



PROPERTY OF THE CITY OF SPRINGBORO

PERFORMING ARTS CENTER

115 Wright Station Way – Springboro, Ohio 45066

Premier Health Theater Rental Policy and Contract

Renter:
Purpose of Event:
Contact Person:
Mailing Address:
Zip Code:
Phone:

Application Date:
Rental Date:
No. of Guests:
Rental Times:
Email Address:
Cell Phone:

RENTAL RATE: Please check all that apply

“Resident” is described as a group or business that operates within the City of Springboro

Resident Rate \$50.00 per hour Non-Resident Rate \$100.00 per hour Staff Charge \$50.00 per hour (lighting and sound only)
X # of hours = \$ x # of hours = \$ x # of hours = \$
Total Due = \$ Total Due = \$ Total Due = \$

Line A

Line B

Line C

Make Checks payable to: City of Springboro Total Amount Due (Lines A-C Above) = \$

Application Form & Entire Rental Fee are due within seven (7) days of approval of the application.

Purpose

The goal of the City of Springboro is to have the Premier Health Theater and Stage at the Performing Arts Center available to the community for public events, to enjoy during those times when it is not otherwise in use.

Rates & Availability

Availability Room Capacity Resident Rate Non-Resident Rate
(As Available) 142 fixed seats \$50.00 per hour \$100.00 per hour

*Availability is dependent on staffing and is not guaranteed until your reservation has been confirmed in writing.

Outside alcohol is not permitted to be brought into the PAC under any circumstance.

Days Not Available

Thanksgiving – Christmas Day – New Year’s Day – Fourth of July – Labor Day – Memorial Day

Staffing Fee*

Rental Rate

Technical Support Staff \$50.00 / hour

If lighting, A/V or sound is being requested, technical support staff is required and will be provided. Under no circumstance is lighting, A/V or sound equipment to be utilized by renter or attendee.

Application Process

The facility is rented on a first come first serve basis. The City of Springboro reserves the right to limit the incidence of use by a single group should the demand for the facility exceed the available supply.

City of Springboro also reserves the right to exercise supervisory authority and to prevent unauthorized or illegal activities on City property. While we will try to accommodate your rental request, the City reserves the right to refuse rental to any person or group.

Application requesting use of lighting, A/V or sound equipment in the Premier Health Theater must be made at least four (4) weeks in advance of requested date.

All applicable rental fees must be paid in full within seven (7) days of approval of the application. Applicants may pay in person during regular office hours M-F from 8:00 – 4:30 PM or by mail.

Send materials to: City of Springboro 320 West Central Avenue, Springboro, OH 45066 or Springboro Chamber of Commerce, 115 Wright Station Way, Suite 1 Springboro, OH 45066.

This application may not be assigned or transferred and the facility may not be sublet by applicant.

Refund Policy: Complete refunds will be offered within 24 hours of filing this application. Thereafter, applicants are entitled to a 50% refund of their fee. However, no refunds will be given within 48 hours of their scheduled event.

Hold Harmless Agreement

By applying to use this facility, I hereby agree, on behalf of myself and any persons on whose behalf I am submitting this application to release the City of Springboro, its elected officials, agents and employees, Springboro Community Theatre, Chamber of Commerce and Center Stage Dance Studio, from any and all losses, injuries or damage which may be incurred by me or by anyone on whose behalf I am making this application while using The Performing Arts Center facility.

Requested by:

Date:

Approved by:

Date:

Rental Rules and Regulations

- 1) Rental time period includes set-up and tear-down time. Please take this into account when making your application.
- 2) PAC is a smoke-free facility. Outside alcohol is prohibited from being brought into the building.
- 3) Candle use or open flames of any kind are prohibited. You will have the use of the Premier Health Theater & stage, lobby area and restrooms.
- 4) Rental does not include areas in the Premier Health Theater sound tech room.
- 5) At no time may someone other than theater staff operate equipment that is the property of the theatre, including but not limited to lighting and sound equipment.
- 6) All garbage, etc. must be removed and bagged; placed in the rear of the building in the fenced dumpster area.
- 7) Renters are responsible for the conduct of the attendees. Any damage to the facility or grounds during the function will be the responsibility of the renter.
- 8) All promotional material including but not limited to print, radio and television advertising and signage must include the phrase: "This program is not affiliated with The City of Springboro or Performing Arts Center."
- 9) The renter of the facility agrees to inform all persons attending the program of the terms and conditions concerning use of the facility.

