

Edna Boykin Cultural Center

Managing Organization:
Wilson Arts
204 Nash Street S
Wilson, NC 27893

252-291-4329



Facility Rental Agreement for Edna Boykin Cultural Center

Theater Arts Coordinator

Approved Denied

Today's
Date: _____

Facility to be Rented

Edna Boykin Cultural Center
108 Nash Street NE
Wilson, NC 27893
252-291-4329

G.R. Hammond Gallery

Renter Contact Information

(Name)

(Address)

(City / State / Zip Code)

(Phone Number)

(Email Address)

Date of Performance

Date(s) Performance(s) will take place: _____ Show Time: _____

Rehearsal Dates: _____ Times: _____

Type of Performance: (Circle all that apply to your event)

Recital Concert Fund Raiser Non-Profit Group Dance Theater Musical Opera

Orchestra Band Gallery Show Speaker Other explain: _____

Rental Rates

- A. Non-profit organizations with certified proof of 501c3 certification rental price **\$750 (per 7 hours)*** with in-house sound and lighting use plus the technician contract and fee schedule. A copy of the current 501c3 certification will be kept on file. **\$250 of the total rental fee must be paid at the time of booking and is non-refundable in the event of a cancellation by the renter.** The balance of all rental fees is due 30 days prior to the event.
- B. Non-profit organizations with certified proof of 501c3 certification rental price **\$650 (per 7 hours)*** **without** in-house sound or lighting (but agree to provide their own at their own cost.) A copy of the current 501c3 certification will be kept on file. **\$250 of the total rental fee must be paid at the time of booking and is non-refundable in the event of a cancellation by the renter.** The balance of all rental fees is due 30 days prior to the event.

- C. For-profit renters rental price **\$1150 (per 7 hours)*** with in-house sound and lighting use plus the technician contract and fee schedule. **\$250 of the total rental fee must be paid at the time of booking and is non-refundable in the event of a cancellation by the renter.** The balance of all rental fees is due 30 days prior to the event.
- D. For-profit renters rental price **\$950 (per 7 hours)* without** use of in-house sound or lighting (but agree to provide their own at their own cost.) **\$250 of the total rental fee must be paid at the time of booking and is non-refundable in the event of a cancellation by the renter.** The balance of all rental fees is due 30 days prior to the event.
- E. Hammond Gallery Only: Non-profit organizations with certified proof of 501c3 certification rental price **\$150 (per 7 hours)***. A copy of the current 501c3 certification will be kept on file. **\$75 of the total rental fee must be paid at the time of booking and is non-refundable in the event of a cancellation by the renter.** The balance of all rental fees is due 30 days prior to the event.
- F. Hammond Gallery Only: For-profit organizations rental price is **\$250 (per 7 hours)***. **\$125 of the total rental fee must be paid at the time of booking and is non-refundable in the event of a cancellation by the renter.** The balance of all rental fees is due 30 days prior to the event.
- G. Additional Hours: Additional hours may be purchased ahead of time for 10% of the rental fee per hour.
- H. The City of Wilson, Wilson County, The Playhouse of Wilson, Inc. and Vision Community Theatre Group, Inc. must meet with the theater coordinator to discuss their rentals prior to completing their contracts.

Renters who wish to use EBCC in-house sound and lighting amenities must agree to use our staff sound and lighting technicians **with no exceptions**. We have certified staff who are well trained to operate our equipment. All fees must be paid one (1) month before the date of the event.

All performers, patrons, décor, catering, equipment and all other personnel and devices pertaining to the rental must be completely removed from the building by 12:00 a.m. with no exceptions. An additional \$200.00 fee per hour for every hour over the time limit will be assessed. You will NOT be allowed to rent again until all overage fees have been paid in full via certified cashier's check, cash or credit card.

Membership

Certain levels of membership at Wilson Arts receive a discount on rentals. The member *must* be the one paying for the rental and the membership must be current. Ask about becoming a member to receive the rental discount and other membership benefits. Memberships last for the calendar year (Jan 1 – Dec 31). More information available at www.wilsonarts.com/give on memberships. Membership discounts only apply to the base rental and not add-ons.

