

APPLICATION FOR RENTAL OF THE REICHHOLD CENTER

PLEASE FILL IN ALL BLANKS, SIGN, AND RETURN TO THE TECHNICAL DIRECTOR'S OFFICE.

Acceptance of this application does not constitute approval of the date. Approval of the date will be given by the Executive Committee after receipt of application and deposit. Anticipated use of the Center during the Reichhold Center season cannot be confirmed until the season is set. Reichhold Center programming will take precedence over approved dates prior to the signed contract.

Name of Organization _____

Physical Address _____

Mailing Address _____

Telephone _____ Fax: _____

Name of individual who will sign on behalf of the organization

Incorporated in V.I.? _____

For profit? _____

Name of Production Coordinator _____

Telephone _____

Describe Event and no. of people and/or acts

Preferred Date(s) of Event _____

Curtain Time: _____ Estimated length of show _____

Preferred Date(s) of Technical/Dress Rehearsal(s) _____

Time _____ Estimated number of hours _____

BOX OFFICE

Will admission be charged? _____

Prices _____ Reserved or g.a. (open) _____

Will the event be open to the public _____

Ticket Sale Locations: _____

Reichhold Center: _____

Other Outlets _____

PRELIMINARY TECHNICAL INFORMATION MANAGEMENT

Name of Designer for technical elements: _____

Telephone _____

Name of Stage Manager or person who will be calling lighting, sound, and scenic cues:

SOUND

Will sound amplification be required? _____

Cassette Deck? _____ CD Player? _____ Reel to Reel? _____

Will you be using live band? _____

If so, list what instruments will be used: _____

Number of vocal mics (separate from band) required: _____

Will you require band shells? _____ No. of sections: _____

Will the Grand Piano be used? _____ Where on Stage? _____

SCENERY/STAGING

Will you need the Fly System for suspending scenery? _____

Will you have set changes to be made during the show? _____

Please list any scenery or props to be used? _____

Will you require risers? _____

How many levels? _____

Tables or chairs on stage? _____

No. of each? _____

Will you need a lectern? _____

Will you need the main curtain to be operated? _____

Backdrop - Cyclorama (white) or Black Velour? _____

LIGHTING

Will stage lighting be required? _____

Followspots? _____ One or two: _____

Will you have any special lighting requirements? _____

Please describe: _____

VIDEO

Will videotaping of the rehearsal/performance be needed?_____

If so, please describe _____

Will large screen projection be required?_____ If so, Video or Slide_____

Will a finished video product be needed?_____ If so, what format? ___VHS ___Betacam ___3/4"

PLEASE RETURN THIS APPLICATION TO REICHHOLD CENTER NO LATER THAN EIGHT (8) WEEKS BEFORE YOUR ANTICIPATED SHOW DATE. FAILURE TO DO SO WILL RESULT IN THE CANCELLATION OF YOUR SHOW FOR THE DATES REQUESTED.

Date is approved pending a signed contract.

Signature of Applicant

Date of Application

Reichhold Approval

Date Approved

To make reservations:
Mail or Visit Us ...at our offices:

Reichhold Center for the Arts
University of the Virgin Islands
#2 John Brewers Bay
St. Thomas, VI 00802-9990
Phone: (340) 693-1550/1552
Fax: (340) 693-1555

RENTAL INFORMATION

(Please Retain)

Thank you for choosing The Reichhold Center as the venue for your event. Our staff is dedicated to assisting you. Please call on us if we can be of further assistance.

Helen Smith
Administrative Assistant
(340) 693-1550

Tony Caparelli
Production Manager
(340) 693-1552

The Reichhold Center for the Arts may be rented for arts events, civic activities, and meetings for the public good. Any use of the Center needs prior approval by the executive committee. Any group wishing to rent the Reichhold, or use its facilities, must fill out and application stating the exact nature of the use of the Center, i.e., program, performers, type of entertainment or attraction by filling out the Rental Application. Please note, the rental of the Reichhold Center does not include the rental of the concession stand.

The rental fee for use of the Reichhold Center is established on the basis of two amounts:

- 1) A basic flat fee for the rental of the space (covering the cost of cleaning, lighting, air-conditioning and other overhead costs) and
- 2) The fee for production staff and crew and any direct expenses. These vary depending on what is deemed necessary for the vent by the Reichhold executive committee.

A rental deposit of \$800.00 is payable upon submission of the rental application, at least eight weeks prior to the scheduled event. This amount is refundable only if cancellations are made four weeks before the scheduled date of performance. All canceled dates are subject to a \$100 administrative fee, minus any direct costs (such as ticket printing). The \$800 rental deposit is forfeited on events canceled less than four (4) weeks prior to the event.

