



UNITY THEATRE

Facility Rental Agreement

Rates Valid Through August 1, 2018-July 31, 2019

Lisa Thomas, General Manager

979-830-1460 x 11

lisa@unitybrenham.org

Unity Theatre (Lessor) agrees hereunder to let to:

Event: _____

Name (Lessee): _____

Date of Event: _____

Address: _____

START Time: _____

City, State, Zip: _____

END Time: _____

Phone: _____

Set-up Time: _____

Cell: _____

Email: _____

Rentals are a minimum of 4 hours and must include base package of lobby rental. If you would like stage lighting, only a one hour minimum is required.

		4 hr. cost	(Column A)	Each add'l hr	# of add'l hrs.	(Column B)
Base Package:	Lobby	\$250		\$62.50		
Add ons:	Atrium (includes kitchen)	\$100		\$25		
	Library (atrium mandatory with library rental)	\$100		\$25		
	Studio	\$200		\$50		
	Theatre	\$600		\$150		
	Removal of Atrium Furniture	\$40		<i>flat fee</i>		
	Theatrical Stage Lighting	\$25/hr				
	Total (Column A)				Total (Column B)	

Column A Total + Column B Total= \$_____

Tables - _____ x \$5.00 = \$_____ Chairs - _____ x \$1.00 = \$_____

(____ 48" and/or ____ 60" rounds) (____ black padded and/or ____ burgundy banquets)

(____ 70" and/or ____ 96" rectangles)

TOTAL COST OF RENTAL \$_____

(Due two weeks before event. Separate check from Deposit)

DEPOSIT Due at signing of this agreement \$200

(Returned in two weeks after event minus any assessments)

1. To use the facility for purpose stated above in full accordance with existing laws and city ordinances and not in a manner that will bring discredit or criticism on the lessor.
2. To reimburse lessor for all damages to lessor's property while the facilities are used by the lessee.
3. Lessee will pay any additional charges as determined by lessor (services, equipment, etc.).
4. Lessee agrees to take the premises as lessee finds them and to take every reasonable precaution to protect the public, and lessee's employees, agent, invitees, subcontractors and their employees, and all persons on the premises from harm or accident. Lessee agrees to indemnify and save harmless Unity Theatre of any and all liability including all costs in connection therewith resulting from injury to, including death, of any persons as well as damage to property resulting or arising out of lessee's event and rental of the premises whether or not caused by a negligent act or omission of lessee, Unity Theatre or anyone directly or indirectly employed by them or anyone for whose acts they may be liable.
5. Lessee agrees that no oral commitments can be made, and that all items agreed to must be written into the rental contract.

Lessor Signature: _____
Unity Theatre

Date: _____

Lessee Signature: _____

Date: _____

Position

Organization