The Non Refundable Fee/Deposit to Hold Dates

Our facility is frequently rented and remains a very active sought-after rental facility. We reserve the right to hold or reserve dates for potential serious renters by collecting at the time of booking a **\$250.00 non-refundable fee** which will be applied toward the full rental price if the contract goes forward. By requesting a rental date to be held on our calendar, you understand that this \$250.00 fee is non-refundable and will not be returned to you at any time should you not fulfill or complete your rental obligations or cancel your event of your own accord. We will not hold any dates without a written agreement and the \$250.00 fee paid in full. The balance of all remaining rental fees is due 30 days prior to the performance.

I understand and agree: _____ (print name)

In-House Sound and Lights

Renters who choose to use and pay for our in-house lighting and sound amenities must include detailed plans in their stage plot and performance information. Please use the attached map of our stage to plot what you will need in detail and circle all that will apply to you for your event. You are required to return your stage plot and event information one month prior to your event. Late entries will not be accepted and we reserve the right to revoke in-house privileges at any time. Any add-on information must be amended immediately and will not be accepted after 2 weeks before the event. Please be detailed and clear marking all that will apply to your event. We are not responsible for underestimations you provide or vague details in the event planning phase. We also have the stage plot guide available in email or paper form.

I agree to these terms: _____(initial)

Technician Fees

All balances due must be paid in full exactly one month before the event is to take place. Methods of payment accepted include cash, certified money order, cashier's checks or credit card payments only. No personal checks or out of town checks will be accepted. A set list and stage plot will be provided at the time the final balance is due via email attachment or regular mail method for in-house sound and lighting technicians. By selecting and paying the additional fee for in-house sound and lighting technician services, there will be no overages and you may not ask the technician at any time to stay over the hours you have pre-paid for this service. Do not underestimate the hours of service you may need.

Sound Technician: (Circle the hours you will need below) \$20.00 per hourly rate (no half hours).

2 hours (\$40.00) 4 hours (\$80.00) 6 hours (\$120.00) 8 hours (\$160.00) 10 hours (\$200.00)

12 hours (\$240.00) 14 hours (\$280.00) 16 hours (\$320.00) 18 hours (\$360.00) 20 hours (\$400.00)

Lighting Technician: (Circle the hours you will need below) \$20.00 per hourly rate (no half hours).

2 hours (\$40.00) 4 hours (\$80.00) 6 hours (\$120.00) 8 hours (\$160.00) 10 hours (\$200.00)

12 hours (\$240.00) 14 hours (\$280.00) 16 hours (\$320.00) 18 hours (\$360.00) 20 hours (\$400.00)

Please only choose the hours that will be necessary to your rental performance/rehearsal dates. Underestimations or over-estimations are not our responsibility if you have not adequately prepared for your event to be successful. You will not be compensated or reimbursed at any time for under-estimated hours of technician services.

I understand and agree: _____(print name)

The Technician(s) will arrive: Time: _____ Leave: _____

Fire Watch

You must provide personnel at your own cost or find volunteers to wear our orange reflective vests and attend fire watch stations for performances with attendees exceeding 100 people in the auditorium. Someone will also be needed to monitor the lobby/gallery area. You must provide us with the information and names of persons who will fill this required task. Failure to do so will result in revocation and termination of this contracted event by the City of Wilson Fire Marshall or City of Wilson Police Department.

I agree to these terms: _____(initial)

Name of Fire Watcher 1: _____

Name of Fire Watcher 2: _____

Lobby/Gallery Attendant: _____

Ticket Sales

You may choose to provide and sell your own tickets on your own at no additional cost to you. However if you use the Wilson Arts box office for sale of tickets you will be charged \$2.00 per ticket sold. Wilson Arts will only accept cash or checks on your behalf; we will not accept credit cards or provide online ticketing services. The remaining balance will be distributed to you in the form of a check one week after the event has taken place and the contract has been finalized. The ticketed event amount total with deductions will be attached to the check for your records only. A box office attendant can be contracted to work your event at \$20.00 per hour.

