



STRAND THEATRE RENTAL AGREEMENT

CONTACT INFORMATION

Contact Name _____ Group/Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Additional Contact Person _____ Phone _____

Email _____

OFFICE USE ONLY

Event Date	
Date Contract Received	
Date Deposit Received	
Deposit Amount (non-refundable)	
Deposit Check Number/Cash/CC	
Rental Fees	
Tech Fees	
Ticket Income presale	
Ticket Income door	
Ticket Income online	
Online ticketing fees	
Balance DUE within 15 days of event	
Invoice sent date	
Light Tech personnel	
Sound Tech personnel	
Movie Tech personnel	



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EVENT DETAILS

Event Name _____ Date _____

Will the event have an intermission? ____ YES ____ NO

EVENT TIMELINE

EVENT	TIME
Building Access Time <i>(Rental time begins)</i>	
Sound Tech In Time <i>(120 minutes before Sound Check Time)</i>	
Sound Check Time <i>(30-60 minutes before Doors Open Time)</i>	
Light Tech In Time <i>(30 minutes before Doors Open Time if <u>NO</u> design needed) (90 minutes before Doors Open Time if design <u>IS</u> needed)</i>	
Spotlight Tech In Time <i>(30 minutes before Doors Open Time)</i>	
Box Office Opens <i>(30 prior to Doors Open Time)</i>	
Doors Open Time <i>(30 or 60 minutes before Event Start Time)</i>	
Event Start Time	
Event End Time	
Building Rental End Time <i>(Rental time ends)</i>	
Light Tech Out Time <i>(30 minutes after Event End Time)</i>	
Spotlight Tech Out Time <i>(30 minutes after Event End Time)</i>	
Sound Tech Out Time <i>(60 minutes after Event End Time)</i>	

ADDITIONAL COMMENTS:



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SET UP/REHEARSAL DETAILS

Event Name _____ Set Up/Rehearsal Date _____

SELECT ONE OF THE FOLLOWING:

_____ We will **NOT** use a set up/rehearsal date. If this option is selected, all rental events will happen on the day of the event.

_____ We **REQUIRE** a set up/rehearsal date. If this option is selected, it will be booked as an additional day rental fee.

SET UP/REHEARSAL TIMELINE

EVENT	TIME
Building Access Time <i>(Rental Time Begins)</i>	
Sound Tech Time In <i>(Minimum 60 minutes before Set Up/Rehearsal Time)</i>	
Light Tech In Time <i>(Minimum 30 minutes before Set Up/Rehearsal Time)</i> <i>(90 minutes before Set Up/Rehearsal Time if design <u>IS</u> needed)</i>	
Spotlight Tech In Time <i>(Minimum 30 minutes before Set Up/Rehearsal Time)</i>	
Set Up/Rehearsal Start Time	
Set Up/Rehearsal End Time	
Building Rental End Time <i>(Rental time ends)</i>	
Light Tech Out Time <i>(Up to 30 minutes after Rehearsal End Time)</i>	
Spotlight Tech Out Time <i>(Up to 30 minutes after Rehearsal End Time)</i>	
Sound Tech Out Time <i>(Up to 60 minutes after Rehearsal End Time)</i>	



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TICKET SALES

OPTION 1 – STPS Manages Ticket Sales

- The STPS can provide ticketing services through its website. Online processing fees will be added to the price of each ticket at the buyer's expense. Online ticket sales end two (2) hours prior to event time.
- Tickets will be sold at Frame & Fortunes (239 Jefferson Avenue | Moundsville, WV).
- In-person presale tickets may be sold at **one** additional business establishment pending STPS approval.
- Tickets will be sold at the door starting one (1) hour prior to event time.

A \$50.00 fee applies to this service. Please indicate this service under Support Services Fees.

OPTION 2 – Renter Manages Ticket Sales

- If the renter manages ticket sales, the renter will handle **ALL** aspects of ticket sales. This includes pre-sale tickets via your own platform and ticket sales at the door.
- The renter will provide a person to sell tickets at the door.
- The renter will provide ticket taker(s) at the door for admission to the event.
- The STPS will provide Wi-Fi access to the renter for ticket sales if needed.
- The renter must provide a link to ticket sales for publication on Strand platforms.
- The renter must provide a phone number for the public to contact with ticketing questions.
- The renter must designate tickets by level (Floor OR Balcony).

Ticket Pricing (complete applicable ticket options)

Adult = \$_____ Student (Age 5-18) = \$_____ Child (4 Under) = \$_____

Other = \$_____ General Admission = \$_____

Comp Tickets

- Comp tickets may be left at the ticket booth with names on tickets.
- Indicate the number of comp tickets you will use for each level.

Floor Comps _____

Balcony Comps _____

Additional Ticket Information

- The Balcony, Reception Room, and Dressing Rooms are NOT handicap accessible
- A chair lift is available from the main floor to the conference room.
- Main Floor seating capacity is 190. Balcony seating capacity is 190.



