

LICENSEE'S CHARGES: Please refer to Exhibit A, attached to this license agreement, to determine estimated total. Please be sure to include all required items:

Performance & Rehearsal Days Rent:			
Theater (includes Garden & Lobby)	x _____ day(s)	dates: _____	\$ _____
Theater (Rehearsal Days)	x _____ day(s)	dates: _____	\$ _____
House Manager	x _____ day(s)	dates: _____	\$ _____
House Manager	x _____ extra hr(s)	dates: _____	\$ _____
Janitorial	x _____ day(s)	dates: _____	\$ _____
Concession Stand	x _____ day(s)	dates: _____	\$ _____
Box Office	x _____ day(s)	dates: _____	\$ _____
Company Store	x _____ day(s)	dates: _____	\$ _____
Folding Tables	x _____ day(s)	dates: _____	\$ _____
Lighting	x _____ day(s)	dates: _____	\$ _____
	x _____ extra hr(s)	dates: _____	\$ _____
Theater Restoration Fee (estimated)	x _____		\$ _____
Set-Up & Construction Days Rent:			
Theater	x _____ day(s)	dates: _____	\$ _____
House Manager	x _____ day(s)	dates: _____	\$ _____
House Manager	x _____ hours(s)	dates: _____	\$ _____
Janitorial (if needed)	x _____ days(s)	dates: _____	\$ _____
Other (please specify):	_____		\$ _____
Renting ONLY (Please Circle Areas Below)			
Lobby & Patron Garden		dates: _____	\$ _____
<i>(Public Restrooms & Janitorial Services are included)</i>			
House Manager	_____ # Hours needed at \$30/hr for up to 8 Hours:		\$ _____
Other (please specify):	_____		\$ _____
ESTIMATED TOTAL: \$			
(50% of estimated total) Deposit Due: \$			

Licensee understands, acknowledges and agrees that these fees and costs are estimates only.

DEPOSIT & PAYMENT INFORMATION

- A non-refundable deposit of fifty percent (50%) of Licensee's estimated total charges will be required to confirm a reservation with submission of this application (refundable only if Licenser denies the application).
- Theater rental charges are listed in the Solvang Festival Theater Rate Schedule, Exhibit A, attached to this lease agreement.
- Licenser shall provide a settlement statement, with the total balance due, to the Licensee no later than 15 days after the last date of use of the Theater under this agreement based on actual charges compiled by Licenser from Exhibit A. The settlement statement shall set forth all costs, fees and other charges chargeable to Licensee, all deposits and payments received from Licensee. The Restoration Fee accounting will be based on ticket count at the entrance gate.
- Licensee agrees to pay total balance due no later than 10 working days following the receipt of the settlement statement.
- Licensee may terminate or cancel this agreement, without balance due, within 60 days notice in advance of the first date of the performance reserved by Licensee.

TERMS AND CONDITIONS

No screws, nails or staples are allowed to be used on buildings, outbuildings or fencing on the property. For exceptions to this rule please contact the Executive Director.

Licensee shall have the right of ingress and egress to the Solvang Festival Theater as reasonably required for Licensee's authorized use/s, but acquires hereby no other rights to use or interests in any parts of the Theater building/s or equipment leased under this agreement.

Liability and Indemnity

- Licensee agrees to provide a certificate of insurance, showing limits equal to those of Solvang Theaterfest (\$1,000,000 per occurrence, \$2,000,000 general aggregate).
- Further, Licensee agrees that Solvang Theaterfest will be named as additional insured, with a) a waiver of subrogation and b) a hold harmless clause.
- Licensee agrees to hold Solvang Theaterfest, its officers, agents and employees harmless from all liability, claims and loss for personal injury, death, and property damage suffered by applicant, its agents and employees in connection with its use of the facilities.
- Licensee agrees to repay Solvang Festival Theater for any property of the theater or in its custody damaged or destroyed in connection with Licensee's use of the facilities.

Date Licensee agrees to provide certificate of insurance as stated above: _____

- **If selling alcohol, Licensee agrees to provide Solvang Festival Theater ABC license two weeks in advance of event.**

In addition to the terms and conditions found herein, Licensee shall be obligated to follow the additional Policies and Information attached as a condition of the Lease Agreement. Licensee acknowledges that it has received a copy of the Solvang Festival Theater Rate Schedule and has read the Policies and Information established by Solvang Theaterfest.

Licensee agrees to the aforementioned provisions, and Terms and Conditions.

Signature of Licensee or Representative Print Name Date

Solvang Theaterfest agrees to permit the described use on these terms.

