



# *Facilities Rental Guide*

### **About the Richland Players Theatre**

Located at 608 The Parkway, Richland, WA 99352. The Richland Player's facility is about 6,700 square foot theatre completed in 1944.

The facility offers a 256 seat auditorium with, five (5) wheelchair seats and a stage. The facility's lobby has restrooms, and a hospitality area for snacks and refreshments. The building is located in the Parkway - Business Improvement District, within walking distance of restaurants, shopping, lodging, and local attractions.

### **Reservations**

1. Review & Complete the Rental Application Packet and Facility Rental Guide at least 2 weeks prior to your proposed event.
2. Pay fees no later than seven (7) days prior to the rental date to ensure your requested dates.  
Payment methods include cash or check.
3. Provide Proof of Event (& Liquor Liability if applicable) Insurance with a \$1 million dollar rider naming the Richland Players as an additional insured on the policy at least 14 days prior to the rental date.

### **Facility Rental Hours**

Dependent on Richland Players Theatre availability and approval.

### **Facility Pre-Tour**

Theatre tours available upon request and scheduling. In lieu of a tour in-depth photographs of our venue will be available.

### **Rental Overview**

The person responsible for the rental must be over the age of 18 years. This person is ultimately responsible for the facility and the financial liability associated with the event and is responsible for the supervision for any and all minors allowed on the premises.

***IMPORTANT: We reserve the right to move or adjust placement of all properties at our discretion. Moving the location of Richland Players property must be requested prior to commencement of the rental.***

### **Cancellation Policy**

All facility reservation cancellations must be received in writing from the customer at least 7 days prior to the scheduled event.

- Cancellations received after the 7 day cancellation deadline will result in a 0% refund of the Rental Fee. All other fees, including the janitorial and damage deposit will be forfeited to the Richland Players.
- The Richland Players, acting in good faith, may cancel your reservation if the building becomes unsafe for intended use. Such circumstances include, but are not limited to, natural disasters, environmental hazards, civil disturbances, or other events affecting public health or safety and at the Richland Player's Board of Director's discretion. In the event of a cancellation by the Richland Players, all fees and deposits will be refunded in full and the renter will be notified as soon as possible of the cancellation.

### **Fee Schedule**

*All Fees Must Be Paid in Full 7 Days Prior to the Reservation Date or Reservation Will Be subject to cancellation.*

Administrative Fee	\$50.00	Non-Refundable
Damage Deposit	\$250.00 \$500.00	For Lobby or Greenroom rental only Full Theater *Auditorium, lobby, and Greenroom included*
Rental Fee	\$100.00 p/hr or \$800.00 full day*	Full Theatre (3 hour minimum) *Auditorium, Lobby, and Greenroom Included*
	\$75.00 p/hr \$500.00 full day *	Lobby Only (2 hour minimum) Green Room Only (2 hour minimum)
	\$150.00/ day \$875.00/ week	Marquee
Janitorial Service Fee	\$50.00 \$200.00	For Lobby or Greenroom rental only Full Theatre Non-Refundable unless cancellation notification is received 7 days prior to the rental date. Additional janitorial fees may apply for non-service animals.
Building Supervisor	\$25 p/hr	Non-Refundable unless cancellation notification is received 7 days prior to the rental date.
Chairs & Tables	50 Folding Chairs & 2 6' Folding Tables Available	Included in the Rental Fee—but Damage Deposit does apply if the equipment is damaged or broken.
Sound/Lighting Fee Programming Fee	\$30.00 p/hr \$30.00 p/hr (minimum 1 hour)	Basic stage lighting and corded microphone is included in the rental. If staff are required to “run” the lighting or the sound board, the Sound/Lighting fee will be charged per staff person needed for your rental.