I agree to these terms: _____(initial)

Catering/Kitchen Use/ Decorations

Any catering services or kitchen use will be performed during the hours of this contract only. Please choose the items you will need on the attached form. You are required to return the catering set-up sheet by email attachment or regular mail or (drop off at the Wilson Arts office). Failure to provide the required information will result in limited or no access to these areas at our own discretion. All catering and kitchen items must be cleaned and properly stored in the clearly marked spaces. If using a catering service you must provide contact information for said service.

You may not remove, cover, damage or deface any art work in the Gallery, bathrooms, hallway, Green Room or theater area. You may not use nails, tacks, screws, fasteners, glue or tape on any wall surfaces, windows, doors or any part of the facilities anywhere. Written permission and prior approval for free-standing décor must be submitted a month in advance of the rental/performance and permission may or may not be granted.

I agree to these terms: _____(initial)

Catering Service: _____ Contact Name & #: _____

Rental Equipment

Tables and chairs are available for rent from Wilson Arts. If you choose to rent from an outside facility your rental items must be delivered the day of the event during the hours specified in the contract and picked up by 10:00 am the following morning unless special arrangements have been made with the Theater Coordinator. If you choose to rent items from our facility, you agree to clean all the items in the kitchen area. All tables must be neatly placed on the floor out of the way and not propped on any wall or furniture. If renting items from our facility please specify the items and number of each item you will need below. If you choose to have our technicians set up the tables and chairs for your event, there is a service set-up fee.

Tables: _____ (\$5.00 each table) Chairs: _____ (\$1.00 each chair) Total Amount Due: _____

In-house service set up fee:

Tables: _____ (\$2.00 set-up fee per table in addition to the \$5.00 rental) Total Tables _____

Chairs: _____ (\$1.00 per chair set-up fee per chair in addition to the \$1.00 rental) Total Chairs _____

Total Amount Due: _____ I agree to these terms: _____(initial)

Hours of Use/Parking

The Edna Boykin Cultural Center does not have a parking lot. Parking is NOT permitted in the adjacent Wilson Times Parking Lot. Street parking is permissible at the owners' expense. For larger groups please contact Sarah Williams with the Wilson Parking Commission for assistance at 252-399-2405. We are not responsible for any towing fees or parking tickets issued by the City of Wilson.

I understand and agree to these terms: _____(initial)

Clean Use Policy

We strive to maintain a clean rental facility free from trash and in good repair. All renters must sweep the gallery floor, pick up any trash or items left in the seated theater area, and bathroom areas must be free from trash on floors. All trash cans and bins will be emptied in the proper outside trash dumpsters and removed from the building. Renters must also take care of taking out trash during the event if it is a high waste event. All areas must be in good working order and in clean condition. All kitchen food items must be cleaned up and properly disposed of or removed after the event has taken place during the required time period. Kitchen appliances and counters must be wiped clean. All spills must be cleaned. Carpets must be vacuumed and free from trash or other items. In the event any carpets are damaged with spills, candy, gum or other staining fluids, we reserve the right to charge and bill the renter an additional fee up to \$300 for a cleaning service to remove stains from the carpet and repair damages.

I understand and agree to these terms: _____(initial)

Alcohol/Food/Concessions

Alcoholic beverages may be served in the facilities as long as the renter applies, receives and displays the proper permits required by the Alcoholic Beverage Commission and assumes all responsibility. Contact the North Carolina Alcoholic Beverage Control Commission at abc.nc.gov / deliver to 400 East Tryon Road Raleigh, NC 27610 or mail to 4307 Mail Service Center Raleigh, NC 27699-4307 or call 919-779-0700 when any alcohol is being served or sold. **You must have the proper permits to serve liquor or sell any alcohol including beer or wine.** Anytime alcohol is served the renter shall hire a minimum of (2) two off-duty Wilson Police Department officers or other bonded security.

I understand and agree to these terms: _____(initial)

Insurance

Some renters may be required to purchase additional insurance. If over 200 people are expected and alcohol is served, event insurance listing The Arts Council of Wilson (dba Wilson Arts) as additionally insured is required when final payment is due.

I understand and agree to these terms: _____(initial)

Publicity

For public events, a draft of the flyer, graphic, or advertisement used must be pre-approved by our staff to ensure that our venue is represented accurately. Please allow for three business days for our staff to respond. E-mail a digital file to stephanie@wilsonarts.com with the subject of "Rental Flyer Approval."