City shall be notified immediately of a cancellation by calling 937-748-4352 during normal business hours or 937-748-0611 after 4:30 M-F.

Please initial and date _____ indicating you agreed and understand all of the rental rules and regulations.

Springboro PAC Usage Policy

Purpose

The Performing Arts Center (PAC) is available for public gatherings when the building is not being used for City-related activities or activities sponsored by The Chamber of Commerce, Springboro Community Theatre or Center Stage Dance Studio. Use of the PAC must take place in a responsible manner, without interference to City activities or operations of other building occupants. Priority in scheduling will be made for Springboro groups and businesses.

Use

1. PAC Hours: 8:00 a.m. – 10:00 p.m. Monday – Friday. 9:00 a.m. – 10:00 p.m. Saturday and Sunday. All events MUST be concluded by 10:00 p.m. regardless of day.
2. No one under the age of 21 is permitted to reserve the PAC.
3. The Premier Health Theater seating is limited to a maximum of 142 people.
4. The City reserves the right to review any or all applications and may require sufficient time to make proper investigation before granting approval. Special use of the PAC can be approved at the sole discretion of the City Manager.

Fees and Liabilities

1. The Premier Health Theater can be reserved for \$50 per hour for resident groups or business, \$100 per hour for non-resident groups or businesses and an additional \$50 per hour if the use of lighting and sound is required. The application forms and entire rental fee are due within seven (7) days of approval of the application. 50% cancellation fee after the rental has been paid.
2. Groups will forfeit any future use of the PAC if they cause damage to, or loss of City property or the facility is not left in the condition in which it was found.
3. The City or PAC occupants are not liable for injuries to people or damage to property of organizations using the PAC.

Guidelines for PAC Use

1. The PAC must be left free of crumbs, waste, etc.
2. Each group using the Premier Health Theater is responsible for setting up the room and returning it to its original condition. City staff WILL NOT set up or take down chairs or tables and the City WILL NOT supply more, or permit more to be brought in.
3. Use of audio visual (A/V) equipment IS NOT permitted, unless written approval is granted on application.
4. The City is unable to provide storage space for groups using the PAC; therefore, any food, beverages or personal items left in the building on the day of the meeting will be discarded.
5. Outside alcohol **is not** permitted to be brought into the PAC under any circumstances.

Reservations and Cancellations

1. An application for the use of the PAC must be completed and signed by a representative of the group and approved by the City before use of the PAC begins.
2. Reservations for the use of the PAC must be made **no less than four (4) weeks in advance**, if the requested time is after 4:00 pm. However, if the use of the PAC is to be during the work day (i.e. 8:00 a.m. – 4:00 p.m.) the reservation must be **made two (2) months in advance**.
3. A maximum of one (1) use per month may be scheduled by any group unless special authorization is granted.
4. Requests will be considered on a first come, first served basis.
5. Applicants will receive a confirmation verifying date, time and acceptance or denial of request.
6. The City reserves the right to cancel prior PAC reservation without notice in the event of an emergency.
7. The City should be notified as soon as possible if a use scheduled for the PAC has been cancelled. Please call 937-748-4352 during regular business hours or after business hours call Police Dispatch at 937-748-0611 to cancel a reservation.

Publicity

1. The name, address, phone number or website of the City of Springboro or PAC may not be used as the official address, headquarters or identifier of an organization.
2. The use of the PAC shall not be publicized in such a way as to imply City sponsorship of the group's activities.

Please initial here _____ to indicate you have read and understand the "Springboro PAC Usage Policy."