

Facility Rental Agreement

Christian Community Theater/CYT
1545 Pioneer Way
El Cajon, CA 92020
619-588-206 Fax 619-588-4384

Today's date: _____

Load-in Date: _____ Time _____

Strike Date: _____ Time _____

Dates of Event: _____

Approved by: _____

***All facility rentals are secondary to
CCT/CYT Productions**

Contact Person: _____

Party responsible for payment (organization): _____

Event Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell / Fax: _____ e-mail: _____

Deposit: _____ Credit card# _____ Exp. Date _____

Facility Rental Terms and Conditions

1. To confirm your facility rental, this form must be completed, returned & approved four (4) weeks prior to event load-in.
2. **All facility rentals are secondary to CCT/CYT productions.**
3. Renter must carry \$1 Million certificate of Liability insurance naming CCT/CYT as addition.
4. 50% rental fee is due at time of reservation, and remaining 50% is due the day of event. Security deposit will be refunded one week after event, *if all the terms and conditions have been met.*
4. The undersigned renter agrees that all spaces are rented *as is* and will be returned in the same condition as was received. Any modifications must have prior approval of the CCT Rental Coordinator. Charges will be assessed for any unapproved modifications.
5. Renter shall pay the actual cost to replace, repair and/or restore any defacement or damage to the facility caused by renter or its guests/employees. Payment shall be made thirty (30) days from strike.
6. Renter shall have the right to inspect the facility prior to load-in. Appointments can be made Monday- Friday 9 am-4 pm with the rental coordinator.
7. The rental agent is not responsible for accidents or injuries related directly or indirectly to the use of our facility.
8. If applicable, a copy of the Technical Rider setting forth staging, electrical, dressing room and catering requirements shall be provided to CCT/CYT at least twenty (20) days prior to load-in.
9. Each party, guests and agents shall comply with all applicable laws, rules & regulations of all federal, state, county & city governments, including licensing of show rights
10. CCT/CYT shall have the right to enter the facility at all times provided entry does not unreasonably interfere with renter's use.

***IMPORTANT:** CCT/CYT will require a **\$150** cleaning & damage deposit for all space rentals. The deposit will be returned after a thorough facility inspection within 72 hours of event strike. Deposits will **not** be returned if the terms and conditions of the contract are not met.

Total Rental (see reverse): _____ **Payment:** _____



Customer Signature

Date



Facility Rental Fees:

<input type="checkbox"/> Black Box	\$100/hr	Seats 115, with lights/ soundboard (no AC)
<input type="checkbox"/> Dance Hall	\$50/hr	24' x 38', 1 mirror wall, 2 white boards
<input type="checkbox"/> Valade	\$30/hr.	13'x 44', 1 mirror wall, acoustical panels
<input type="checkbox"/> Las Patronas Red Door Playhouse (all 3)	\$150/hr	Dance Halls & Valade are air conditioned
<input type="checkbox"/> Paint floor	\$20/hr	20' x 45' open space in sets warehouse

Staff Fee:

- (crew/lighting/sound): \$18/hour per person

Ticketing:

\$50 flat set up fee

- We will print and sell your tickets for \$1/ticket at our box office
- We will print your tickets and you sell them for \$20/showtime
- You will hire our box office for will-call/door sales \$9/hour per person
- You will take care of all ticket sales

Sound equipment rental:

- Soundboard included in Black Box rental
- Hand held Microphones- \$25 each
- Wireless mic packs- \$75-120/day
- Keyboards- \$50 each
- Sound system with speakers- \$150/day

Additional Rentals:

- Tables- \$20 each
- Additional stacking chairs- \$5 each
- Portable Mirrors (3) \$20/day
- Dance Bars \$20/day
- Crash pads \$10/day
- Piano \$100/day
- Grey Legs (4) \$50 each

Sets/Props rentals:

See set catalog or make appointment with rental coordinator

