

***Facilities Rental***

***Guide***

**About the Richland Player’s Theater**

The Richland Player’s Theater is steeped in the rich history of our region and is a significant piece of the community’s cultural fabric. The Richland Player’s facility was built in the 1940’s as part of the Hanford Nuclear project. The facility originally served as the Richland Movie Theater to patrons, until 1971, when it was purchased and renovated for use as a live theater by The Richland Player’s organization. It presently serves as the home to 5 live productions a year for the Richland Player’s company.

The facility offers a 256 seat house with a has a 700 square foot stage (depending on configuration). The lobby features patron restrooms, a box office, and a small countertop area for refreshments. The building is located at 608 The Parkway, in the middle of Richland, within walking distance of restaurants, shopping, lodging, and local attractions.

Our venue is perfect for weddings ceremonies, parties, lectures, small concerts, or other quaint events. Usage is restricted however by the Richland Player’s Production schedule and is subject to approval.

**Reservations**

Reserving the Richland Players Theater is a simple process.

 1. Determine that the facility meets your rental needs with a pre-tour of the theater.

 2. Read the Facility Rental Guide for all policies & procedures.

 3. Complete the Rental Application Packet and Return to our Event Liaison.

 4. Pay fees associated with your rental reservation. Payment methods include cash or check.

 5. Provide Proof of Event Insurance with a $1 million dollar rider naming the Richland Player’s Theater as an additional insured on the policy at least 14 days prior to the rental date.

Facilities must be reserved at least 4 weeks prior to your proposed event to allow time to coordinate event staffing. First priority usage is given to Richland Player’s sponsored or co-sponsored activities and events, thereafter, facility rentals are based on a “first come first serve basis”.

Facilities rentals will not be granted for any activity or function that would be in any way prejudicial or harmful to the best interest of the Richland Player’s Theater or organization.

**Facility Rental Hours**

Dependent on Richland Player’s Production Schedule & Building Supervisor Availability.

Monday-Saturday 8:00 a.m. to 11:00 p.m.

Sunday 1 p.m. to 11:00 p.m.

**Facility Pre-Tour**

You are encouraged to schedule a tour of our facility during non-production hours (times vary dependent on production.) This will help you in determining whether the Richland Players Theater is the right venue for your event.

**Rental Overview**

The person making the reservation, and who must be on the property for the entire reservation times, must be over the age of 18 years. This person is the only person who can make reservation modifications and is responsible for the enforcement of all policies and procedures in the Facilities Rental Guide. 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 attendees including visitors, workers and patrons including minors allowed on the premises.

**Fee Schedule**

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

|  |  |  |
| --- | --- | --- |
| Administrative Fee | $25.00 | Non-Refundable |
| Damage Deposit | $250.00 | Refer to Damage Deposit Refund Policy on page 5. |
| Rental Fee | $75.00 p/hr or $600.00 full day\* | Full Theater (4 hour minimum)\*House & Lobby Included\* |
|  | $35.00 p/hr$250.00 full day \* | Lobby Only (2 hour minimum) |
| Janitorial Service Fee | $150.00 | Non-Refundable unless cancellation notification is received 7 days prior to rental date. Additional janitorial fees may apply for service animals. |
| Building Supervisor | $25 p/hr | Non-Refundable unless cancellation notification is received 7 days prior to rental date.  |
| Chairs & Tables | Yes-50 Folding Chairs & 2-6’ Folding Tables Available | Included in Rental Fee—but Damage Deposit does apply if equipment is damaged or broken. |
| Sound/Lighting Fee | $25.00 p/hr | Basic stage lighting and corded microphone is included in the rental. If staff is required to “run” the lighting or the sound board, there will be an extra fee associated with your rental.  |

**Full Theater Rental**=Lobby, Restrooms, House, & Upstairs Green Room (if required).

**Lobby Rental**=Lobby Area & Restrooms

**Full Day Rental=**7 or more hours; not to exceed 10 hour time period within the same calendar day.

***IMPORTANT: During Richland Player’s Production Schedules, the full stage may not be available for use. In addition, lighting options may vary as technical priorities are given to Richland Player’s productions.***

**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 50% refund of the Rental Fee. All other fees, including the janitorial and damage deposit will be forfeited to the Richland Players Theater.

