

Players by the Sea is the perfect place to hold your event or off-site company meeting! The Jacksonville Beach community theatre features 3 main spaces that are available to rent: the 150-seat John McManus Mainstage Theatre, the 80-seat Grace Darling Studio Theatre and the Grune Family Gallery. There are opportunities for audio & visual add ons to help enhance your guests' experience!



MAINSTAGE THEATRE

- 150 Seats
- Innovative stage lighting, including intelligent movers and LEDs
- Beautiful grand drape curtain
- Dimensions: 41' w x 19'6" d, plus seating



STUDIO THEATRE

- 80 Seats
- Innovative stage lighting, including LEDs
- Performance area perfect for a dance floor
- Dimensions: 28'8" w x 25'6" d, plus seating



GRUNE FAMILY GALLERY

- Comfortably fits between 80-100, depending on additions
- Stationary table that serves as a bar for refreshments
- Access to kitchen area for supply storage available
- 4 walls available for artwork or decoration

Additional spaces, including dressing rooms and a rehearsal studio are available.

AFFORDABLE PRICING! Contact us for pricing information.

QUESTIONS?

Please don't hesitate to contact me to talk further!

C. Suzanne Hudson-Smith, CFRE
904.249.0289 • suzanne@playersbythesea.org

Thank you for your interest in renting a space at Players by the Sea (PBTS)!

PBTS is a year-round, nonprofit 501 (c)(3) community theatre. Our location has 3 spaces available for rent: the Mainstage Theatre (Seating Capacity of 150), Studio Theatre (Seating Capacity of 80), and the Gallery (Capacity of 100).

Basic Rental Includes: Use of full stage with house lights, basic indoor fluorescent lighting on stage, dressing room access with private bathroom for cast/crew, use of lobby and lobby bathrooms for patrons.

Space rentals at PBTS are on a first-come, first-serve basis dependent on availability in the Theatre's regular scheduling. PBTS is a year-round not-for-profit theatre. PBTS's typical year includes 8 regular season shows, 3-4 education workshops, special events, and so much more. We do our best to accommodate all renters with as many options as possible; however, the availability both in spaces, staffing, and equipment is dependent on what events are occurring in the theatre's regular scheduling.

Below is a brief summary of the terms of the standard rental agreement. Please be sure to read the full-length rental agreement in its entirety.

- No part of the theatre may be sublet or exchanged to a third party.
- There must be an authorized staff member or representative of PBTS on the premises at all times during the rental period (Facility Manager).
- No part of the active set design, light design, audio design, backstage or shop area may be tampered with, damaged, or changed at any point without prior approval.
NOTE: Only individuals approved by PBTS are allowed in the shop area.
- All utilized spaces must be cleaned and returned to their original state immediately after the event. Any damages should be reported to a PBTS representative immediately.
- A Rental Deposit of 20% must be paid at the signing of the rental agreement (based on the full projected cost to rent) and the remaining balance must be paid seven (7) days before the event.
- Rentals will not begin prior to 9:00 am and will have a curfew of no later than 11:00 pm unless negotiated to be different and stated with specificity in the contract.
- Once the agreement is signed, any changes must be approved by the Executive Director in writing.
- Liability insurance must be secured with Players by the Sea named as "Additional Insured." **LESSEE must have insurance that covers load in, the event, and load out.** A copy of the binder showing proof of the required insurance is required 7 days prior to the event date listed on the agreement. Required limits of liability are \$1,000,000 (theeventhelper.com).
 - Abuse/molestation insurance required if working with minors
 - Liability coverage for volunteers must be included
 - Liability coverage for your staff/event workers must be included
- Cancellation within less than fourteen (14) days of the scheduled event will result in loss of deposit.

To begin the process of creating a rental agreement with PBTS, please call Suzanne Hudson-Smith, Executive Director.

C. SUZANNE HUDSON-SMITH, CFRE

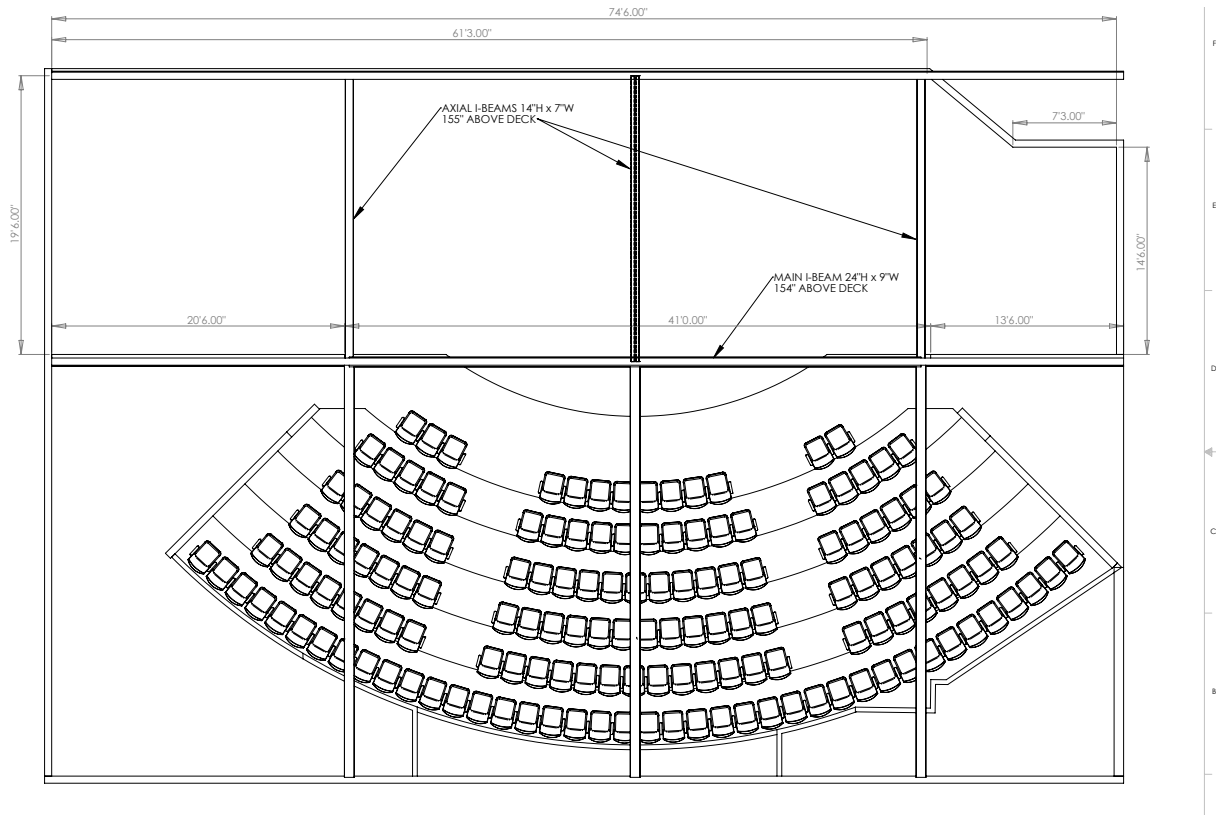
Executive Director | Players by the Sea Theatre

O: 904.249.0289 | E: suzanne@playersbythesea.org

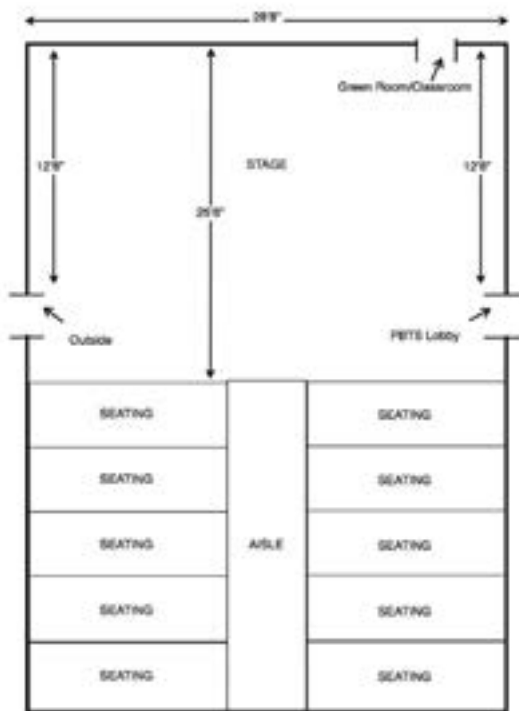
Listed below are the standard rates for renting a space at Players by the Sea. Special arrangements can be made for rentals over multiple days, multiple spaces rented at once, as well as for not-for-profit organizations.