**Full Theatre Rental**= Lobby, Restrooms, Auditorium, & Upstairs Greenroom.

**Lobby Rental**= Lobby Area & Restrooms.

**Greenroom Rental**= Greenroom and upstairs Restrooms

**Full Day Rental**= 8 or more hours; not to exceed 14 hour time period within the same calendar day.

### **Laws, Rules, Regulations**

The renter will comply with all Federal, State, and Local Laws governing the use of the Richland Players Theatre. Animals are NOT allowed in the Richland Players facility unless it is a recognized service animal or it has been pre-approved as part of the Rental Application. Additional Janitorial Fees may apply for non-service animals at the event.

### **Event Staff**

The Richland Players will not provide any event staffing, unless specifically approved. Additional fees will be incurred.

### **Event Insurance**

The renter listed on the application must provide a \$1 million event insurance rider that names the Richland Players as an additional insured, if the full theatre is rented. If the renter only rents the Lobby or Greenroom, the event insurance requirement may be waived or insurance amount reduced. Event insurance is offered through many local insurance agencies for a reasonable cost. Additional insurance coverage is required if the event will include alcohol service.

### **Alcohol Policy**

The service and consumption of alcohol may be allowed on Richland Players property with the prior approval of the Richland Players once the following requirements have been met.

1. Provide proof of a Banquet or equivalent Liquor License 7 days in advance of the scheduled event.
2. Professional licensed & bonded security must be present during the entire time rental is providing alcohol. The security agents will be clearly identified and there shall be one  
(1) security person for every fifty (50) people on premises for the time alcohol is provided. The cost of security is the responsibility of the renter.
3. Alcohol is not permitted to be present or consumed outside of the building.
4. No minors are allowed within the alcohol service area and no minors are to be served or consume alcohol.
5. Provide supplemental liquor liability insurance if the Event Insurance does not include liquor liability:
  - \* \$1 million liquor liability insurance by the event organizer (applicant)
  - \* \$1 million liquor liability insurance by the server/caterer of the alcohol

### **Food & Non-Alcoholic Beverages**

The Richland Players allow food and non-alcoholic beverages in the lobby area. Facility has two refrigerators for food storage. No food or beverage (with the exception of bottled water) is allowed in the auditorium. Any stains or spills that occur on the property will be assessed in the damage deposit.

### **Event Supplies**

The Richland Players does not supply anything not specifically listed in the rental application agreement.

### **Decorations**

The use of staples, tacks, nails or duct tape is prohibited when affixing decorations to any wal. The use of teacher's putty or painter's tape is acceptable, but must be completely removed at the conclusion of the rental. Any damage occurring as a result of the use of decorations will be assessed out of the damage deposit.

Decorations must not block any emergency exit or exit signs or fire extinguishers.

### **Marquee Usage**

1 Day Prior to the rental date, the Marquee may be utilized to announce the rental event. The use of the marquee is subject to approval.

### **Open Flame**

Flaming food, candles, or any other device with an open flame are strictly prohibited. Fuel canisters for food warmers are permitted.

### **Smoking**

Smoking must be at least 25 feet away from the facility and cigarette butts disposed of in the proper receptacles.

### **Conclusion of the Rental**

At the conclusion of your rental, the person responsible must be present until all people associated with the rental and all equipment and supplies have been vacated from the property. The renter is required to leave the facility in a clean and orderly state, within the rental times specified. The renter is expected to restore the facility back to its original state, please leave time in your rental to accomplish this.

### **The Building Supervisor**

A Building Supervisor will be onsite for the duration of the event. The building supervisor is responsible for, but not limited to:

1. Unlocking and locking the facility based on Rental Agreement times.
2. Answer questions about the building and rental procedures.
3. Assists in helping set up basic technical equipment owned by the Richland Players.
4. Ensure the event ends promptly, and secures the facility at the conclusion of the event.
5. Provide general building supervision.
6. Ensure renters have cleaned the facility according to the policy and all equipment is accounted for and present in its correct location and is undamaged.

The building supervisor is NOT allowed to act as guardian or security for items brought in by the renter or accepts or signs for the deliveries.

