



# SOUTH OF BROADWAY THEATRE CO. VENUE RENTAL APPLICATION

July 2023 v.6

**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 at 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Do NOT publish or advertise our location as the location of your event until this application has been signed - making it a binding contract.

A security Deposit of 50% is due when this application is signed and becomes a contract. Any Cancellations must be communicated **NO LATER THAN** 2 weeks before the event. Failure to comply will result in the forfeiture of the deposit. And possibly any future use.

**Purpose/Title of Event:** \_\_\_\_\_

**Anticipated Audience:** \_\_\_\_\_ **Admission Charge:** \_\_\_\_\_

**Main Contact Email AND Cell number:** \_\_\_\_\_

**Organization's Name and Address:** \_\_\_\_\_

**Application Date:** \_\_\_\_\_

**Please tell us about your event:**

What kind of event is this? \_\_\_\_\_

What special items will you bring to support the event (Movie screen, Projector, Red carpet, Stage Set, Other?) \_\_\_\_\_

Do you expect to serve food? \_\_\_\_\_

Do you require decking for a stage? \_\_\_\_\_

Do you expect to have a DJ? \_\_\_\_\_

-Do they expect to BRING their own equipment? If so, what? \_\_\_\_\_

If this is a live performance: how many people are performing? \_\_\_\_\_

-Will performers arrive ready to perform or do they require "dressing rooms"? \_\_\_\_\_

- Is there live instrument accompaniment involved? \_\_\_\_\_

- If so: How many and what kind of instruments? \_\_\_\_\_

- What equipment (mics, amps, power strips, extension cords, music stands, music stand lights, chairs, etc., etc will they need or will they BRING? \_\_\_\_\_



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**“Basic” Audio and Lighting does not cover Tech Staff OR any EXTRA additional equipment. Add-ons will be an extra TO BE DISCUSSED AND AGREED UPON charge.**

	Reservation Date:	Reservation Date:	Reservation Date:	Reservation Date:
<b>Reservation Start Time:</b> <i>(Load in must be 1.5 hours before the event starts)</i>				
<b>Event Start Time:</b>				
<b>Event End Time:</b>				
<b>Reservation End Time:</b> <i>(Must be 0.5 hours after the event ends for load out)</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.*

## Basic Use Package for South of Broadway Theatre

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

**ALL RATES ARE CALCULATED BASED ON THE TOTAL RESERVATION TIME**

	Introductory Pricing	Hours	Estimated Total	Actual Total <span style="color: red; font-size: small;">Leave this blank till post-show settlement</span>
<b>Black Box Theatre</b>	\$35			
		<b>Theatre Sub-Total</b>		

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## 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 and will require TECH STAFF to execute.*

ALL RATES ARE CALCULATED BASED ON THE TOTAL RESERVATION TIME

	Rate	Hours	Estimated Total	Actual Total <span style="color: red;">Leave this blank till post-show settlement</span>
<b>Lighting Package</b> <i>(available rep plot*: no-color stage wash)</i>	\$20			
<b>Lighting Sub-Total</b>				

## SOBTC Audio Package

*The 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 THE TOTAL RESERVATION TIME

	Rate	Hours	Estimated Total	Actual Total <span style="color: red;">Leave blank till post-show settlement</span>
<b>Basic Audio Package</b> <i>(2 active speakers, 1/8" plug-in, access to 1 wired "God" mic, access to 1 Aux cord)</i>	\$30	<b>FLAT RATE</b>		
<b>Wireless Mics</b> <i>(includes wireless 2 mics, 2 mic stands)</i>	\$10	<b>FLAT RATE</b>		
<b>Lapel Mic</b> <i>1 lapel mic clip &amp; cord</i>	\$10	<b>FLAT RATE</b>		
<b>Outside Audio Equipment</b> <i>Bringing outside sound/light equipment. <span style="color: red;">This goes to pay a tech director</span></i>	\$20 p/hour			
<b>Audio Sub-Total</b>				



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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 THE TOTAL RESERVATION TIME**

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

	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 that invoice date.</i>	<b>Theatre sub-total</b>		
	<b>Lighting sub-total</b>		
	<b>Audio sub-total</b>		
	<b>Personnel sub-total</b>		
	<b>Additional Fees</b>		
	<b>50% Deposit</b>		
	<b>GRAND TOTAL</b>		



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## TERMS AND CONDITIONS

1. Security deposit, 50% of the estimated contract will be held until after completion of the event, and confirmation that terms and conditions have been met. Lessor and SOBTC will settle final bill post event.
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 the size or nature of the event, organizers are required to provide proof of purchase at least 10 days before 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 the use of designated site areas, designated equipment, general public parking, lavatories, and 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. All grease must be removed from the 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](http://www.scdhec.net)
9. Event attendees are to remain in the event areas and provide adequate supervision by a 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 cleanup/damage to the building/grounds/equipment.
  - a. **Glitter is strictly prohibited.**
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 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 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. Contracts must be completed within the same calendar year in which they are contracted. There are no refunds for any deposits of uncompleted contracts.
21. **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 the 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 the 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: \_\_\_\_\_