

RITZ THEATRE RENTAL CONTRACT

RENTAL OF THE RITZ THEATRE INCLUDES A \$50.00 NON-REFUNDABLE DEPOSIT WHICH MUST BE PAID WITHIN TEN (10) WORKING DAYS AFTER BOOKING THE FACILITY. DEPOSIT WILL BE APPLIED TO THE RENTAL FEES OR FORFEITED IF RESERVATION IS CANCELLED. IF THE DEPOSIT HAS NOT BEEN PAID WITHIN THE ALLOTTED TIME, THE RESERVATION WILL BE CANCELLED. BALANCE OF FEES IS DUE WITHIN FIVE (5) WORKING DAYS PRIOR TO THE PERFORMANCE. SURCHARGE FEES ARE DUE THE NEXT WORKING DAY AFTER THE EVENT

RENTAL & PERFORMANCE FEES

Rental of the Ritz Theatre auditorium shall include the use of the Conference Room and Reception Room and shall include a \$50.00 clean-up fee. The Ritz Annex and Lobby may be rented without renting the Theatre.

Clean-up fee for rental of the Reception Room, Conference Room and/or Lobby shall be \$35.00 for each rental.

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| COMMERCIAL OR PROFESSIONAL ORGANIZATIONS | \$250.00 PER DAY |
| CIVIC ORGANIZATIONS | \$100.00 PER DAY |
| RECEPTION ROOM RENTAL | \$ 65.00 PER DAY |
| CONFERENCE ROOM RENTAL | \$ 50.00 PER DAY |
| RECEPTION RM, CONFERENCE RM & LOBBY RENTAL | \$ 90.00 PER DAY |

THE FOLLOWING FEES APPLY TO ALL APPLICANTS

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| REHEARSAL FEE | \$25.00 PER DAY OR \$100.00 PER WEEK |
| CLEAN-UP FEE | \$50.00 (NON-REFUNDABLE) |
| SURCHARGE | 25% OF ALL TICKETS SOLD AT \$4.99 OR LESS 20% OF TICKETS SOLD AT \$5.00 AND ABOVE |

NOTE: SURCHARGE IS BASED ON THE GROSS RECEIPTS OF ALL TICKETS, INCLUDING THOSE GIVEN AWAY FOR PROMOTIONAL PURPOSE

RITZ RENTAL RULES & PROCEDURES

RITZ RENTAL APPLICATIONS shall be filed with Christy Bozeman, at Greenville City Hall, 119 E. Commerce Street (334) 382-2647 Ext. 259. (christy@cityofgreenville.com) Rental fees are to be paid to the City Clerk's Office located at Greenville City Hall, at least five (5) working days **PRIOR** to the scheduled event. Payments may be mailed to: City of Greenville, C/O Christy Bozeman, P. O. Box 158, Greenville, AL 36037

All applications for rental of the theatre are granted on a first come, first serve basis
with a deposit securing your date.

FOR ENTRY TO THEATRE: Ritz Theatre Manager Jerry Wilkerson (334) 430-9780
or Jimmy Cole (334) 437-3752

ABSOLUTELY NO TAPE is to be placed on the walls, floors, carpet, stage, chair, seats or anywhere in the theatre. The use of nails, picture hooks, staples, tacks, tape of any kind, or any form of poster adhesive on walls is strictly prohibited.

NO FOOD OR DRINKS are allowed in the theatre, EXCEPT in the dressing room areas, kitchen and reception room.

NO ALCOHOLIC BEVERAGES are permitted in City buildings or on City property.

NO SMOKING OR OPEN FLAMES of any kind are allowed in the theatre building.

NO TABLES OR OBSTRUCTIONS of any kind will be allowed in the lobby or the foyer of the Ritz. Tables may be used *PRIOR* to the event for ticket taking purposes only, but **MUST BE REMOVED AT THE BEGINNING OF THE PERFORMANCE.** At the close of the performance, rental party should check all areas of the theatre (including dressing rooms and restrooms) and remove any and all items left behind (cell phones, purses, etc.).

NO LOVE OFFERINGS, donations or collection of monies is permissible UNLESS the total amount collected is contributed to the Ritz Theatre Restoration Fund.

THE MARQUEE advertising your event will be displayed after the previous event has concluded and not any sooner. Do not ask to share the marquee or advertise for your event at the Ritz prior to previous event's conclusion. The Marquee is for Theatre Rentals only.

The theatre will seat approximately 450. Extra chairs WILL NOT be brought in for seating. The balcony is not to be used for seating. "Standing Room Only" is NOT permitted.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

NAME OF ORGANIZATION: _____

RITZ THEATRE RECEPTION ROOM/ KITCHEN RULES

- ❖ Ritz Inventory will be rechecked by the Ritz Manager following the event. The renter will be responsible for any discrepancies.
- ❖ The removal of furniture from the reception room and conference room is strictly prohibited.
- ❖ **ABSOLUTELY NO TAPE is to be placed on the walls, floors, carpet, stage, chair, seats or anywhere in the theatre. The use of nails, picture hooks, staples, tacks, tape of any kind, or any form of poster adhesive on walls is strictly prohibited.** Refrain from affixing any posters or flyers of any kind to the windows of the Reception and Conference Rooms.
- ❖ Do not move or relocate the piano to a different area of the reception room. Do not use the piano as a serving place for food or beverages.

Responsible renter (group or individual) will be required to:

- ❖ Remove all leftover food or drink from kitchen and refrigerator.
- ❖ Wipe down tables, chairs and counters
- ❖ Run dishwasher, if used, wait for cycle to end, and empty dishwasher by placing clean utensils into cabinets.
- ❖ Remove all trash and garbage following the event. Garbage cans are provided at the rear entrance of the theatre for dumping.
- ❖ Cleaning of the floor, sinks, restrooms, windows and carpet is included in the clean-up fee paid by renter.
- ❖ Renter shall be held responsible for violation of any rules and damages to the premises. Failure of the renter to abide by the policies and procedures shall result in denial of future use of the Ritz Theatre and its facilities.

On behalf of my group or organization, I do hereby certify that I have read the Ritz Rental Rules and Procedures listed above and will abide by all rules and assume financial responsibility for any damages to the facility.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

NAME OF ORGANIZATION: _____

RITZ THEATRE RENTAL CHECKLIST

- ___ Application and \$50.00 deposit received.
 - ___ Rental fees paid for rehearsals, performances and/or event.
 - ___ Surcharge fees paid the next working day following event.
 - ___ All leftover food or drinks removed from kitchen and refrigerator.
 - ___ Clean utensils removed from dishwasher and placed into cabinets.
 - ___ All trash and garbage bagged and removed to cans at rear of theatre.
 - ___ No posters or flyers affixed to windows of Reception and Conference Rooms.
 - ___ No damages found to walls and floors of the theatre.
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ORGANIZATION/APPLICANT: _____

DATE OF EVENT/PERFORMANCE: _____

SIGNATURE: _____

DATE: _____

I hereby certify that applicant has complied with all rules and regulations in connection with the rental and use of the Ritz Theatre facility for the above referenced event.

RITZ MANAGER APPROVAL: _____

DATE: _____