Signature of Solvang Theaterfest Representative Print Name Date

- *Non-refundable Deposit of \$ is enclosed to reserve the use of the Solvang Festival Theater.*

- *Application and deposit to be mailed to Solvang Theaterfest at P.O. Box 917, Solvang, CA 93464*

Solvang Festival Theater Policies and Information

Reservations and Availability of the Theater

- Contact Solvang Festival Theater's Business Office at (805) 686-1789 or Email: theaterfest@verizon.net for availability, rental estimates and all other rental information.

General Facility Information

- The Solvang Festival Theater is an outdoor theater with a 700 seating capacity amphitheater and is wheelchair accessible.
- The Theater backstage facility includes a fully enclosed Green Room (with refrigerator and microwave), and separate dressing rooms for men and women, each with restroom facilities.
- The lobby of the Theater includes full restroom facilities with handicap access.
- The Theater is equipped with house lights only. Theater users must either:
 - provide their own theatrical lighting (a list of companies which provide this service and have worked at the Solvang Festival Theater can be provided upon request) or;
 - Solvang Festival Theater can provide high grade, professional lighting and an operator for your event at a reduced fee compared to outside companies. Please book this through our Business Office. (see rental fee schedule)
- Theater users must provide their own sound equipment (a list of companies which provide this service and have worked at the Solvang Festival Theater can be provided upon request).
- The concession building is equipped with convection oven, refrigerator, freezer, microwave and commercial coffee maker
- The Theater's box office is available for use on a case-by-case space available basis.
- The dimensions of the Solvang Festival Theater stage are 35' 1 3/8" from front to back and 31' 8 1/4" side to side.
- The Solvang Festival Theater is owned by Solvang Theaterfest, a community-based non-profit organization, whose mission is to support and promote quality performing arts in the Solvang Festival Theater.

Staff

- The Solvang Festival Theater House Manager has sole authority for the Theater during operations of contracted dates and time frames.
- Volunteer ushers may be arranged. Contact the Solvang Theaterfest office to make arrangements. Volunteer ushers at the event will be managed by the SFT House Manager.

Theater Rules

- No music, sound checks or rehearsals before 8 am or after 10 pm.
- No materials may be delivered to the Theater without specific prior arrangement with the Executive Director.
- No materials may be left at the Theater after the strike following the final performance without specific prior arrangement with the Executive Director.

Solvang Festival Theater Policies and Information

- No one may be admitted in the Theater without the House Manager present or without prior permission from the Office Manager or Executive Director.
- No one is allowed in the Theater without the presence of a member of Solvang Theaterfest or prior permission to access the Theater.
- No smoking is allowed anywhere on the Solvang Festival Theater property.
- *No screws, nails or staples are allowed to be used on buildings, outbuildings or fencing on the property. For exceptions to this rule please contact the Executive Director.*
- No glass is allowed in the amphitheater or anywhere back stage (except within the Green Room).
- No food or drink (other than water) is allowed in the Theater's dressing rooms.
- The facility must be secured upon departure with verification by the House Manager on duty.

Advertising

- All events at the Solvang Festival Theater will be listed as being presented at the "Solvang Festival Theater" on all promotional materials.
- Advertisement and signage for events may be posted at the Solvang Festival Theater with prior approval from Solvang Theaterfest. Pursuant to City of Solvang code—signage is not allowed on the outside of the theater or grounds earlier than 24 hours before the day of event.
- All advertisement and promotion for an event at the Solvang Festival Theater must include information that the Theater is an open-air theater, and encourage patrons to be prepared for cold temperatures with warm clothes and blankets.
- Pre-show announcements at the Solvang Festival Theater must include the following: "Welcome to Solvang Theaterfest's beautiful Solvang Festival Theater. Please enjoy the comfort of being able to take food and drink into the facility, and respect the Theater by disposing your trash in the receptacles located at the top of every isle at intermission or the conclusion of the show."

Maintenance

- Clean up of all facilities utilized during rehearsal and production must be done in a timely manner within the rental schedule—this includes but is not limited to amphitheater, stage, scenery, backstage set up and all other areas used by Licensee.
- Solvang Theaterfest reserves the right to charge additional janitorial fee as needed.
- Please ensure that you have the necessary number of people needed to help set up and clean-up for your event.
- All garbage is to be taken to the dumpsters.

Safety

- A diagram of all placements of fire extinguishers and exits is posted in the Theater's Green Room.
- A list of emergency contact numbers is posted in the Theater's Green Room.
- Fire and smoke effects are not allowed in the Theater.

Solvang Festival Theater Policies and Information

- The Theater provides two-way radio communication with the Theater's House Manager and designated backstage contact.

