

HOLLY SPRINGS CULTURAL CENTER

THEATER RENTAL REQUEST



HOLLY SPRINGS
Parks and Recreation

Type of Event: _____

Today's Date: _____

Approved Date: _____

Paid In Full: _____

Primary Contact Information

Name: _____

Phone: _____

(Home or business) Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Secondary Contact Information

Name: _____

Phone: _____

(Home or business) Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Preferred Date: _____ Secondary Date(s): _____

Expected Turnout: _____ Rental Start Time: _____ Rental End Time: _____ (3-hr. minimum)

Event Start Time: _____ Event End Time: _____

Please note: You will only be allowed access to the theater, theater hallways, backstage area and/or classroom space within your rented timeframe. Please consider set-up and teardown time as you make your reservation.

Event Specifications

(The Fine Print) Entering "yes" is merely a request, and does not guarantee support. After rental request is approved, all changes must be made at least 1-day prior to payment. Changes made after request has been approved, must be resubmitted for approval.
For alcohol sales and refunds please see policies on last page

Ticketed Event: NO ___ YES ___ Will you be providing a stage manager? NO ___ YES ___

Is there an intermission? NO ___ YES ___ (If yes, what is the duration? _____)

Alcohol: NO ___ YES ___ (If yes, please review and sign attached alcohol policy)

Additional Details/Comments: _____

Audio Needs (please include desired quantity and any other details for each category)

Microphones: _____

Monitor Wedges: _____ Green room audio feed: NO ___ YES ___

*(If you answer yes to the questions below, please provide necessary files via email, SINGLE CD or USB drive at least 48-hours before event. Backups are encouraged! Email Billy at William.Helton@hollyspringsnc.us

Do you need audio playback during event? (Music, Sound, etc): NO ___ YES ___

Will you be providing house music? NO ___ YES ___

(If NO, do you have any request? _____)

Lighting Needs

Stage lights: NO ___ YES ___ If yes, please provide details here: _____

Special Lighting (ex. side lighting rigs, additional LEDs, ambient house lighting, etc...) NO ___ YES ___

If yes, specify here: _____

Other production needs

***Please note that set pieces and props, along with any other performer-provided equipment, must meet our regulations. Please see additional theater rules at the bottom of page.**

Projection: NO ___ YES ___ (If yes, would you like to control from your own devices? NO ___ YES ___)

Theater seats back: NO ___ YES ___ (If yes, are ball lights needed? NO ___ YES ___)

Podium/lectern: NO ___ YES ___

Tables: NO ___ YES ___ (If yes, please specify quantity- Round: ___ Rectangular: ___)

Do you need stage seating? NO ___ YES ___

(If yes to the above question, please specify item/quantity- Chairs: ___ Chairs w/o arms: ___ Stools: ___)

Curtain Use: NO ___ YES ___ **Details:** _____

Intercom communication with control booth: NO ___ YES ___ **Live video feed to lobby:** NO ___ YES ___

Additional Details/Comments: _____

Videographer/Photographer

Will there be a videographer or photographer present? NO ___ YES ___ (If yes, please answer questions below)

Do they need tech booth access? NO ___ YES ___ Audio Feed? NO ___ YES ___

Do they need reserved in-house seating for equipment setup? NO ___ YES ___

Is additional space needed outside of theater? NO ___ YES ___

Number of guest expected: _____ How many rooms: _____ Purpose: _____

Alcohol Policy

Event must be a ticketed public event. Public event beer/wine sales may only take place after 5 p.m. and when the library is closed. Public event beer/wine sales would begin 45 minutes before an event is scheduled to start and through the intermission. If there is no intermission, sales will continue for 30 minutes after the event begins. If two ticketed public events are scheduled on the same night, i.e., comedy shows, each will be treated as individual events with beer/wine sales ending after the intermission of the first show and resuming 30 minutes before scheduled start of the second show. The coffee bar operation would be continuous. Beer sales will only be poured into 12 oz. plastic cups. Wine sales will be poured into 9 oz. plastic cups. No sales will be permitted outside of the Cultural Center by rental clients, The Cultural Center reserves the right to operate the beer/wine concession outside the facility if a Temporary Extension of Premises Permit is approved by the ABC Commission. No cans, cups or bottles may be taken outside of the Cultural Center. Rental clients (private events), requesting beer/wine sales will pay a fee of \$50 except when an ABC Commission Extension of Premises permit has been approved for setup for use our services on a cash bar basis. If a client requests a specific brand of beer or wine for a private event, the Cultural Center will make the purchase on behalf of the client and all unsold beer/wine will remain the property of the Cultural Center. If a client requests a specific brand of champagne for a private event, the Cultural Center will make the purchase on behalf of the client and the wholesale cost will be charged to the client, plus a \$3 corkage fee. Beer/wine sales at private events would be limited to two hours. All private events would require the presence of a Holly Springs police officer at a rate of \$30 per hour. NC House Bill 1815 requires that holders of on-premises malt beverage, on-premises unfortified wine recycle those containers that are sold at retail for on-premises consumption.

