

The Historic Masonic Theatre Information

This information package is intended to assist prospective HMT tenants in understanding the established procedures and costs relative to booking The Historic Masonic Theatre for an event. Procedures and rates are subject to change from time to time without notice.

Schedule: C	CONFERENCE ROOM RENTAL (max Occupancy: 15 table seated) Refers to exclusive use of the conference room and shared use of adjacent main lobby, annex lobby stairwells, elevator and 2 nd floor corridors and bathrooms. Auditorium, balcony seating, green room, dressing rooms, and lower level (The Underground) are not included.	STUDIOS 301-303 Refers to exclusive use of one or more of the following 3rd Floor room: Studio 301 and Studio 302 and shared use of main lobby, annex lobby stairwells, elevator and 3 rd floor corridors and bathrooms. Auditorium, WestRock room, balcony level, green room, dressing rooms, and lower level (The Underground) are not included.
Building Rental Fees:	A flat fee of \$75 per day. Up to 3 hour of use per day; \$30 per hour each additional hour, or portion of an hour, thereafter. <i>Plus, all event-related expenses required, in addition to those included below.</i>	A flat fee of \$50 each, per day. Up to 3 hour of use per day; \$20 per hour each additional hour, or portion of an hour, thereafter. <i>Plus, all event-related expenses required, in addition to those included below.</i>
Included with Rental: Tenant is responsible for any applicable event –related expenses supplemental to the minimum requirements listed here.	<p>i. Included with rental:</p> <ul style="list-style-type: none"> o Production Manager: 1 @ 3 hr. max. o Use of annex lobby, main lobby, elevator and second floor corridors o Up to 1 full conference tables and up to 15 chairs. <p>The following Conference Room rental events will incur additional fees: Use of caterer/catering kitchen Events requiring daytime closing and/or exclusive use of the facility Events with Admission Ticket Sales</p>	<p>ii. Included with rental:</p> <ul style="list-style-type: none"> o Production Manager: 1 @ 3 hr. max. o Existing Furnishings (as noted on the <i>standard condition groundplan</i>) o Use of annex lobby, main lobby, elevator and 3rd floor restrooms <p>The following Studio rental events will incur additional fees: Events taking place on weekends or after 5pm M-F Events requiring daytime closing and/or exclusive use of the facility Events with Admission Ticket Sales</p>

Gross Ticket Revenues

“Gross ticket revenues” is defined as all monies received by the tenant from the sale of admission tickets to the event.

Services and Facilities Included in Building Rental Fees

In consideration for the building rental fees, the tenant shall have the use of the basic areas inside the facility, as rental policy allows, including the following:

- o Included for every rental
 - o Normal supply of water and electricity.
 - o Heat or air conditioning.
 - o Limited on-site public parking.
 - o Normal janitorial services.

Related Services and Facilities Not Included in Building Rental Fees

- o Event-related staffing which includes, but not limited to, ushers, ticket takers, box office personnel, security personnel, operation personnel and stagehands, supplemental to the equipment and personnel included in the Building Rental Fees. All event-related staffing must be provided by the landlord at tenant’s expense (see ‘*Event-Related Charges and Rates*’, pg. 6). Note: The Historic Masonic Theatre shall have the ultimate authority in determining the number, type and locations of all event-related personnel deemed necessary for the event.
- o Box Office facilities including equipment and tickets.
- o Other event-related labor, equipment and special services (see ‘*Event-Related Charges and Rates*’, pg. 6).
- o Event related marketing.
- o Damages.

Hold Procedure

Date(s) will be held on a tentative basis upon request from a prospective tenant and subsequent confirmation in writing by The Historic Masonic Theatre. Prospective tenant must disclose the name of the performer(s). A tentative date will be held for a maximum of 10 days without reconfirmation. All holds will be considered tentative and, therefore, subject to cancellation until a formal Rental Agreement has been executed by the parties and the appropriate deposit delivered to and accepted by The Historic Masonic Theatre. Should a tentative reservation be challenged by another party, the party with the first hold will be required to immediately execute a Rental Agreement and provide the necessary deposit. To challenge a tentative hold by another party, the challenging party must request the date(s) in writing and forward the necessary deposit. (Note: The previous reservation will not be challenged until the deposit is received.) Should the first reservation be canceled, a Rental Agreement will be issued to the challenging party. Should the party with the previous reservation execute a Rental Agreement; the deposit will be returned to the challenging party.

