

# THE MERC PLAYHOUSE

## 2023 THEATER RENTAL AGREEMENT MUST BE ACCOMPANIED BY RENTAL CHECKLIST

This is an agreement between The Merc Playhouse Society (The Merc), and \_\_\_\_\_ (organization or renter's name).

Primary Contact's Name: \_\_\_\_\_ Billing Address: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Name or description of event: \_\_\_\_\_

The rental date begins on: \_\_\_\_\_ (m/d/y) and ends on \_\_\_\_\_ (m/d/y).

The renter agrees to pay the following rate:

**\$150 for the first two hours. \$60 an hour after that. Time begins at load-in. Load-in must begin a minimum of 1 hour before the show begins (30 minutes before the audience arrives). Partial hours (after the minimum) are charged by the half hour.**

**A \$100 deposit and the Rental Checklist must accompany this agreement. Until the signed agreement, Rental Checklist, and deposit are received, your reservation cannot be guaranteed. The deposit is non-refundable unless the rental is cancelled by The Merc due to circumstances beyond its control. Rentals cancelled by the RENTER within 72 hours or less of the event date may result in additional fees.**

### RIGHTS AND RESPONSIBILITIES OF THE MERC AND THE RENTER

1. The renter carries liability insurance and personal property insurance and holds the Merc Playhouse Society and its Board of Directors, singly and/or together, harmless for damage to equipment brought in by the renter.
2. The renter carries all copyright permits on music and literature used in the performance.
3. The renter assumes responsibility for leaving the theater premises and theater equipment in the same condition they were at the start of rental and assumes liability for any damage to theater property and/or equipment belonging to The Merc Playhouse.
4. **The renter is responsible for the operation of the box office, promotion of the show, and ticket sales.** Through prior arrangement, the Merc may be able to supply personnel and assistance during the period of audience ingress at a rate of \$25 per hour, per person required.
5. The Merc Playhouse Society agrees to have the theater premises ready and clean, with the bathrooms supplied with paper and soap and in good working order.
6. The Merc Playhouse Society agrees to have the equipment listed on the Rental Checklist on the premises, ready for use, and in good working order. The Rental Checklist must be initialed by both parties.
7. Through prior arrangement (minimum two weeks in advance of event date) The Merc will provide additional personnel and equipment as listed on the Rental Checklist. The Rental Checklist must be initialed by both parties and may not be amended after the two-week deadline in advance of your event date.
8. The Merc holds the right to sell concessions on the premises. Notable exceptions are the sale of books, audio recordings, and video recordings brought in by the renter, for which copyright is held by the renter.
9. The piano will have been tuned within the last six months. Further tuning will be done at the expense of the renter.

This agreement is binding on both parties signed below:

For the renter: \_\_\_\_\_ Date \_\_\_\_\_

For the Merc Playhouse Society: \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*Send a signed copy of this agreement with the Rental Checklist and your deposit to:

**The Merc Playhouse  
PO Box 425  
Twisp, WA 98856**