For public events with a Facebook event, please feel free to request @EdnaBoykinCulturalCenter to be a co-host to help promote the event through our network.

Explore Wilson:

If your event is being marketed towards the general public, please list your event for free on our countywide community arts calendar at www.explorewilson.com.

I understand and agree to these terms: _____(initial)

Security/Building Security

It is suggested that each renter should procure a minimum of two off-duty officers from Wilson Police Department for any public event unless otherwise required. The names of the officers along with contact numbers for the off-duty officers are required to be turned in to the Theater Coordinator to be placed on file. The renter seeking security for their event must contact Wilson Police Department 252-399-2323. For renters using an outside security agency you must provide the name of that agency with contact numbers and valid address and fax the information to inform the police department at 252-237-5160. The renter will not sell or distribute tickets to events in excess of the seating capacity or admit a larger number of persons than can safely and freely move about in the rented areas. See Facility Information for capacity of each space. No portion of any passageway or exit shall be blocked or obstructed in any manner and no exit door shall be locked, blocked or bolted while the facility is in use. All designated exits shall be maintained in such manner as to be visible at all times.

I agree to the terms: _____(initial) Officers Names: _____

Responsibility/Indemnity/ Damages/Destruction

Renter shall be liable for all damages to the facility, equipment, appliances or artwork during the rental period, and agrees to pay for all repairs. This includes any damages to technical equipment if operated by persons other than those authorized by Wilson Arts. If the facilities are destroyed or damaged by fire or any other cause or unforeseen occurrence that shall make the fulfillment of the contractual agreement impossible, then this Rental Contract will be terminated immediately. The renter waives all rights to any claims against Wilson Arts and will be prohibited from any further rentals or use of any Wilson Arts facilities. The conduct of all program participants and spectators while on the property at the facility will be the sole responsibility of the renter. The renter accepts all responsibility for any injuries to person(s), property, and loss of life or damage to property or theft of personal property or artistic content on the premises during the rental period or resulting from rental period. Failure by any individual or group to follow all rules and regulations will be cause for eviction. Wilson Arts reserves the right to evict objectionable persons from the premises. Violations will result in denial of future reservation requests. Renter shall release, indemnify, keep and save harmless, Arts Council of Wilson, Inc. (Wilson Arts), its agents, officers or employees from any and all responsibility or liability for any and all damages or injury of any kind or nature including death to all persons, whether agents or employees of the renter or persons attending the events for which the premises have been leased, and to

all property damage proximately caused by, incident to, resulting from, arising out of, or occurring in connections with the use by the renter of the premises. The provisions of this section shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs and expenses, including reasonable attorney's fees. Wilson Arts Board of Directors reserve the right to deny any rental that they feel is inappropriate. All renters must provide two references when submitting their application, one being a Wilson Arts member.

I understand and agree to the terms: _____(initial)

Agreement Acknowledgment/Comprehension

I have read the contract in full and do hereby sign and agree to all the terms herein and am authorized by my organization to enter into this agreement.

Renter: _____(signature) Contact #: _____

Print Name: _____ Email Address: _____

Title/Organization: _____ Date Signed: _____

Non-Profit certification copy attached: yes no Tax ID: _____

Copy of Driver License of the renter attached yes no (explain if no) _____

Total paid: _____ (\$250.00 due at signing, balance due 30 days prior to rental)

Theater Arts Coordinator: _____(Signature) Date Signed: _____

Office Manager: _____(Signature) Date Signed: _____

Itemized List of Fees for Rental

Non- Refundable Fee/Deposit to hold dates: _____

Rent for EBCC: _____ non-profit or for profit

Rent for Hammond Gallery ONLY: _____ non-profit or for profit

Equipment Fees: Tables _____ Chairs _____ Setup Fees: _____

Sound: Hours worked: _____ \$20 per hour _____

Lights: Hours worked: _____ \$20 per hour _____

Special Lighting Set Up: \$300 _____

Projector: Hours worked: _____ \$20 per hour _____

Projector Fee: \$150 _____

Box office: Hours worked: _____ \$20 per hour _____

Tickets Sold \$2 each _____

Cleaning Service Fee: \$300 _____

Marquee: \$75 _____

Additional information (marquee info, special needs, etc.):

Are you a current Wilson Arts Member? Yes No

If yes, what is your discount percentage for the level of membership you have? (Can look up at www.wilsonarts.com/give)

Membership Discount Percentage: _____

Total Charges and Fees: _____

Boykin Center Sound and Lights Inventory

Sound Amenities Offered at the Theater

CONSOLE:

Behringer X32 console located in House Right Balcony
Behringer S32 Digital Snake located Downstage Left
Ipad for remote control of Sound System

FOH SPEAKERS:

4 EV 2 per side in stereo House left and right
2 QSC K12.2 in Stereo House left and right
2 Peavey Subcompact 18 Subwoofer in Stereo House Left and Right
2 Behringer Eurolive B1800x High Power 18" Subwoofer in Stereo House Left and Right
5 Peavey Impulse 6 B/PR Fill Speakers located on apron of stage in Stereo House Left and Right
4 Peavey Impulse 6 B/PR Fill Speakers located under balcony in Stereo House Left and Right
2 Peavey Impulse 6 White Fill Speakers in Balcony in Stereo House Left and Right

MONITOR SYSTEM

2- QSC K12.2
4 EV
1 JBL Eon 1Sp1
2 Peavey 112-TLM
4 JBL Control 25-1 for orchestra pit fill
AMPLIFIERS

MICROPHONES, STANDS and CABLING

3-SM58
3-SM57
3-Samson Condenser Microphone
11-Audio Technica ATW-R3100 wireless headsets
12 -Round Base Stands
3-Tripod Stands
7-Boom Attachments
5 Audio Technica ATW-R3210 wireless headsets
1 Audio Technica ATW R-14 wireless handheld
2- Sennheiser EW100 G3 wireless headset
6-Pyle Direct Boxes
Various XLR and 1/4 cable (speaker and instrument)
3-16 channel analog audio snake

FOH INPUTS

1 Sony RCD W500C CD Player/Recorder
1 Panasonic DMP-BD30 DVD Player
1/8 jack for laptop input

VIDEO PROJECTION

Panasonic PT-D5600u Projector (Front projection with projector located under balcony)
HDMI or VGA Connection to Projection from Sound Console location

ASSISTED LISTENING DEVICE

Telex Soundmate ST-300 Personal Listening System Transmitter
Telex Soundmate SR-50 Personal Listening System Receiver

Boykin Center Lighting Amenities

Element 60 console, 250 channels (ETC) All manually run from the board

18- S4 19 degree equivalent, Altman 360Q, 6x16. These units are 750 watts max per unit. These units are positioned at FOH from the balcony.

2- S4 26 degree equivalent, Altman 360Q, 6x9 units at 500 watts max per lamp.

6- Par 64 units that are Altman 4250G Par 64 w/500 watt medium sealed beam.

4- 3cell cyc units at 500 watts per lamp.

26- Fresnel units that are Altman 65Q with a maximum of 500 watts per unit.

10- 17x10 mm LED RGB par 64

10- 17x10 mm LED White par 64

2- 575 W moving head spots that are not hung in position (manually run by tech) One on right side balcony sound booth and one on left side balcony light booth.

