

The Masonic AMPHITHEATRE Information

Schedule: AA	AMPHITHEATRE RENTAL (85 fixed seating, 100 folding seats) Refers to exclusive use of the Stage, Grounds, restrooms in The Historic Masonic Theatre's (HMT) Underground Cafe. HMT room use is excluded.		
ACTIVITY:	Event with Admission Ticket Sales	Event without Admission Ticket Sales	Rental of Sound and Light equipment
Building Rental Fees:	A flat fee of \$600 per day. <i>Up to 6 hours of use per day, \$150 per hour each additional hour, or portion of an hour, thereafter. Plus, all event-related expenses required, in addition to those included below.</i>	A flat fee of \$500 per day. <i>Up to 6 hours of use per day, \$100 per hour each additional hour, or portion of an hour, thereafter. Plus, all event-related expenses required, in addition to those included below.</i>	A flat fee of \$200 per day. <i>Plus, all operator and event-related expenses.</i>
Included with Rental: Tenant is responsible for any applicable event-related expenses supplemental to the included items listed here.	<p>i. Included with rental:</p> <ul style="list-style-type: none"> ○ Production Manager: 1 @ 6 hr. max. ○ Ticket Selling Services. ○ Two 6' tables and up to 40 folding chairs. ○ Use of restroom location in the Underground Lounge inside The Masonic Amphitheatre (Room use is excluded). ○ Concession stands may be open during the event (at management's discretion; renter may require an open stand, at an additional cost). <p>Note</p> <ul style="list-style-type: none"> ○ Alcohol service is not included and will incur extra fees. ○ Decoration/set-up/clean-up must occur within the allotted rental time or additional fees will app 	<p>ii. Included with rental:</p> <ul style="list-style-type: none"> ○ Production Manager: 1 @ 6 hr. max. ○ Two 6' tables and up to 40 folding chairs. ○ Use of restroom location in the Underground Lounge inside The Masonic Amphitheatre (Room use is excluded). ○ Concession stands may be open during the event (at management's discretion; renter may require an open stand, at an additional cost). <p>Note</p> <ul style="list-style-type: none"> ○ Alcohol service is not included and will incur extra fees. ○ Decoration/set-up/clean-up must occur within the allotted rental time or additional fees will app 	<p>Included with rental:</p> <ul style="list-style-type: none"> ○ Existing par cans installed on stage and 2 scene preset control console. ○ Two main speakers, tow monitor speakers, 3 amplifiers, analog control console, 5 mic stands. 5 SM58 microphones, all required cables and cords. ○ One operator for 6 hours ○ Additional equipent and labor extra.

Schedule: BB	WEDDING PACKAGES		
	Refers to exclusive use of the Stage, Grounds, restrooms in The Historic Masonic Theatre's (HMT) Underground Cafe. HMT room use is excluded.		
ACTIVITY:	AMPHITHEATRE GROUNDS	AMPHITHEATRE and STAGE	Combination Packages
Building Rental Fees:	A flat fee of \$550 per day. <i>Up to 6 hours of use per day, \$200 per hour each additional hour, or portion of an hour, thereafter. Plus, all event-related expenses required, in addition to those included below.</i>	A flat fee of \$950 per day. <i>Up to 6 hours of use per day, \$150 per hour each additional hour, or portion of an hour, thereafter. Plus, all event-related expenses required, in addition to those included below.</i>	Use of Multiple Rooms <i>(Inside the Masonic Theatre: Use of Westrock, Underground, Auditorium, or other rooms)</i>
Included with Rental: Tenant is responsible for any applicable event-related expenses supplemental to the included items listed here.	i. Included with rental: <ul style="list-style-type: none"> ○ Event Manager: 1 @ 6 hr. max. ○ Ten (8) 6' tables and 75 folding chairs ○ Use of restroom location in the Underground Lounge inside The Masonic Amphitheatre (Room use is excluded). ○ Concession stands may be open during the event (at management's discretion; renter may require an open stand, at an additional cost). Note <ul style="list-style-type: none"> ○ Alcohol service is not included and will incur extra fees. Decoration/set-up/clean-up must occur within the allotted rental time or additional fees will app.	Included with rental: <ul style="list-style-type: none"> ○ Event Manager: 1 @ 6 hr. max. ○ Ten (8) 6' tables and 75 folding chairs ○ Use of restroom location in the Underground Lounge inside The Masonic Amphitheatre (Room use is excluded). ○ Concession stands may be open during the event (at management's discretion; renter may require an open stand, at an additional cost). ○ Use of portable sound system (includes mixer, amp, CD player and inputs for laptop or iPod). Note: <ul style="list-style-type: none"> ○ Alcohol service is not included and will incur extra fees. ○ Decoration/set-up/clean-up must occur within the allotted rental time or additional fees will apply. 	We can tailor a custom package for weddings needing two or more rooms. Please call for details. 540-862-5655

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 Masonic Amphitheatre 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 Masonic Amphitheatre. 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 Masonic Amphitheatre. 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 Masonic Amphitheatre 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 Masonic Amphitheatre.

Ticket Sales

Patron Manager has the exclusive right to print, sell and distribute tickets to all events at The Masonic Amphitheatre. 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 Masonic Amphitheatre 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 Masonic Amphitheatre 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 Masonic Amphitheatre and/or its designated concessionaire, retains the exclusive right to operate all food and beverage concessions, of any nature in The Masonic Amphitheatre, 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 Masonic Amphitheatre 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

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