Deposit

A non-refundable and non-interest bearing advance deposit is required with the signed Rental Agreement. The Historic Masonic Theatre reserves the right to require an additional deposit to cover anticipated event-related expenses. Payment must be made by cash or credit card or cashier's check and payable to The Historic Masonic Theatre.

Ticket Sales

Patron Manager has the exclusive right to print, sell and distribute tickets to all events at The Historic Masonic Theatre. Further, the tenant shall pay, if and where applicable, a credit card service fee of 3.25 percent on the sale of tickets by credit card.

Insurance

Each tenant may be required to purchase a comprehensive liability insurance policy providing coverage of AT LEAST \$1,000,000 for any one accident or occurrence, \$1,000,000 for any one person injured in any accident or occurrence, and \$2,000,000 for property damage liability. Actual insurance requirements will be determined by The Historic Masonic Theatre management based on the size and nature of the event. Masonic Theatre, Inc., Masonic Theatre, LLC., and The Masonic Theatre Preservation Foundation must be named as additional insured on the insurance certificate. A certified copy of the insurance policy containing appropriate coverage will be required 30 days prior to the event. More information is provided in The Historic Masonic Theatre Rental Agreement.

Floor Plans

Floor plans must be submitted at least 30 days prior to the move-in of the event for approval.

Food and Beverage Service

The Historic Masonic Theatre and/or its designated concessionaire, retains the exclusive right to operate all food and beverage concessions, of any nature in The Historic Masonic Theatre, and further, to retain all revenues derived there from.

Souvenir, Novelty and Merchandise Sales

If event-related souvenirs, novelties, and programs are sold during an event, the tenant shall remit to The Historic Masonic Theatre a commission fee equivalent to 10 percent of gross revenue after deduction of all applicable state and local sales taxes. The tenant is responsible for providing and paying for all sellers.

For More Information

Contact:

Jeff Stern, Executive Director

jeff.stern@historicmasonictheatre.com



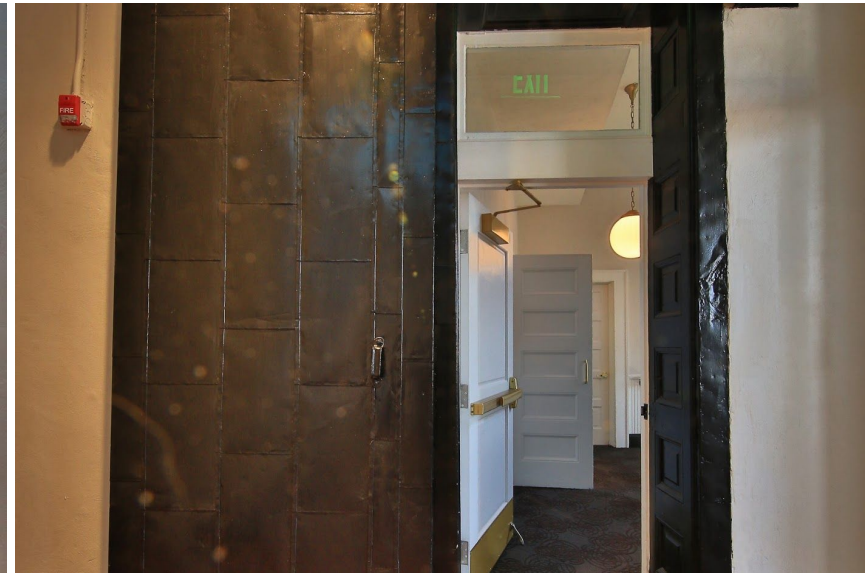
The Conference Room



The lobby outside the Conference Room



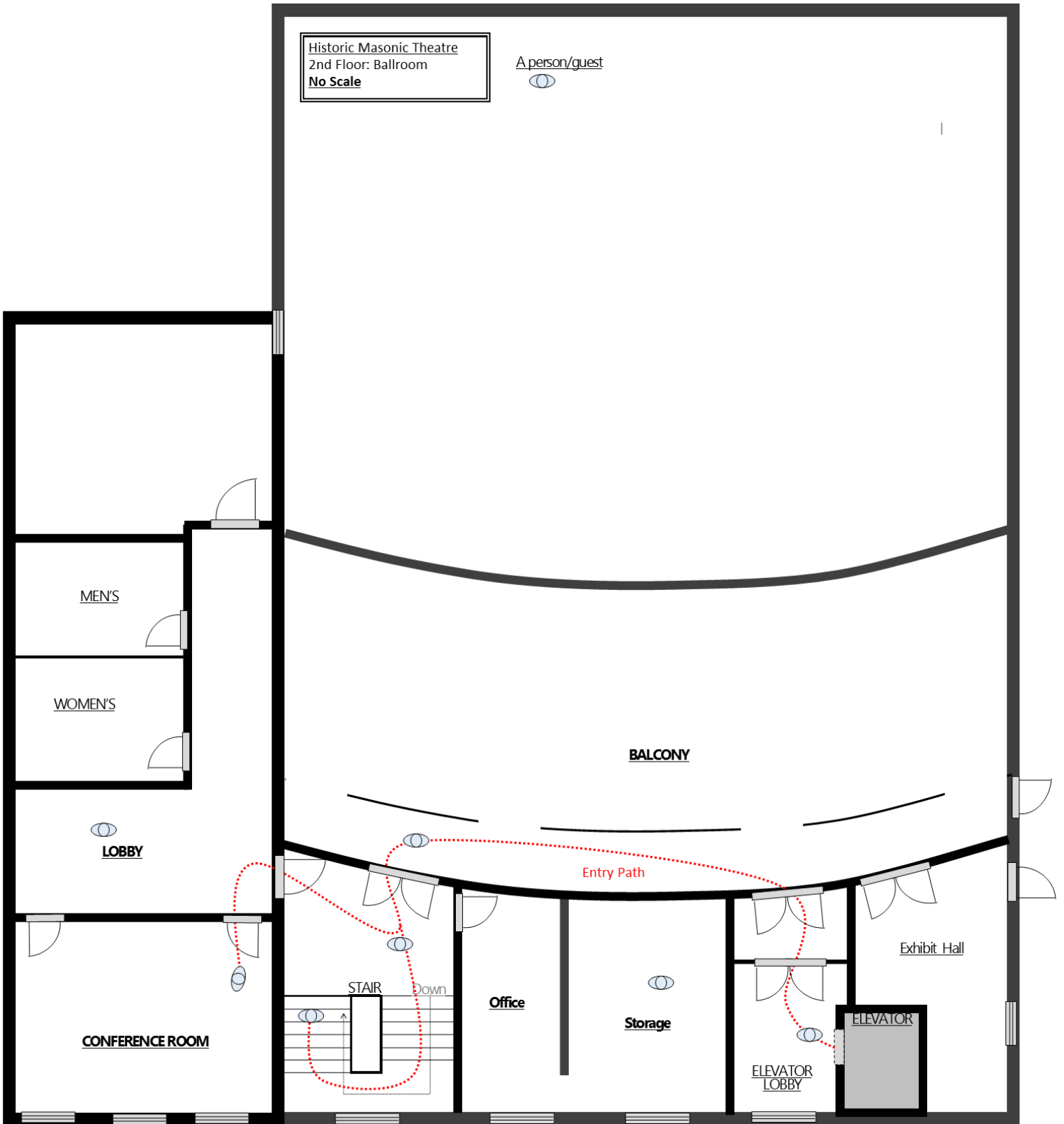
The lobby outside the Conference Room



Doorway leading from Conference Room Lobby to balcony level hall

Historic Masonic Theatre
2nd Floor: Ballroom
No Scale

A person/guest

Historic Masonic Theatre
3rd Floor: Ballroom
No Scale

A person/guest