SERVICE	FLAT RATE
Mainstage Theatre 150 Seats	\$1,000/Day Basic Lighting
Studio Theatre 80 Seats	\$500/Day Basic Lighting
Gallery Capacity of 100	\$500
Classroom Capacity of 25	\$250
Lighting Designer *Building up to 10 cues & tech rehearsal*	\$200
Copy Machine	\$50 No paper provided
Microphones	\$50/microphone
General Cleaning Fee (Required)	\$100
Facility Manager (Required)	\$18/Hour 4 Hour Minimum
Booth Technician (Required)	\$20/Hour 4 Hour Minimum

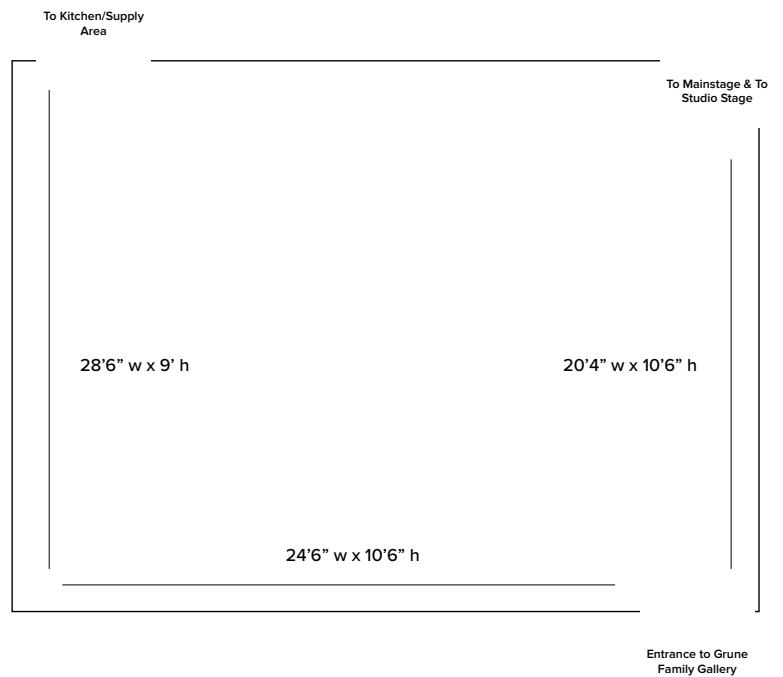
MAINSTAGE THEATRE - SEATING AND STAGE



STUDIO THEATRE - SEATING AND STAGE



GRUNE FAMILY GALLERY - RECEPTION SPACE



DATE OF EVENT: _____		ESTIMATED ATTENDANCE: _____	
SET-UP DATE/TIME: _____	DOORS OPEN AT: _____	EVENT STARTS AT: _____	EVENT ENDS AT: _____

NAME: _____

COMPANY/GROUP: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ ALT. PHONE: _____

E-MAIL: _____

<u>DESCRIBE IN DETAIL THE TYPE OF EVENT/ACTIVITY YOU PLAN ON HAVING</u>
--

In this event open to the public? YES/NO _____ A private event? YES/NO _____

Will an admission fee be charged? YES/NO _____ Amount of admission fee? \$ _____

Designated Representative _____

Phone: _____ Cell Phone: _____

Players by the Sea reserves the right to sell concessions at all events held at the theatre. Please list all non concession items to be sold at event (i.e. CDs, shirts, etc...)

_____ Gallery _____ Classroom _____ Mainstage _____ Studio

I confirm that I have read and agree with this summary of rental.