The Richland Player’s Theater, 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 Player’s, all fees and deposits will be refunded in full and the renter will be notified as soon as possible of the cancellation.

**Hold Harmless Agreement**

The renter(s) listed on the application agree that the information given during the reservation process is correct and accurate. The Renter agrees to exercise care and safety in use of the facility and property and agrees to hold harmless the Richland Player’s Theater and its Board of Directors and employees from all liability and medical expenses resulting from the use of the facility, grounds and/or property. The renter agrees they have read and understand the requirements for renting the Richland Player’s Theater and agrees to abide by the rules outlined in the Facility Rental Guide. The renter further agrees to pay in advance any fees associated with the rental request and provide proof of Event Insurance at least 14 days prior to the rental date. The renter agrees that cancellation of the rental must be received in writing by the Richland Player’s Theater at least 7 days in advance of the rental date or the renter forfeits fees as outlined in the Cancellation Policy. The renter agrees to and will enforce all rental attendees to abide by the alcohol & food policy as stated in the Facility Rental Guide.

**Event Insurance**

The renter listed on the application must provide a $1million event insurance rider that names the Richland Players Theater as an additional insured. Event insurance is offered through many local insurance agencies for a reasonable cost. Additional insurance coverage is required if the event will include beer and/or wine service.

**Laws, Rules, Regulations**

The renter will comply with all Federal, State, and Local Laws governing the use of the Richland Player’s Theater. Animals are NOT allowed on the Richland Player’s facility unless it is a recognized service animal or it has been pre-approved as part of the Rental Application to allow the animal(s) as part of the event being offered.

**Event Staff**

The renter must provide all non-technical personnel required to produce the event, unless otherwise included in the contract with the Richland Players. (Ex: Ushers, Box Office Staff, Concession Staff, Security) If the Richland Player’s agrees to provide additional staffing, staffing fees must be negotiated before the event contract.

**Alcohol Policy**

The Richland Player’s Theater strictly prohibits any hard alcohol to be found on its property or to be found being used during a leased event. If evidence of hard alcohol is found at an event, the event will be terminated immediately and all fees and deposits will be forfeited in full.

The service and consumption of beer and wine may be allowed on Richland Player’s property with the prior approval of the Richland Players once the following requirements have been met.

 1. Complete Alcohol Application Request

 2. Complete Hold Harmless Agreement

 3. Be Granted a Temporary Banquet License by the Washington State Liquor Control Board for Beer & Wine Service. Banquet Licenses are available on-line only at <http://www.liq.wa.gov/licensing/banquet-permits> . Provide a copy of said license to the Richland Player’s Theater at least 7 days in advance of the scheduled event.

 4. Additional arrangements should be made for supervision and security to be present during the entire event. Generally an addition 2 adults provided by the renters to cover the maximum attendance of 256 patrons.

 5. Alcohol is not permitted to be present or consumed outside of the building.

 6. No minors are allowed within the alcohol service area and no minors are to be served or consume alcohol.

 7. Provide supplemental general liability insurance as follows:

 \* $1 million liquor liability insurance by the event organizer (applicant)

 \* $1 million liquor liability insurance by the server/caterer of the alcohol

 \* $1 million general liability insurance from the crowd control company

**Food & Non-Alcoholic Beverages**

The Richland Player’s welcome food and non-alcoholic beverages in the lobby of the facility. There are no kitchen or food storage facilities available on the property. In addition, no food or beverage (with the exception of bottled water) is allowed in the auditorium portion of the building. Any stains or damaging spills that occur as a result of food or beverage on the property will be assessed in the damage deposit.

The renter must arrange for all deliveries and service of food or non-alcoholic beverage during the time the facility is rented. The building supervisor is prohibited from signing for deliveries or overseeing rental equipment or event product.

**Event Supplies**

The renter is responsible for bringing in and the removal of all their own supplies for their event. The Richland Player’s 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 wall within the lobby or main stage area. 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**

5 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 by The Players designated Building Supervisor.

**Open Flame**

The City of Richland Fire Department regulates the use of flammable materials. Flaming food, candles, or any other device with an open flame are strictly prohibited from being utilized at the Richland Player’s Theater. Fuel canisters for food warmers are permitted.

**Smoking**

In accordance to Washington State Law, if you wish to smoke, you must be at least 25 feet away from the facility and use the receptacles provided for disposal of your cigarette butts.