The balance due is payable seven days prior to the scheduled event, (cash, certified check, cashiers check, Bank Manager's check or money order). (NOTE: NO PERSONAL CHECKS unless certified.) An invoice will be sent to you which itemizes the final estimated event charges.

THIS BALANCE WILL INCLUDE; all calculated charges based on the individual requirements of your event, a \$300 Security Deposit (refunded in full within 15 days after the conclusion of the event and providing no additional costs were incurred in production expenses) and any required Liability Insurance Fee.

RE INSURANCE: You have two options: 1) You may secure a special events insurance policy through a private insurance company. This policy must name the Reichhold Center for the Arts and The University of the Virgin Islands as co-insured with a minimum of \$1,000,000 coverage for personal injury per occurrence and \$500,000 property damage per occurrence; or 2) You may pay a \$300 fee to be included under Reichhold's insurance rider. Proof of insurance policy or payment of the \$300 fee to be under Reichhold's insurance rider. Proof of insurance or payment of the \$300 fee to be under the Reichhold's policy must be paid at the time of the final payment.

Absolutely no confirmation of the requested date(s) can be given by the Center until the contract has been signed, the rental deposit is received, and the insurance obligations satisfied.

Regarding publicizing your event

You **may not publicize** the location of the event **until the contract is signed**. After the contract has been signed, headlining artists may not be changed without the written consent of Reichhold Center/U.V.I. Tickets to be sold at the Reichhold Center must be received prior to public announcement of the event.

All tickets **must be printed by the Reichhold Center** and numbered according to the seating chart on reserved seat shows; the maximum number of tickets printed/sold can not exceed 1,196 the theater capacity.

If there is to be media coverage of the event (see contract for requirements), media representatives must contact the Technical Director at least one week prior to the event.

All ads, posters, etc. must be proofed and approved by Reichhold before production.

All technical requirements, any proposed set or lighting design, and program of talent must be submitted to the Technical Director **THREE WEEKS** prior to the event.

Please use the attached floor plan to indicate placement of microphones, platforms, choir-risers or other scenic elements.

The lessee must provide or designate a production manager and production designer. (One or two persons, not a committee).

PLEASE NOTE: THE REICHHOLD TECHNICAL DIRECTOR IS NOT RESPONSIBLE FOR DESIGNING LIGHTS, COSTUMES, SCENERY, OR FOR STAGE MANAGING THE REHEARSALS OR PERFORMANCES, OF THE LESSEE. THERE WILL BE AN ADDITIONAL FEE SHOULD THESE SERVICES BE REQUESTED.

- Lessee must provide a list of essential people (other than cast or performers) who will be allowed backstage. These people will be issued a pass and only people with passes will be allowed backstage. We reserve the right to limit backstage access as necessary.

The Reichhold Center receives ten (10) complimentary tickets in the covered section.

PLEASE RETAIN, READ CAREFULLY AND UNDERSTAND YOUR CONTRACTUAL OBLIGATIONS

Reichhold Center for the Arts Rules and Regulations for Theater Use

Restricted Areas

All office, stage and backstage areas are off limits to unescorted persons who have not made prior arrangements with a Reichhold staff member or are not part of a group who has rented the space. To arrange tours of the facility, please call (340) 693-1550. Backstage, catwalks, control booths, etc. are off limits to the general public. There is no food or drink permitted in the theater. There is no smoking permitted in the building.

Booking the Theater

Potential users may call the Reichhold Center to inquire about availability. After availability has been determined, a rental agreement and a theater checklist will be sent out. The event will be confirmed when, and only when, the Reichhold Center receives a signed rental agreement, completed theater checklist, and a 50% deposit. The checklist, sent out with the rental agreement, provides the Reichhold Center with a description of the event, including date, time, number of expected attendees, any special needs, additional staffing needs, and equipment needs. This must be returned at least two weeks prior to the event date to guarantee that all of the users needs will be met. The remainder of the rental cost is either billed out or dealt with at the settlement the day of the event. This procedure will be clarified beforehand.

User Fees

There is a rental charge for use of the grounds, art gallery area, and the theater itself. Please contact the Reichhold Center for a current rental rate schedule. Charges above and beyond the use of space involve equipment and labor. Regarding labor, all personnel are paid by the hour for the set-up, rehearsal, duration of the event, and tear down. These charges are assessed to the user. A House Manager is required to be on duty anytime the general public is present in the theater. In addition, at least one Reichhold technician must be present for events inside the theater, even if there is no equipment in use. These charges are assessed to the user.