Miscellaneous

- The Solvang Festival Theater is open to the outdoor elements, with a minimally equipped stage house. Additional accommodations for the stage house may be provided by Licensee with prior permission from Solvang Theaterfest.
- Portable heating for performers is allowed on stage with prior permission from Solvang Theaterfest.
- Merchandise may be sold on Theater property during productions, with prior permission from Solvang Theaterfest. Use of the Theater's Company Store (the Theater's merchandise facility) may be arranged for this purpose, for a fee, with prior permission.
- Alcohol may be sold at the Solvang Festival Theater as long as Licensee obtains the necessary Daily License from the Department of Alcoholic Beverage Control one month in advance of event. **Provide a copy to the SFT Business Office.** (No alcohol may be brought into the theater from patrons attending event. At the discretion of Solvang Theaterfest, you may need to provide security personnel to check bags at gate.)
- An assisted listening system is available at the Theater if compatible with Licensee's sound equipment.
- Any problems or other facility issues should be immediately reported to the Theater's House Manager on duty.
- Any questions, please contact the Solvang Festival Theater's Business Office.

Solvang Festival Theater Business Office Contact Information

Solvang Festival Theater
P.O. Box 917
Solvang, CA 93464
(805) 686-1789 Office
(805) 686-5912 Fax

Email: theaterfest@verizon.net

www.solvangtheaterfest.org

Pam Pilcher, Executive Director or
Kelly Darby, Office Manager
Office: (805) 686-1789
E-mail: theaterfest@verizon.net

House Manager(s): Brittany Mullenary (805) 451-8211 or Jenny Miller (805) 717-5000.



SOLVANG
FESTIVAL
THEATER

Solvang Festival Theater Rate Schedule

Fees also include: advertising on SFT Facebook page, website & display case (poster)

[Effective January 2017]

Non-Profit Organizations

Commercial/Private Organizations

Theater <i>for performance:</i> <i>Performance consecutive days:</i>	\$1,000 / 1st day \$750 / per day
Theater <i>for Rehearsal:</i> <i>Rehearsal consecutive days:</i>	\$500/ 1st day \$250 / per day
Theater Lighting <i>including Operator</i>	\$1,000 for 6 hours. \$40 per hour for add'l hours
House Manager <i>Required on Performance & Rehearsal Days</i>	\$250 per day for first 8 hours. After, billed at \$35/Hr
Janitorial <i>Required on Performance & Rehearsal Days</i>	\$200 / 1 st day \$125 thereafter
Theater Use <i>for Set-Up, Construction & Installation</i>	\$150 / per day
Theater Use <i>for Tear-Down Day</i>	No Charge if out by 10:00am; day after event, \$50 per hour after 10am
House Manager <i>Required on Set-Up Days & Tear-Down Days</i>	\$30 / hour
Concession Stand <i>Space only; Staff referrals available upon request</i>	\$200 / per day
Company Store <i>Limited availability; please check with Theaterfest Business Office</i>	\$50 / per day
Box Office <i>Limited availability; please check with Theaterfest Business Office</i>	\$50 / per day
Lobby & Garden Areas <i>(Includes Public Restrooms & Janitorial Services)</i>	\$400 / day Plus House Mgr. at \$30 per hour
Additional Folding & Long Tables <i>7—6' tables</i>	\$8 /per table per day
Theater Restoration Fee*	\$2.00 Per Ticket Sold
Black Stanchions <i>(8 w/chain)</i>	\$50.00
Umbrellas & Stands <i>(6 available)</i>	\$30 per set
Easel <i>(2 metal, 2 wood available)</i>	\$15 per

Theater <i>for Performance</i> <i>Theater for Rehearsal</i>	\$1,500 / per day \$800 / per day
Theater Lighting <i>including Operator</i>	\$1,000 for 6 hours. \$40 per hour for add'l hours
House Manager <i>Required on Performance & Rehearsal Days</i>	\$250 per day for first 8 hours. After, billed at \$35/Hr
Janitorial <i>Required on Performance & Rehearsal Days</i>	\$250 / 1 st day \$125 thereafter
Theater Use <i>for Set-Up, Construction & Installation</i>	\$300 / per day
Theater Use <i>for Tear-Down Day</i>	No Charge if out by 10:00am; day after event, \$50 per hour after 10am
House Manager <i>Required on Set-Up Days & Tear-Down Days</i>	\$30 / hour
Concession Stand <i>Space only; Staff referrals available upon request</i>	\$300 / per day
Company Store <i>Limited availability; please check with Theaterfest Business Office</i>	\$100 / per day
Box Office <i>Limited availability; please check with Theaterfest Business Office</i>	\$100 / per day
Lobby & Garden Areas <i>(Includes Public Restrooms & Janitorial Services)</i>	\$500 / day Plus House Mgr. at \$30 per hour
Additional Folding & Long Tables <i>7—6' tables</i>	\$8 /per table per day
Theater Restoration Fee	\$2.00 Per Ticket Sold
Black Stanchions <i>(8 w/chain)</i>	\$50.00
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