**Conclusion of the Rental**

The building supervisor and janitorial services have been coordinated by the Richland Players Theater according to specified times on the Rental Application & Agreement. Additional time is NOT permitted at the end of your rental.

At the conclusion of your rental, the rental applicant 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. Please remember to leave time for cleaning and straightening in your rental times. The renter is expected to restore the facility in the ways included below, but not limited to:

 1. Dispose of all trash into garbage receptacles.

 2. Remove debris and spills from all surfaces.

 3. Wipe down countertops, sinks, tables, chairs, and all hard surfaces, etc.

 4. Remove all decorations and other items brought in by the renter.

 5. Chairs and other furnishings returned to their original placement.

 6. Flush Toilets.

 7. Pick up any trash or debris created by the event on the outside of facility.

**The Building Supervisor**

A Players designated 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 noise level does not become excessive.

 5. Ensure all rental policies and procedures as outlined in the Rental Agreement and Facility Rental Guide are being enforced and complied with.

 6. Ensure the event ends promptly, and secures the facility at the conclusion of the event.

 7. When necessary, terminate the event due to non-compliance, and contact Law Enforcement when necessary.

 8. Provide general building supervision.

 9. Shut down all Richland Player’s owned technical equipment and assure building is secured at conclusion of rental.

 10. 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 janitorial fee includes a required deep sanitary cleaning before and after the renters have moved in and have restored the building and vacated the premises. The janitorial fee is non-refundable unless the event is cancelled 7 days prior to the rental date. Janitorial services include but are not limited to:

 1. Sweep & mop all hard floors and vacuum all carpeted areas.

 2. Dispose of all trash into the outside receptacles and replace liners.

 3. Clean & sanitize restroom fixtures and counters.

 4. Clean restroom partitions, doors, and walls.

 5. Restock supplies.

 6. Sanitize any hard surface countertops.

 7. Clean inside windows and mirrors.

**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. Janitorial services will be billed according to our janitorial service rates and 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.

***For Additional Questions or To Make Changes to a Reservation,***

***Please Contact the Event Liaison.***

***Michael Wutzke - General Manager
509-943-1991***

**The Richland Player’s Theater Facility Rental Application**

Rental Type: \_\_\_Full Theater \_\_\_Lobby Only

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

Person Supervising 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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**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 Rental Equipment You Plan on Bringing in for the Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I Have Read & Accept the Terms of the Facilities Rental Guide: 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 reserved date.*

**Hold Harmless & 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 Player’s Theater, 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 agree 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 agree to pay in advance all financial fees and deposits as set forth in the Facilities Rental Guide. If any the repair/replacement for any damage to the property occurs that exceeds the pre-paid damage deposit, the signatory agrees to make full restitution to the Richland Player’s immediately upon being billed. The signatory agrees that if any attendee is in violation of the law or the guidelines set for 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 Player’s General Manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR OFFICE USE ONLY**

**Received Items to Complete Application** (please initial upon receipt):

 \_\_\_\_\_Rental Application & Hold Harmless Agreement

 \_\_\_\_\_Administrative Fee ($25.00)

 \_\_\_\_\_Liability Insurance Rider

 \_\_\_\_\_Damage Deposit

 \_\_\_\_\_Rental Fee & Janitorial Fee

 \_\_\_\_\_Banquet/Liquor Permit (if food and/or alcohol being served)

 \_\_\_\_\_Alcohol Liability Insurance (both)--if applicable

 \_\_\_\_\_Security Agency Insurance & Information—If applicable

**Application Approved by the Board**: Date\_\_\_\_\_\_\_\_\_\_\_\_ Initials:\_\_\_\_\_\_\_\_

**Building Supervisor Assigned:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Time In:\_\_\_\_\_\_\_\_\_\_ Time Out:\_\_\_\_\_\_\_\_\_\_ Initials:\_\_\_\_\_\_\_\_\_\_

All Rules/Regulations were followed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event concluded on time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property was left in a clean & tidy condition:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Noted Damage:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paid $\_\_\_\_\_\_\_\_\_\_\_\_ Check #\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_Treas. Initials:\_\_\_\_\_\_\_

**Damage Deposit Refunded**: $\_\_\_\_\_\_\_\_\_\_\_\_ Check #\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_

Signature of Building Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If partial refund was issued, please attach itemized deduction list to file & with check to renter.*