _____
Refundable Deposit (separate check)	\$750 for Auditorium	\$500 for Auditorium	\$ _____
Refundable Deposit (separate check)	\$250 for Reception Rooms/Courtyard	\$125 for Reception Rooms/Courtyard	\$ _____

**Rates for use of unlisted facility areas, items or services will be discussed. This rate schedule is meant as a worksheet for estimation purposes only. Final totals must be discussed with a WBS board representative prior to execution of this contract.*

LEASE OF FACILITY

Agreement made, effective as of _____, between The Whole Backstage, 1120 Rayburn Avenue, Guntersville, Alabama, referred to in this agreement as the lessor and _____ of _____, _____, _____, referred to in this agreement as the lessee.
(Lessee) (Address) (City)
(County) (State)

SECTION ONE
LEASE

The lessor, leases to the lessee, for the period of _____.

SECTION TWO
PURPOSE

The lessee shall use the facility exclusively for the purpose of _____
_____.

SECTION THREE
LESSOR'S COVENANTS

The lessor agrees as follows:

To furnish the facility, licensed, heated, cooled, cleaned with such light as may be reasonably necessary.

To provide for the use of the facility not earlier than _____(time) and not later than _____(time) during the period stated in Section One.

To provide the use of the stage and such equipment and lighting apparatus as is contained in the facility and reasonably available for use.

SECTION FOUR
LESSEE'S COVENANTS

The lessee agrees as follows:

To use the facility exclusively for the purpose stated in Section Two and not to assign this lease.

To use the facility in a proper manner so as not to bring odium, discredit or criticism up the lessor or its management.

To abide by the rules and regulations of the facility management and fully comply with the provisions of local ordinances, state laws, federal orders and underwriter's regulations. A copy of the facility General Terms for Use will be provided to the lessee and are considered a part of this contract.

SECTION FOUR (Continued)
LESSEE'S COVENANTS

To follow the directions of the Facility Manager, who shall at all times have full and complete control of the facility.

To assume and promptly pay all the bills and charges for advertising, publicity exploitation, labor and other expense incidental to such letting not provided for in this agreement.

To pay use of facility in the amount of \$_____, payable in its entirety no later than fourteen days prior to the first day of use, as stated in Section One.

To pay a security deposit in the amount of \$_____, payable on the date of the signing of this lease. The deposit will be returned to the lessee at the end of this contract, minus any fees, if needed.

Any and all "add on" charges are to be paid the day of the event.

This agreement shall be construed and enforced in accordance with the laws of the State of Alabama.

SECTION FIVE
CANCELLATION

Should the use of the space agreement be cancelled within 10 days of use, the lessee shall forfeit the return of the full amount of the security deposit.

SECTION SIX
ENTIRE UNDERSTANDING

This agreement constitutes the entire understanding of the parties and supersedes any and all prior representations and agreements.

In witness each party to this agreement has caused it to be executed at The Whole Backstage, 1120 Rayburn Avenue, Guntersville, Alabama, on the date indicated below.

LESSOR (THE WHOLE BACKSTAGE COMMUNITY THEATRE):

(WBS Representative Signature)

(Print Name)

DATE: _____

LESSEE: _____

(Lessee Representative Signature)

(Print Name)

DATE: _____



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Request for Facilities Use

Please complete this form and submit at least 45 days in advance of your required date.

INSTRUCTIONS TO SUBMIT THIS FILLABLE FORM:

Fill in all applicable boxes. Save the PDF form to your computer/device.
Attach the completed form in an e-mail and send to lease@wholebackstage.com.

DATE OF SUBMISSION

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
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POTENTIAL LEASEE INFORMATION

Full Name :	<input type="text"/>		
Organization:	<input type="text"/>		
Address:	<input type="text"/>		
City, State:	<input type="text"/>	Zip:	<input type="text"/>
Email:	<input type="text"/>	Phone:	<input type="text"/>

EVENT INFORMATION

Event Name:	<input type="text"/>							
Event Start Date:	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
Event End Date:	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
Load In Date:	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
Load Out Date:	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
Anticipated Attendance:	<input type="text"/>			Number of performances:	<input type="text"/>			
WBS Board Member Contact (if applicable)	<input type="text"/>							

I have read and understand the Rate Schedule, General Terms of Use and Lease Agreement for The Whole Backstage Community Theatre. Additionally I understand that this request must be reviewed and approved by The Whole Backstage Board of Directors.

Signature

Date