Theater Equipment

Any theater equipment that the user requests must be set up and operated by Reichhold personnel, unless otherwise approved by the Technical Director or his designee. Tables, chairs and podiums are provided by the Reichhold Center at no extra charge, based upon availability. The Reichhold Center does charge for the use of the facility's lighting, sound and stage equipment, as well as any operators that are required to operate said equipment. The Reichhold Center does not have any Audio-Visual equipment (i.e., slide projectors, video projectors, VCR's). Acquisition of, transportation of, and set up of additional equipment that does not belong to the Reichhold Center is the responsibility of the user. A Reichhold staff member must be present during delivery and set up of any additional equipment. Equipment cannot be tied-in to any of the theater systems without prior approval of the Technical director or his designee. Any tie-ins must be handled by Reichhold personnel. Equipment that does not belong to the Reichhold Center must be removed immediately after the completion of an event. If the equipment is not removed, a storage fee will be assessed. The Reichhold Center does not assume liability for any additional equipment that is brought in, used, or stored in any of our facilities.

Theater Access

Access to the Reichhold Center is possible Monday through Friday from 10:00 a.m. - 4:00 p.m. or on weekends by appointment. After-hours or weekend access to user's personnel for pick-up or delivery must be arranged through the Technical Director and may result in additional labor charges.

Clean up

The Reichhold Center provides a general cleaning service for all theatre events. Other cleaning and trash removal is the responsibility of the user. This includes, but is not limited to, cardboard boxes, balloons, confetti, food, excess programs, etc. Any unusual debris will be removed at the user's expense.

Summary of Charges

Theater/Room/Grounds Rental - Costs vary, please contact the Reichhold Center at (340)693-1550 for a rate listing.

Sound Equipment - Costs vary according to the type and amount of equipment requested. Please contact the Reichhold Center at (340)693-1550.

Lighting Equipment - Costs vary according to the type and amount of equipment requested. Please contact the Reichhold Center at (340)693-1550.

Stage Equipment - Costs vary according to the type and amount of equipment requested. Please contact the Reichhold Center at (340)693-1550.

Technicians - This is mandatory to run any technical equipment rented and needs to be present for all after hours events. Costs vary according to the number needed. Please contact the Reichhold Center at (340)693-1550.

House Manager - This is mandatory for all events. Costs vary. Please contact the Reichhold Center at (340)693-1550.

Liability Insurance - This is required by all users of the theater. If a user does not have their own insurance, the Reichhold Center can provide it for a fee. Costs vary. Please contact the Reichhold Center at (340)693-1550.

FACILITY FEES:

Facility Rental

Administrative	\$120.00
Utilities	\$250.00
Stage	\$370.00
Total	\$740.00

Stagehand Labor

(All labor based on 4 hour minimum which must include load in and set up. Additional hourly fee scheduled at \$15/hr for the next 4 hours. \$22.50 for each additional hour over eight.)

Sound Technician	\$60.00
Lighting Technician	\$60.00
Stage technician	\$60.00

A minimum of two sound technicians, two lighting technicians and two stage technicians must be used for each rehearsal and performance. This labor requirement will begin at scheduled load-in time and continue through the final load-out.

Sound Equipment Rentals

- House system for playback purposes only
(Without microphones or stage monitoring system) \$75.00
- Full concert system
(With corded mics and stage monitoring system) \$300.00
- Wireless microphones (handheld or lapel) \$75.00 ea.
- 7' Kawaii Grand Piano (tuned day of event) \$100.00
- 9' Steinway Grand Piano (tuned day of event) \$175.00

Lighting Equipment Rental

- House system (includes conventional lighting instruments) \$100.00
- Full concert system (includes moving lights) \$200.00
- Followspots \$50.00 ea.
- 24" Mirror ball \$25.00
- Rosco fog machine or DF50 Diffusers \$50.00 ea.

Stage Equipment Rentals

- 4' x 8' Platform risers (no skirting or carpeting available) \$20.00 ea.
- Front/Rear Projection Screen \$75.00
- Black Sharkstooth Scrim \$75.00
- Orchestra Shell \$100.00

Video Equipment Rentals (All product is provided in Mini-Digital format)

- One Camera w/operator (Does not include tape) \$75/hr.
- I-Mag (using video projection) \$200.00
- I-Mag (using slide projector - operator NOT included) \$150.00
- Two-camera event documentation (VHS format - tape included) \$1,000.00

Box Office Equipment Rental

- Ticket Printing \$120.00

BASIC PERSONNEL FEE FOR EVENT STAFF:

Stage Manager (if necessary)	\$12.00/hr.
Stage crew - set-up and performance (2 minimum)	\$12.00/hr.
Box office supervisor (1 minimum)	\$12.00/hr.
Box office personnel (2 minimum)	\$ 8.00/hr.
Ticket takers (2 minimum)	\$ 8.00/hr.
Office Manager (1 minimum)	\$12.00/hr.
House Manager (1 minimum)	\$11.00/hr.
Aisle captains (5 minimum)	\$ 8.00/hr.
Security Supervisor (1 minimum)	\$30.00/hr.
Security guards (4 minimum)	\$30.00/hr.
Maintenance (3 minimum)	\$20.00/hr.