6-54x3 W LED RGBW par can

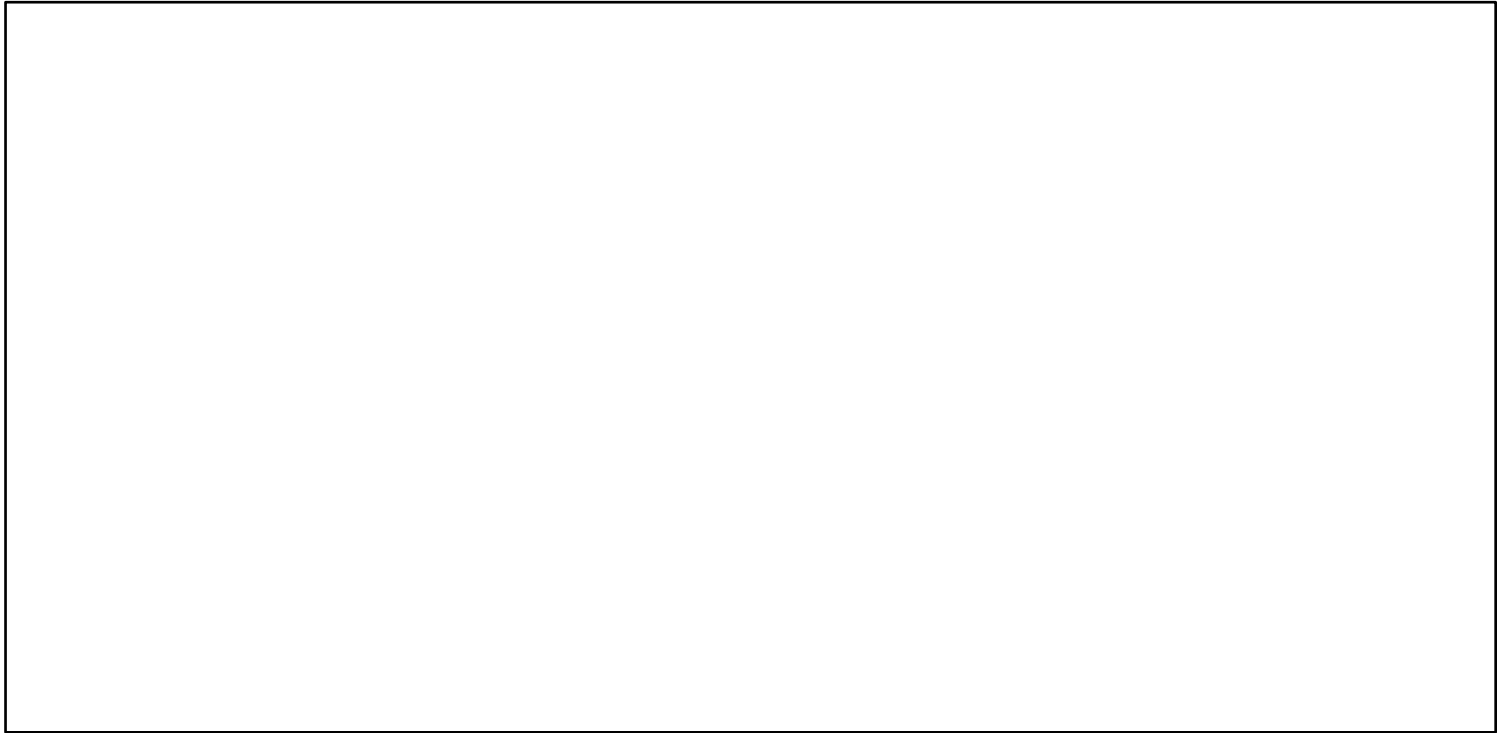
8- 24x3 LED tri-color wall washers (bar lights)

Due to the limited lighting amenities offered if a light redesign is required there is a lighting redesign fee charged in the amount of \$300 for any special lighting that goes beyond the ability of the Theater Arts Coordinator. Light plots will need to be discussed well in advance of the performance date.

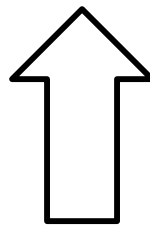
I agree to the terms and conditions: _____

Stage Plot Guide of the Edna Boykin Center Stage

Must be returned 1 month prior to the event taking place



Stage Front



Please sketch detailed information on the provided stage outline. List amps, instrument placement, background vocalists, main vocalists, drums, microphones and stands. Everything that will be executed in the performance should be placed on this sketch unless the renter/performance organization provides a separate stage plot.