SIGNATURE: _____ DATE: _____

PBTS USE ONLY			
_____ Non-Profit	_____ Private	_____ Commercial	
20% Security Deposit Paid _____	Cash _____	Check _____	Date Returned _____
Rental Fee Paid \$ _____	Cash _____	Check _____	Date Paid _____
Approved by: _____	Date: _____	Entered in Calendar: _____	

This agreement entered into between Players by the Sea, a nonprofit 501(c)(3), and _____ (“LESSEE”), shall constitute a Rental Agreement for the express purpose of renting property belonging to Players by the Sea located at 106 6th Street North, Jacksonville Beach, FL 32250 (hereinafter “PBTS”), and is based on the following consideration:

Load In Date: _____ Load In Start Time: _____ Load In Finish Time: _____

Date of Event: _____ Start Time: _____ Finish Time: _____

Load Out Date: _____ Load Out Start Time: _____ Load Out Finish Time: _____

GENERAL GUIDELINES FOR USE OF THE THEATRE

1. The use of the PBTS shall be in keeping with the general and dignified character of the facility.
2. Except as provided herein, PBTS’s designated appointee serves as the sole and final determinant as to policy interpretation and facility usage. The Board of Directors of PBTS reserves the right to review this contract and in its sole discretion to approve or disapprove any production proposed for exhibition at PBTS.
3. All exhibits, events, or artistic performances are subject to approval by the Executive Director.
4. PBTS is a non smoking facility. Smoking is not permitted anywhere inside of the facility, or within twenty (20) feet of the entrances.
5. No open flame is allowed in any space within the facility.
6. No weapons of any kind are allowed on property. Stage weaponry must be approved by the Executive Director. Further, no activities in violation of federal, state or local laws, ordinances, rules, regulations, or the opinion of the Board of PBTS or the Fire Marshall of Duval County, FL shall be permitted on the premises.
7. No part of PBTS may be sublet nor may the LESSEE assign this rental agreement or rental space to a third party.
8. No use of specified areas: LESSEE is not to use any space not designated in the rental agreement. Shop and work areas are off-limits to LESSEE’S personnel/volunteers/staff. No items or personnel of the LESSEE may be housed, stored, or placed in any of these spaces unless approved in advance by the Executive Director.
9. No items may be delivered or dropped off at the theatre for staging prior to the LESSEE’S event load-in date and time. PBTS accepts no responsibility or liability for any items left unattended in the theatre or on its grounds.
10. PBTS requires that the LESSEE have an authorized representative on premises any time anyone connected with the event is in the facility.
11. PBTS reserves the right to sell concessions at all events held in the building.
12. PBTS’s phone number nor likeness/logo may neither be printed on invitations, announcements, or social media for LESSEE’s event without prior approval from the Executive Director.
13. LESSEE’s event may not be advertised on the PBTS website or other media and may not be listed as an affiliate or partner of the event unless previous arrangement has been made between the LESSEE and the Executive Director.

EMERGENCY PROCEDURES

1. In the event of an emergency, the Facility Manager and all LESSEE staff will follow the prepared emergency evacuation procedures to safely assist patrons, performers, and volunteers in leaving the facility.
2. No portion of any passageway or exit shall be blocked or obstructed in any manner whatsoever.
3. No exit door or exit way shall be blocked, locked, or bolted when the facility is in use.
4. The LESSEE is responsible for any and all temporary cables and wiring being run for the event. These items must be enclosed in appropriate cable covers or otherwise secured in all pedestrian traffic areas both backstage and in the auditorium/lobby.

Initials

SIGNAGE, DECORATIONS AND INSTALLATIONS

1. No furniture, pictures or other furnishings may be removed, relocated, or added without permission of the Executive Director.
2. The LESSEE is not entitled to display items on or in any case in the interior of PBTS or place any items, brochures and pamphlets in any display fixture without permission of the Executive Director.
3. No decoration, signs, banners, or other items may be attached to any structure or surface in PBTS by nailing, pinning, or gluing of any kind. A fine of \$100.00 will be billed to the LESSEE for each violation of this item.