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MARKETING & PUBLICITY

The STPS will market Renter's event as deemed appropriate by the STPS. Marketing may be in the form of social media, publicity on the STPS marquee, and/or inclusion on calendars of events. To ensure distribution in the Strand's monthly newsletter and event calendar, materials must be received by the 20th of the month. The event description below will be published on Strand platforms one month preceding the event. The Renter will provide the STPS with promotional materials such as digitized hi-resolution photographs, program information, posters (if available), and other materials for use in the STPS marketing endeavors. Send files to publicity@strandtheatreww.com. The STPS will have approval rights for all promotional materials created and distributed by Renter in which the STPS logo, venue or likeness is represented, prior to printing and distribution. Please note the spelling of **STRAND THEATRE**.

EVENT DESCRIPTION

Event Description (50 words or less) _____

The event description will be used on all Strand platforms.

_____ This is a public event

_____ This is a non-advertised private event

STRAND THEATRE RENTAL AGREEMENT

SCHEDULE OF FEES – FACILITY

Package	Space	Event Type Examples	Qty.	Hours	Rate
A	Entire Facility	Concert, Play, Dance Recital		8	\$500.00
B	Entire Facility (non-profit)	Concert, Play, Dance Recital		8	\$300.00
C	Entire Facility	Wedding		4	\$300.00
D	Main Floor	Lecture, Reception, Movie Screening		4	\$150.00
E	Reception Room and Balcony	Party		4	\$150.00
F	Reception Room Only	Party, Meeting		4	\$100.00
G	School Movie	Movie Screening		4	\$1.00/student
H	Any Event	Additional Time (SAME DAY)		1	\$75.00/hour
TOTAL FACILITY FEE					

SCHEDULE OF FEES – CLEANING SERVICES

Service	Description	Select One	Rate
Cleaning	Rental Package A, B, C		\$100.00
Cleaning	Rental Package D, E, G		\$50.00
Cleaning	Rental Package F		\$25.00
TOTAL CLEANING SERVICES FEE			
<i>*Multi-day rentals may require an additional cleaning fee.</i>			



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SCHEDULE OF FEES – TECHNICAL SERVICES

**A light tech is required when the stage is used.*

**Tech fees will be finalized and billed at the conclusion of the event based on the time of services provided.*

***Fill in ALL boxes with YES or NO**

Service	Description	Yes/No	Rate
Light Tech	Lighting Designer/Operator		\$25.00/hour
Sound Tech	Sound Engineer/Operator		\$25.00/hour
Movie Tech	Sound Operator and Movie Operator		\$25.00/hour
Spotlight	Spotlight Operator		\$25.00/hour
DJ Service	Reception DJ – Program director will facilitate discussion with DJ regarding services and rate		\$
TOTAL TECHNICAL SERVICES FEE			
<i>*Tech hours worked fee will be calculated at the end of event.</i>			

SCHEDULE OF FEES – SUPPORT SERVICES

Service	Description	Yes/No OR Qty.	Rate
Ticketing	STPS Manages ALL Online & In-Person Ticket Sales		\$50.00
	Renter will manage ALL ticket sales		\$0.00
Main Floor Set Up	Set up and tear down chairs and tables for an event held on the main floor		\$100.00
Folding Table	6-Foot Folding Table (40 available)		\$0
Folding Chair	Folding Chair (50 available)		\$0
Piano	Grand Piano		\$0
Piano Tuning	Grand Piano Tuning		\$175.00
School Movie ONLY	Water	16.9 oz Bottle of Water	\$1.00
	Soda	Can of Soda (various)	\$1.50
	Candy	Boxed Candy (various)	\$2.00
	Popcorn	2.3 oz Popcorn Box	\$3.00
	Popcorn	0.7 oz. Popcorn Bag	\$1.00
TOTAL SUPPORT SERVICES FEE			



STRAND THEATRE RENTAL AGREEMENT
SCHEDULE OF FEES – SUMMARY

ITEM	FEE
Facility	\$
ESTIMATED Technical Services (Tech hours worked fee will be calculated at the end of event.)	\$
Support Services	\$
Cleaning Services	\$
TOTAL ESTIMATED FEE	\$

NON-REFUNDABLE Deposit (25% of Total Estimated Fee) = \$_____

*Deposit will be deducted from total due

Mail to: **Strand Theatre Preservation Society**
 811 5th Street
 Moundsville, WV 26041

_____ I have read and agreed to the Facility Use Guidelines

**Initial here and the bottom of each subsequent page.*

IN WITNESS WHEREOF, the parties have caused this Rental Agreement to be executed the day and year written.

Renter's Signature

STPS Representative Signature

Print Name

Date

FACILITY USE GUIDELINES

ADOPTED 10.21.25



STRAND THEATRE RENTAL AGREEMENT

The STPS hereby rents to the Renter and Renter accepts in its present condition the facilities and/or equipment, as indicated in this Agreement, at the following address: *811 5th Street, Moundsville, WV 26041.*

RENTAL SPACE AND TIME

Renter shall assure all subcontractors, participants, etc., are aware of the hours of rental. Access to the Strand Theatre shall be only as set forth herein.