### **Janitorial Services Fees**

The facility will be thoroughly cleaned prior to the commencement of the rental. If additional cleaning is needed or requested, additional janitorial charges will be incurred. The janitorial fee is non-refundable unless the event is cancelled 7 days prior to the rental date.

### **Damage Deposit**

The damage deposit shall be refunded in all or part, IF the following items have been completed at the conclusion of the rental:

1. The facility was left in a clean and orderly manner and all items were returned to their proper storage location.
2. Rental use did not exceed the scheduled times permitted on the application.
3. Additional building supervisor or janitorial time was not required to restore the building after the event.
4. Requirements for the facility rental were met and the event complied with all Facility Rental Guidelines.

If the above conditions are not met, an appropriate fee will be deducted from the damage deposit. IF the cost of cleaning/repair of the facility exceeds the amount of the damage deposit, the responsible party listed on the application will be billed for those additional costs. All property repairs will be billed for full replacement of the cost incurred. If a partial refund is issued, an itemized list of the deducted amounts will be provided with the refund.

**The Richland Players Theatre Facility Rental Application**

Rental Type: \_\_\_ Full Theatre \_\_\_ Lobby Only \_\_\_ Greenroom Only

Name of Organization/Individual: \_\_\_\_\_

Person Responsible for the Event \_\_\_\_\_

Contact Phone #1 \_\_\_\_\_ #2 \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

Set-Up Time: \_\_\_\_\_ Event Starts: \_\_\_\_\_ Event Ends: \_\_\_\_\_ Clean Up Ends: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Non Service Animals Expected: Yes No

**Technical Requirements: Please Specify Your Requirements**

Stage Lighting \_\_\_\_\_

Sound Equipment \_\_\_\_\_

**Amenity Requests: Please Mark All That Apply & Specify Requests**

\_\_\_ Folding Chairs # Requested: \_\_\_\_\_

\_\_\_ Marquee Usage Message: \_\_\_\_\_

\_\_\_ Food & Beverage Catering Company: \_\_\_\_\_

\_\_\_ Alcohol Service Catering/Pour Company: \_\_\_\_\_

\_\_\_ Decorations Brief Description: \_\_\_\_\_

Please Indicate Any Equipment You Plan on Bringing in for the Event: \_\_\_\_\_

I Have Read & Accept the Terms of the Facilities Rental Guide: Initial: \_\_\_\_\_

I Authorize Photos of My Event to be Used in Promotional Materials for the Richland Players Theater Facilities Rental Program: Yes No Initial: \_\_\_\_\_

*The Renter/Event Supervisor is the only person authorized to make modifications to this application. Modifications may be made no later than 7 days prior to the reserved date.*

**Hold Harmless Agreement & Rental Contract**

*The signatory hereby make this application for the use of the property described above and certify the information is true and correct and that the signatory has appropriate authority to submit this application. The signatory agrees to exercise care and safety in the use of the property and to abide by all rules and regulations set forth in the Facilities Rental Guide and all City, State, and Federal laws. The signatory agrees to hold harmless the Richland Players, it's elected and appointed officials, agents, employees, and volunteers from all liabilities, claims, judgments, demands and costs arising out of or resulting from the applicant's and his/her attendees use of the property. The signatory further agrees to be solely and completely responsible for the condition of the property and leave it in a neat and clean condition without damage as required by the Facilities Rental Guide. The signatory agrees to pay in advance all financial fees and deposits as set forth in the Facilities Rental Guide. If repair/replacement for any damage to the property occurs that exceeds the prepaid damage deposit, the signatory agrees to make full restitution to the Richland Players immediately upon being billed. The signatory agrees that if any attendee is in violation of the law or the guidelines set forth in the Facility Rental Agreement that the event may be shut down by the building supervisor or law enforcement with no refunds of ANY fees or deposits paid. The signatory will communicate any changes in the facilities use request within 7 days in advance of the event and any cancellation must occur in writing at least 7 days prior to the event to avoid forfeiture of financial deposits and fees.*

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Richland Players President: \_\_\_\_\_ Date: \_\_\_\_\_