**WOODLAND PRODUCTIONS**

PO Box 524

Colville, WA 99114

Booking Agent: **Nancy Christopher (509)680-6146 Email:** [nchristopher1@hotmail.com](mailto:nchristopher1@hotmail.com)

**LEASE AGREEMENT FOR THE WOODLAND THEATRE**

Woodland Productions agrees to Lease to: \_-

Name of Organization and Address

Represented by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person responsible / Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home and Cell/Work phone numbers

Purpose: Practice/Rehearsal (no audience) \_\_\_\_\_\_\_\_\_ Performance/Presentation (audience) \_\_\_\_\_\_\_\_\_

Performance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of performance Type of performance

Starting: \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ Ending: \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

Day / Date / Time Day / Date / Time

**Woodlands will provide:** Garbage liners, paper towels, toilet tissue, vacuum cleaner, brooms, dustpan, bucket, mop, punch/water servers, trays, coffee pot, cleaning agents/soaps.

**Lessee will provide:** Napkins, plates, cups, utensils, coffee, bring your own washcloth, dishtowels, cleaning rags.

Serving red punch of any kind is not allowed.

**Supervisor will assist Lessee with:** Lobby, Restrooms, Theatre (w/general lighting), Dressing Rooms, Green Rooms, Light Booth and equipment.

**Lessee is responsible for:** Lobby must be cleaned with all items reorganized as they were upon arrival or according to supervisor direction. Lessee shall adhere to all requirements in attached rental fact sheet and itemized checklist provided by booking agent/supervisor. Restrooms must be cleaned and disinfected. Aisles & exits must be kept clear and accessible. No folding chairs may be set up in the aisles to allow for excess attendance. Exceptions may be made for handicap attendees at the limited discretion of the event supervisor. Dressing Rooms and Green Room must be left clean with items returned as directed by supervisor. If lighting has been hung or set specially for a particular event, then it must be returned to the general setting. All lights must be turned off upon vacating.

Lessee agrees to comply with, and secure compliance by all event participants, with all current State of Washington Department of Health, and Northeast TriCounty Health District recommendations and requirements which are in effect on the date of the event. Lessee shall comply with all health and safety requirements as required by Lessor.

Food for this event is permitted in: \_\_\_ Lobby only \_\_\_back stage \_\_\_ not permitted \_\_\_ other: \_\_\_\_\_\_

All doors and windows must be secured and locked when vacating the building.

**Rental Fees and Payments:** Rental Fee shall be as stated in the attached Rental Fact Sheet. In addition to the Rental Fee, lessee shall pay $15 per hour for a General Supervisor and $20 per hour for a Technical Supervisor, paid directly to the Supervisor on the date of the event, if either is required by Lessor. A rental deposit in the amount of $\_\_\_\_\_\_\_\_\_ is required at the time of execution of this Rental Lease Agreement. Payment of the remaining Rental Fee must be paid to Lessor no later than 14 days prior to the event.

**Cancellation**: Either party may cancel this rental contract for cause upon written notice, no later than 14 days prior to the event, unless both parties agree otherwise. In the event of timely cancellation, prepaid rental fees shall be fully refunded to Lessee. All dates and times must be scheduled with the Booking Agent and Supervisor and any changes in schedule by Lessee must be communicated to them as soon as possible. Woodland Productions events take priority over any other use of the theatre. All non-Woodland events are subject to cancellation with no less than 14 days written notice to Lessee.

**Liability Insurance -- Lessee.** Lessee shall, at Lessee's expense, obtain and keep in force during use of the facility a policy of Combined Single Limit Bodily Injury and Property Damage insurance insuring Lessor and Lessee against liability arising out of the use and occupancy of the Premises. Such insurance shall be in an amount not less than $1,000,000.00 per occurrence.

 Lessee shall deliver to Lessor copies of liability insurance policies or certificates evidencing the existence and amounts of such insurance no later than 14 days prior to the event.

**Indemnity.** Lessee shall indemnify and hold Lessor harmless from and against any and all claims arising from Lessee's use of the theatre and/or negligence. Lessee upon notice from Lessor shall defend the same at Lessee's expense, and Lessor shall cooperate with Lessee in such defense.

Payment for lease of facility is to be payable to Woodland Productions.

$75 ($45 members) for practice/rehearsal $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$150 ($75 members) each performance/presentation $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor required for this event: Yes\_\_\_\_\_ No\_\_\_\_\_\_ Yes\_\_\_\_\_ No\_\_\_\_\_

General Technical

Rental deposit due at time of signing: $\_\_\_\_\_\_\_\_\_\_ Balance due 14 days prior to event: $\_\_\_\_\_\_\_\_\_

**Balance of payment for lease** shall be paid to the booking agent/ supervisor no later than 14 days prior to the event.Supervisor will issue a receipt to lessee.

**Payment for supervisor:** shall be given to supervisor at the closing of the event. The Supervisor will provide Lessee with a written invoice for services and a receipt.

Note: Supervisor services are provided by an independent contractor.

Signature of Lessee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Booking Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Lease paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check #\_\_\_\_\_\_\_\_\_\_\_\_ Cash: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deposit: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date refunded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Booking agent/Supervisor comments: