

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.

*Tracie Wells
Operations Manager
(340) 693-1553*

*Denise Humphrey
Co-Director/Technical Director
(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 an 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, general lighting, air-conditioning and overhead costs), plus
- 2) the fee for production staff and crew and any direct expenses. These vary depending on the requirements of the renter

A non-refundable and non-transferable security deposit of \$1,500.00 is payable upon submission of the rental application, at least eight weeks prior to the scheduled event. This \$1,500.00 will allow for concert tickets to be printed. Note: Tickets will be available (1) one week after the deposit is received.

The **balance due is payable fourteen days prior to the scheduled event.** (cash, certified check, cashier's check, Bank Manager's check or money order). Please NOTE: **NO PERSONAL CHECKS unless certified.** INSURANCE: Renter to provide proof of insurance listing UVI/Reichhold center for the Arts as an additional insured. **Absolutely no use of the Center is allowed until the contract has been read in full, signed, the security 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 **SIX WEEKS** prior to the event.
- Please use the attached floor plan to indicate placement of microphones, platforms, choir-risers or other scenic elements.

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- The licensee 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, OR THE LESSEE. THERE WILL BE AN ADDITIONAL FEE SHOULD THESE SERVICES BE REQUESTED.

- Licensee 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. Food and drinks are not permitted in the theater; smoking is not 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 \$1500.00 security 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 user's needs will be met. The remainder of the rental cost is billed out. This procedure will be clarified beforehand.

User Fees

A rental charge applies 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 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 a 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 activities.

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.

Sound Equipment – Costs vary according to the type and amount of equipment requested.

Lighting Equipment – Costs vary according to the type and amount of equipment requested.

Stage Equipment – Costs vary according to the type and amount of equipment requested.

Technical Staff - Technicians are required to operate stage and show related equipment. Costs vary with the number of technicians required.

House Manager – It is mandatory to have a House Manager present for all events. Costs vary.

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.

For information about any of the above charges please call 693-1550.

FACILITIES FEES:

Facility Rental

Administrative, Utilities, Stage Area / per show	\$3,000.00
Non-profit	\$1,800.00 (renter must supply proof of tax status)

Rehearsals \$ 500.00 per night plus direct expenses

Stagehand Labor

(All labor based on 4 hour minimum which must include load in and set up. \$22.50 for each additional hour over eight.)

Stage Manager	\$30.00	\$120.00
Sound Technician	\$30.00	\$120.00
Lighting Technician	\$30.00	\$ 120.00
Stage Technician	\$25.00	\$ 100.00

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
- With (2 Mics, CD and/or cassette player (playback devices) \$450.00
- Full concert system
(with (6) corded mics and stage monitoring system) \$750.00
- Wireless microphone (handheld on lapel) \$ 75.00 each
- Korg Triton Studio Keyboard \$250.00
- 7'Kawaii Grand Piano (tuned day of event) \$350.00
- 9'Steinway Grand Piano (tuned day of event) \$550.00
- Microphones (corded) \$10.00 each
- Full Concert Drum Kit \$350.00
- Bass Amp \$150.00
- Guitar Amp \$85.00

Lighting Equipment Rental

- House system (includes conventional lighting instruments) \$350.00
- Full concert system (includes moving lights) \$550.00
- Follow spots \$ 75.00 each
- 24" Mirror ball \$ 75.00

- 36" Mirror ball \$ 200.00
- Fog machine \$ 50.00 each
- Hazer \$ 50.00 each

FACILITIES FEES

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Lighting Equipment Rental (continued)

- Chiller \$200.00
- Strobe Light \$ 50.00 each

Stage Equipment Rentals

- Presentation Tables (small) \$ 15.00
- Presentation Tables (large) \$ 20.00
- 4' X 8' Platform risers (no skirting or carpeting available) \$ 20.00 ea.
- Front/Rear Projection Screen with projector \$200.00
- Black Sharks tooth Scrim \$150.00
- Orchestra Shell \$100.00
- Scenery Columns \$ 25.00
- Scenery Plants \$ 20.00
- Scenery Podium \$ 25.00

BOX OFFICE Equipment Rental

- Ticket Printing \$200.00
- Ticket Distribution \$130.00

BASIC PERSONNEL FEE FOR EVENT STAFF:

- Stage Manager (if necessary) \$25.00/hr.
- Stage technician– set-up and performance (4 minimum) \$20.00/hr.
- Box Office Supervisor (4 minimum) \$15.00/hr.
- Box Office Personnel (4 minimum) \$ 9.00/hr.
- Ticket takers (4 minimum) \$ 9.00/hr.
- Office Manager (4 minimum) \$12.00/hr.
- House Manager (4 minimum) \$12.00/hr.
- Aisle Captains (5 minimum) \$ 9.00/hr.
- Security Guards (5 minimum) \$20.00/hr.
- Maintenance (3 minimum) \$20.00/hr.

Sound

\$30.00/hr.

Lighting

\$30.00/hr.

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. All rental inquiries will be subjected to a non-refundable and non-transferable \$1,500.00 deposit.

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? _____

Non-Profit organizations must attach a copy of tax exempt form.

Name of Production Coordinator _____

Telephone No. (Daytime) _____ (Evening) _____

(Cell) _____ (Fax No.) _____

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 – TICKET INFORMATION

Company Name Presents: _____

Event Name: _____

Will admission be charged? _____

Prices _____ Reserved or general admission (open) _____

Discount? _____ Yes or No _____

Discount Applied: _____

Will the event be open to the public _____

Ticket Outlets: Box Office; _____

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? _____ Mini-Disc? _____

Sound (Continued)

Will you be using live musicians and/or a band? _____

If so, list what instruments will be used: _____

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

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? _____

Indicate in 8" increments: 8" _____ 16" _____ 24" _____

Tables or chairs on stage? _____ No of each? _____

Will you need the main curtain to be operated? _____

Will you need the Marley Dance Floor Surface? _____

LIGHTING

Backdrop-Cyclorama (white) or Black Velour? _____

Will stage lighting be required? _____

Followspots? _____ One or two _____

Please describe: _____

PLEASE RETURN THIS APPLICATION AND \$1,500.00 (NON-REFUNDABLE & NON-TRANSFERABLE DEPOSIT) 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.

Signature of Applicant

Date of Application

Pamela Toussiant-Sanes, Co-Director

Date Approved

Denise Humphrey,
Co-Dir. /Technical Director

Date Approved

To make reservations:

Mail or Visit Us... at our offices:

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St. Thomas, VI 00802-9990
Phone: (340) 693-1550
Fax: (340) 693-1555
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