Renter's Acknowledgement Signature: _____ **Date:** _____

Refund Policy

Damage deposits are returned at the end of the month provided your rental space is left in "as rented" condition with floors swept, tables clean, and chairs clean. Client is not required to break down tables and chairs. All rental cancellation and refund requests must be made in writing and delivered to the corresponding facility. A refund of all damage deposits and 90% of the rental fees will be issued if the renter cancels the reservation sixty (60) or more days in advance of rental. A refund of all damage deposits and 50% of the rental fees will be made if the renter cancels within fourteen (14) and fifty nine (59) days in advance of rental. No refund or credits will be granted for cancellations by the renter with less than 14 days notice. Cancelled rentals may be rescheduled, without penalty as long as cancellation is made at least 14 business days prior to the rental date (subject to availability). All fees and deposits may be transferred to rescheduled rental. Reschedule date must be confirmed no later than 30 days after initial rental date. The Town of Holly Springs reserves the right to cancel reservations if such cancellation is deemed to be in the best interest of the Town if the Cultural Center is closed due to Acts of God. A full refund will be made if the Town cancels the Rental.

Additional Theater Rules

For Wing Space: Equipment, props, and set pieces must not exceed 8ft in height; Fire exits may not be blocked; Areas designated with red floor tape must remain clear at all times.

Renter's Acknowledgement Signature: _____ **Date:** _____

BELOW THIS LINE IS FOR OFFICE USE ONLY

APPROVED EVENT DATE: _____ TIME: _____
 TECH REHEARSAL YES ___ NO ___ DATE: _____ TIME: _____
 # OF TECH HOURS FOR REHEARSAL: _____ FOR EVENT: _____
 AFTER HOURS YES ___ NO ___ NUMBER OF HOURS _____

Fee Break Down For Theater and Additional Space

Theater	Rate (Resident/ Non-Resident)	Qty	Total
Resident rate (3-hr. minimum)	125/hr.		
Non-resident rate (3-hr. minimum)	187.5/hr.		
Non-profit rate (3-hr. minimum)	94/hr.		
After hours rate (hours out-side of regular business hours)	25/hr. or 37.5/hr		
Tech Staff fee	30/hr. or 45/hr		
Equipment fee	75 or 112.50 flat rate		
Refundable damage deposit	100 flat rate		
Performance Groups/Rentals Ticketing Services	20% of ticket sales	Total	

Outdoor Stage	Resident Rate	Non-Resident Rate	Non-profit	Qty.	Total
Outdoor stage	50/hr.	60/hr.	37.5/hr.		
Outdoor Stage Package	200 /day (8 hour block)	300 /day (8 hour block)	150 /day (8 hour block)		
Non-Profit Groups	-	-	150 /day (8 hour block)		
Tech Staff fee	30 /hour	45 /hour	-		
Outdoor Sound System rental fee w/out staff fee (restrictions apply)	400 /day	-	-		
				Total	

Additional Space	Resident Rate	Non-Resident Rate	Non-profit	Qty.	Total
Board Room	30/hr.	45/hr.	22.5/hr.		
Holly A/ Holly B	30/hr.	45/hr.	22.5/hr.		
Holly A & B	60/hr.	90/hr.	45/hr.		
Kitchen	10/hr.	15/hr.	-----		
Carolina Room	30/hr.	45/hr.	22.50/hr.		
Refundable damage deposit	\$25 flat rate				
				Total	

ADDITIONAL COMMENTS: _____

SRCSR Signature: _____ **Date:** _____

Theater Technician Signature: _____ **Date:** _____

Facility Manager Signature: _____ **Date:** _____

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