SUPERVISION AND BEHAVIOR

The STPS does not provide staff to help supervise events. Renters must bring enough adults so that children are always supervised. Children are not permitted to run through the theatre, stand or climb on the seats, or touch the sound board or projector. For safety reasons, children are not permitted on stage unless given approval by the STPS representative.

HOLD-DATE RENTAL DEPOSIT

Rentals require a non-refundable Hold-Date Rental Deposit of 25% of the Total Estimated Fee at the time of executing this Contract. This deposit shall be applied to the total Rental Fees due. **The reservation deposit will be retained if your reservation is canceled for any reason.**

STPS REPRESENTATIVE

A STPS Representative must be present and available during all rentals.

FINAL SETTLEMENT OF FEES

After rental event and upon STPS inspection of the premises, a final invoice (if needed) will be prepared for the Renter. The Renter will be responsible for any balances due the STPS, payable in thirty (30) days upon the conclusion of the scheduled event.

DANGEROUS MATERIALS

Renter shall not have on or around the Strand Theatre anything that is dangerous, flammable, explosive or has explosive characteristics that might increase the danger of fire, or that might be considered hazardous. No open flame devices are permissible (except for celebration cake candles) under any circumstances. **Smoking and vaping are not permitted inside or on the premises.**

EQUIPMENT

Sound, lighting, projection, tech, and concession equipment owned by the STPS are to be operated and/or supervised by STPS staff.

CONCESSIONS

The STPS will retain control of concession stand space and supplies.

INDEPENDENT CONTRACTOR(S) (when applicable)

Renter is acting as an independent contractor and is not the responsibility of the STPS. Renter is responsible for all wages, payroll tax withholdings, worker's compensation coverage and unemployment compensation coverage for other employees or individuals who are part of Renter's group.

MERCHANDISING (when applicable)

Renter may sell merchandise. Renter agrees to be responsible for any local and/or state sales tax liability and all licensing and



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royalties due on Renter's merchandise sold. Additionally, Renter will set up sale table where designated by the STPS. Renter's staffing will adhere to all conditions as set forth in the Agreement.

USE OF PREMISES

1. The Renter remains liable for all damage to the theatre.
2. The rental space shall be used by the Renter exclusively.
3. Renter shall comply with all the fire, health and sanitary laws, ordinances, rules, and orders of appropriate governmental authorities, with respect to the STPS.
4. Pathways to emergency exit doors must always be free and clear. Stairs are to be free and clear of all obstructions. Doorways will not be blocked, or operation and pathway hindered in any way. All doors must be unlocked and unbarred.
5. STPS promotional materials, furniture or fixtures shall not be moved or removed or covered in any way without the permission of the STPS.
6. Children and minors who are a part of the rental shall always be supervised. STPS does not provide staffed supervision for rentals. Renters must have enough adults on hand to supervise all children present.
7. Renter shall be responsible for all costs incurred for false fire alarms.
8. Paint, tape, glue, nails, screws, or staples are not to be used on walls, windows, floors, and woodwork without the permission of the STPS.
9. Adjusting the cyclorama curtain is not permitted.
10. The sound console will be limited to 90 dB per OSHA Permissible Exposure Limit
11. Piano and piano bench are always to be protected and no drinks, food, or any object shall be placed upon them. **Do not use the piano as a table!** Only adults and children who have been trained to play the piano are permitted to do so and only upon STPS express written consent on Rental contract/agreement.
12. **Fog/smoke machines are NOT permitted to be used in the building.**
13. Renter will be liable for all claims which may arise should Renter provide alcoholic beverages to guest and/or performers. **STPS requires the Renter to secure alcohol-related liability insurance for the duration of the Rental. If serving alcohol, proof of insurance must be submitted with the signed contract.** STPS will not be held liable for any claims arising from alcohol use for any reason. **Alcohol shall not be left in venue unattended. Renter shall follow all laws of the State of West Virginia in relation to serving alcoholic beverages.**

ALCOHOL RELATED LIABILITY INSURANCE

Renters may obtain alcohol related liability insurance through the company of their choice. K&K Insurance Group, Inc., provides general liability that includes host liquor coverage. If you have any trouble navigating the website or have questions about coverages, premiums, or rates, call 1-877-648-6404. Below are the instructions to quote and pay online:

1. Visit www.eventinsurance-kk.com
2. Click "short term special event"
3. Click "get your quote/buy online" to receive a free quote
4. Once you receive your quote, you can continue to purchase the coverage right on the website. Certificates of insurance will be emailed to you immediately upon purchase.

SURRENDER OF PREMISES

At the expiration of the Rental Agreement, Renter shall quit and surrender the premises in as good state and condition as they were at the commencement of the Rental, including but not limited to chair and table placement. Reasonable use and wear expected.

GOVERNING LAW

This document serves as the whole of the Rental Contract and supersedes all verbal agreements made in the past, now, or in the future. All changes to this Contract must be received in writing (or via email) with acknowledgement from both parties to be valid. Renter may email progdirector@strandtheatreww.com. The STPS will provide written acknowledgement to the email address provided on this Contract. It is agreed that this Rental Contract shall be governed by, construed, and enforced in accordance with the laws of the State of West Virginia, County of Marshall.