



SOUTH OF BROADWAY THEATRE CO. VENUE RENTAL APPLICATION

October 2022 v.3

This form is an application, and does not approve you to use the space. Deposits should be paid by check and made out to **South of Broadway Theatre Co.**

Once you have completed this form, contact Mary Gould
[mary@southofbroadway.com, 843.814.4451] to discuss venue availability and payment.

Do NOT publish or advertise our location as the location of your event until you have signed the final permit. Security Deposit is due no later than 10 business days before the event. Failure to pay **will** result in your reservation being canceled.

Cancellations must be communicated **NO LATER THAN 48 hours** in advance. Failure to comply will result in the forfeit of deposit Cancellation with less than required time, and will result in potential loss of future use.

Purpose/Title of Event: _____

Anticipated Audience: _____ **Admission Charge:** _____

Main Contact: _____

Organization's Address: _____

Application Date: _____

	Rehearsal	Rehearsal	Event	Event
Reservation Dates				
Reservation Start Time <i>(at least 90 min. before event)</i>				
Reservation End Time <i>(at least 30 min. after event)</i>				

If your schedule is more complicated than the above box can detail, please attach a schedule clearly indicating what dates and times you plan to occupy the space as well as the start and end time of your event/performance.

Performance/Event Times <i>(only complete relevant timings)</i>	Matinee Start	Matinee End	Evening Start	Evening End

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Basic Use Package for South of Broadway Theatre

The basic use package includes overhead fluorescent lighting (no lighting cues), the lobby to be used for audience entrance only **(not for reception)**. Basic use does not cover any staffing.

ALL RATES ARE CALCULATED BASED ON TOTAL RESERVATION TIME

	Introductory Pricing	Hours	Estimated Total	Actual Total
Black Box Theatre	\$35			
Theatre Sub-Total				

SOBTC Lighting Package

Provides access to ETC lighting console and available rep plot. Any changes or additional requests **MUST** be submitted no later than 10 days in advance.

ALL RATES ARE CALCULATED BASED ON TOTAL RESERVATION TIME

	Rate	Hours	Estimated Total	Actual Total
Lighting Package <i>(available rep plot: no-color stage wash, 3 RGB LED fixtures)</i>	\$20			
Lighting Sub-Total				

SOBTC Audio Package

Basic rental does not include any audio equipment. Choose a package below. All audio requirements for your show **MUST** be requested here. Items not requested in advance will **NOT** be available on the day of the event. Also note that any music desired to be played, must be provided in advance.

ALL RATES ARE CALCULATED BASED ON TOTAL RESERVATION TIME

	Rate	Hours	Estimated Total	Actual Total
Basic Audio Package <i>(Includes one wired microphone, microphone stand, 2 active speakers, 1/8" plug-in)</i>	\$30	FLAT RATE		
Additional Handheld Mic <i>(includes mic, stand, clip, and cable)</i>	\$15	FLAT RATE		



Audio Sub-Total

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South of Broadway Personnel

All rentals must include payment for an Event Manager for the entire reservation period. The Event Manager coordinates the running of the event, and is the primary contact for all building issues. Any person working more than an 8-hour day will be paid at time-and-a-half (the prevailing rate for overtime).

ALL RATES ARE CALCULATED BASED ON TOTAL RESERVATION TIME

	Rate	Hours	Estimated Total	Actual Total
Event Manager <i>(Required for all events)</i>	\$20			
Personnel Sub-Total				

Total Costs Estimated Total Actual Total

<i>Please note: If a charge for facility damage, additional labor hours, additional supplies or housekeeping services is assessed after the production/event, an invoice will be sent to the requestor. Additional payment is due within two weeks of the invoice date.</i>	Theatre sub-total		
	Lighting sub-total		
	Audio sub-total		
	Personnel sub-total		
	Additional Fees		
	GRAND TOTAL		



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TERMS AND CONDITIONS

1. Security deposit will be held until after completion of event, and confirmation that terms and conditions have been met. SOTBC will notify renter upon confirmation, regarding the return of the security deposit.
2. Facility and property use will be limited to those organizations promoting the best interest of the community and will not include the following activities:
 - a. Any Activity that violates the community canons of good morals, manners or taste.
 - b. Any Activity that is injurious to people, buildings, grounds or equipment.
 - c. Any Activity that violates or assists in violation of Federal, State or Local Laws.
 - d. Any Activity that encourages or allows the use of illegal drugs.
 - e. Any Activity that is discriminating in the legal sense.
3. Based on size or nature of the event, organizers are required to provide proof of purchase at least 10 days prior to the event date with the following documentation:
 - a. A Certificate of Insurance (minimum of \$2,000,000). Please note that SOBTC must be enlisted as additional insured.
4. Fees include only, use of designated site areas, designated equipment, general public parking, lavatories, utilities and cannot interfere with public use of other portions of the site.
 - a. Do not drive or park on sidewalks or grounds.
5. Rental fees do not include set up, special equipment or furnishings, or exclusive use of staff.
6. Drink and food items are allowed in designated areas and must be stipulated and approved on the event contract. Grease must be removed from premises.
7. Vendor sales require a one day business license from the City of North Charleston.
8. Food Vendors must abide by the SC DHEC Regulations for Special Events available on www.scdhec.net
9. Event attendees are to remain in the event areas and provide adequate supervision by mature person(s).
10. Children must be supervised at all times.
11. Event area/equipment must be left in the same condition in which found. Put litter in city trash receptacles, found behind the building.
12. Permanent furniture/equipment and decorations must not be moved or disturbed. 13. Tape, pins, staples etc. must be removed and cannot be used on any painted surfaces or fabrics.
14. SOBTC is not responsible for personal property/equipment.
15. Stay within the time frame as indicated in your contract, if not, **additional charges may apply.**
16. Organizers will be held responsible to pay for excessive clean up/damage to buildings/grounds/equipment.
17. SOBTC reserves the right to revoke an event contract (non-refundable) at any time if contract regulations and terms are violated.



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18. Liability: Event Organizers shall hold SOBTC harmless from any and all damages, loss or liability occurring by the reason of any injury to person or property caused by an act or omission, neglect or wrongdoing of the Event organizers or any of its officers, agents, representatives, guests, employees, invitees or persons contracting with the Event, and the Event organizer/s will at their own cost and expense, defend and protect SOBTC against any and all such claims and demands.
19. Renter agrees to complete the provided cleaning list, ensuring that the venue is returned to the clean working condition that it was provided in.
20. **Your signature indicates that you agree to comply and will relay to organizers the regulations and fees of the contract.**

APPLICANT: _____ Date: _____

SOBTC: _____ Date: _____



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SOBTC Rental Cleaning Checklist

(Leave this form behind upon completion of your event)

___ **Clean up any spills.** Spot check lobby, dressing rooms, and theatre for spills and debris. Sweep or mop, with paper towels as provided

___ **Remove all food and beverages from building**

___ **Put away tables and chairs.** Cushioned chairs returned to their original orientation in the theatre. Replace any items that have been adjusted for the event.

___ **Wipe down the bar counter** after concessions and Box Office tables.

___ **Remove any decorations/set off stage**

___ **Ice Cooler:** remove contents, dry and leave lid open

___ **Take Recycling and ALL Trash** to trash bins in the back of the building. Replace trash liners (provided by SOBTC).

___ **Spot check bathrooms** (leave as clean as you found them)

Signature of completion: _____