Sound Technician Contract

Edna Boykin Cultural Center Sound Technician Contractual Agreement for Rental

Name of Renter/Company: _____

Contact Person for Rental: _____ Cell #: _____

Type of Rental: _____

Load in Date: _____ Load in Time: _____

Stage Plot Attached: yes no Renter on time for load in: yes no

- Rehearsal Date(s): _____
- Call Time: _____
- Show Time: _____
- Show Start on Time: Yes No
- How late did show start past time: _____ minutes _____ hour(s)
- Show Time Ended: _____
- Strike time began: _____
- Stage Cleared Time: _____

Hours paid for Sound Technician are: _____ Fee Paid Amount of: _____

- Date you must arrive: _____
- Time you must arrive: _____
- Time you must leave: _____

Any in-house sound equipment that is not working or malfunctioning please explain below:

Upon entering and leaving the theater I will send a text message to the Theater Coordinator along with an email of the time I arrived and time I securely left the premises after completing the rental event. I will carry my copies in my binder to all events along with the contract copy.

I understand and agree to the terms stated in my Sound Technician contractual agreement. I understand that I am NOT allowed to work over the hours prepaid and stated in this contract. I will arrive on the dates and times stated herein and any time I work over will be of my own free will and not paid beyond the confines of this contract. At no time shall the renter ask me to work over the prepaid amount in this contract for in-house sound rental. At any time if the renter is being violent, threatening, and malicious or preventing me from performing my job I will notify the police department and Theater Coordinator immediately and reserve the right to choose to stop any further assistance with sound. I must complete this sheet and turn it in to the Theater Coordinator after each rental no later than 48 hours after the rental has been completed.

I agree to the terms listed in this rental contract: _____(Signature)

Print Name: _____ Date Signed: _____

Theater Arts Coordinator: _____(Signature) Date Signed:_____

Executive Director: _____(Signature) Date Signed:_____

(All copies remain on file in the completed rental agreement folder)

Contract Finalized on Date: _____

*Did you lock up the theater? Yes No Who locked up?: _____

(** Answer next line of questions if you locked up)

All doors secured: yes no All lights turned off: yes no Alarm Set: yes no

Would you consider this a good rental: yes no

If no explain: _____

Completed Rental Agreement - All parties aware.

Lighting Technician Contract

Edna Boykin Cultural Center Lighting Technician Contractual Agreement for Rental

Name of Renter/Company: _____

Contact Person for Rental: _____ Cell #: _____

Type of Rental: _____

Load in Date: _____ Load in Time: _____

Stage Plot Attached: yes no Renter on time for load in: yes no

- Rehearsal Date(s): _____
- Call Time: _____
- Show Time: _____
- Show Start on Time: Yes No
- How late did show start past time: _____ minutes _____hour(s)
- Show Time Ended: _____
- Strike time began: _____
- Stage Cleared Time: _____

Hours paid for Sound Technician are: _____ Fee Paid Amount of: _____

- Date you must arrive: _____
- Time you must arrive: _____
- Time you must leave: _____

Any in-house light equipment that is not working or malfunctioning please explain below:

Upon entering and leaving the theater I will send a text message to the Theater Coordinator along with an email of the time I arrived and time I securely left the premises after completing the rental event. I will carry my copies in my binder to all events along with the contract copy.

I understand and agree to the terms stated in my Lighting Technician contractual agreement. I understand that I am NOT allowed to work over the hours prepaid and stated in this contract. I will arrive on the dates and times stated herein and any time I work over will be of my own free will and not paid beyond the confines of this contract. At no time shall the renter ask me to work over the prepaid amount in this contract for in-house sound rental. At any time if the renter is being violent, threatening, and malicious or preventing me from performing my job I will notify the police department and Theater Coordinator immediately and reserve the right to choose to stop any further assistance with sound. I must complete this sheet and turn it in to the Theater Coordinator after each rental no later than 48 hours after the rental has been completed.

I agree to the terms listed in this rental contract: _____(Signature)

Print Name: _____ Date Signed: _____

Theater Arts Coordinator: _____(Signature) Date Signed: _____

Executive Director: _____(Signature) Date Signed: _____

(All copies remain on file in the completed rental agreement folder)

Contract Finalized on Date: _____

*Did you lock up the theater? Yes No Who locked up?: _____

(** Answer next line of questions if you locked up)

All doors secured: yes no All lights turned off: yes no Alarm Set: yes no

Would you consider this a good rental: yes no

If no explain: _____

Completed Rental Agreement - All parties aware.