Initials

HOUSEKEEPING

1. All areas of the theatre must be returned to the state in which they were found.
2. All trash cans and recycling cans must be emptied and taken to the dumpster or garbage cans.
3. Any spills must be wiped up immediately.
4. Wipe down all surfaces and sweep/mop floors.
5. Any damage must be reported to the PBTS staff.
6. If cleaning services above and beyond normal wear and tear, as determined by the Executive Director, are needed, the LESSEE shall pay an additional \$100 cleaning fee.

Initials

CANCELLATIONS/BREACH OF AGREEMENT

Cancellations by PBTS

1. **Cancellation of an event may occur if the LESSEE fails to adhere to any terms or conditions of this agreement. PBTS reserves the right to execute cancellation of an event prior to or during said event if all conditions are not met.**
2. Cancellation includes complete forfeiture of all deposits and rent monies paid and the LESSEE will have no claim against PBTS, whether for a refund of deposits and rent monies, lost revenue or sales or otherwise. The LESSEE also agrees to pay all monies due to PBTS for all services rendered up to the point of cancellation.
3. PBTS is not liable for failure of the ability of the LESSEE to present event(s) indicated in this agreement due to Acts of God.

Cancellations by Lessee

1. The LESSEE may cancel the event(s) listed in this agreement up to fourteen (14) business days prior to the event with no loss of deposit. If cancellation occurs any time after the 14-business day period, the deposit is forfeited.
2. The LESSEE affirms that PBTS is not liable for any monies owed to patrons who purchased tickets for the event(s).

Initials

DETAIL OF RENTAL FEES

<p>Space Rental \$ _____ <i>Includes these areas:</i></p> <p>Cleaning Fee \$ _____</p> <p>Facility Manager Fee \$ _____ <i>Calculated by time in facility for set up and event</i></p>	<p>Addtl. Services Fee \$ _____ <i>Includes these areas:</i></p> <p>Subtotal \$ _____ <i>Tax required at 6.8%</i> <i>If nonprofit, sales tax exemption must be attached.</i></p> <p>TOTAL Rental Fee \$ _____ <i>Addtl. fees may be required should the rental exceed estimated time in the facility</i></p>
--	---

LESSEE AGREES

1. The LESSEE agrees to pay PBTS the base rental fee of \$_____ for the use of the following spaces: _____ . The deposit amount of \$_____ (20% of the total Rental Fee calculated above) is due at signing of contract with the remaining base rental due minus the deposit amount no later than 7 business days prior to the event day. If this amount is not received this will result in an automatic cancellation and forfeit of deposit. Additional service fees for Facility Manager hours and fines above the basic rental fees will be paid at the close of the event. If your event time exceeds the contacted amount you will settle final bill with the Executive Director at the close of the event. Payment must be made with cash or certified funds made payable to Players by the Sea.

2. The LESSEE agrees to abide by all rules, regulations, and policies of PBTS as set forth in this agreement. The LESSEE states that they have read all usage guidelines, understands them, and agrees to abide by them.

3. The LESSEE must provide a copy of liability insurance naming Players by the Sea as Additional Insured and should include abuse/molestation insurance if working with minors, and liability coverage for volunteers, staff, and event workers. The limits of liability of any such insurance policy are not to be less than \$1,000,000.00. PBTS reserves the right to cancel this contract and be held harmless if coverage is not deemed sufficient.

Should the LESSEE present or allow the presentation of any composition, work, or material covered by copyright, the LESSEE will furnish to PBTS, prior to the performance, evidence that is satisfactory to PBTS that any royalty or other charge or permission has been paid or obtained. LESSEE agrees to indemnify and hold harmless PBTS for any loss, damage, or expense arising from any claim or judgment of infringement of such copyright.

This agreement and the attached Rental Application are the entire agreement of the parties regarding items herein, and replaces, when signed by both parties, any prior agreements, whether oral or in writing, between them. Any amendment or rider to this Agreement must be in writing and signed by both PBTS and LESSEE.

 LESSEE Name (Please Print)

 PBTS Representative Name (Please Print)

 LESSEE Signature

 C. Suzanne Hudson-Smith, CFRE | *Executive Director*

 Organization

DATE: _____

DATE: _____