

**COLONIAL THEATRE RENTAL GUIDELINES & APPLICATION**

**PLEASE NOTE: THIS IS NOT YOUR RENTAL AGREEMENT/CONTRACT**

Thank you for your interest in The Colonial Theatre. This document is designed to walk you through all of the necessary guidelines and costs involved with renting the Colonial. If you have any questions along the way, please contact our Rentals Manager.

Here are the steps for renting The Colonial Theatre:

1. Please review the costs and guidelines below and fill out the forms at the end of this document to the best of your ability. Please return pages 10-14 of the completed rental guidelines to Tor Krautter, Artistic Director of Programming, as well as the \$500 non-refundable security deposit denoted in the General Rules below. Checks should be made payable to: Berkshire Theatre Group. If you would like to pay by credit card, please contact Tor Krautter directly at 413-448-8084 ext. 24. **Once the completed forms and deposit are received, a contract will be drafted and returned to you. Please sign the contract and return to Tor Krautter along with payment for the remaining rental fee (to be held until day of rental) and a fully executed W-9 form as well as proof of insurance, including Workers' Compensation.**
2. Once all materials are received, a member of the production department will contact you and walk you through the production details of your event.

**CONTACT INFORMATION**

<p><b>BERKSHIRE THEATRE GROUP</b> 111 South Street Pittsfield, MA, 01201 Phone (413) 448-8084 Fax (413) 448-8772 <a href="http://www.berkshiretheatregroup.org">www.berkshiretheatregroup.org</a></p>	<p><b>General Contact:</b> Tor Krautter <i>Associate Artistic Director of Programming</i> Phone (413) 448-8084 x24 <a href="mailto:tor@berkshiretheatre.org">tor@berkshiretheatre.org</a></p> <p>Jamie Thygesen Rentals and Programming Associate Phone (413) 448-8084 x57 <a href="mailto:jamiet@berkshiretheatre.org">jamiet@berkshiretheatre.org</a></p> <p><b>Box Office:</b> Phone (413) 997-4444</p>
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The Colonial Theatre facilities will be made available to individuals and/or organizations that have purposes considered to be compatible with the mission and image of Berkshire Theatre Group. Any user of the Colonial accepts the responsibility of protecting it for the long-term enjoyment of the people of the Berkshires. Rental reservations will be subject to completion of required documentation and payment of deposit. Any use of the space and equipment is subject to availability.

For the purposes of this document, any reference to "Lessee" will identify the renter of The Colonial Theatre and any reference to the "Lessor" will identify Berkshire Theatre Group.

**GENERAL RULES:**

1. Fees must be paid in full two weeks prior to facilities use, or as noted in the rental agreement.
2. All fees are for one period of (14) consecutive hours. Berkshire Theatre Group determines hours of use.
3. Earliest load in time: 9:00 AM. Latest load out time: 12:00 midnight. Overtime labor and rental fees may apply outside of these hours of use.
4. Berkshire Theatre Group requires payment of a non-refundable security deposit of \$500 per rented day. Check to be paid with submission of completed Colonial Theatre Rental Guidelines.
5. Berkshire Theatre Group reserves the right, but not the obligation, to make live, pre-performance announcement(s) and advertisement(s) at any event.

**COLONIAL THEATRE FEE SCHEDULE:**

**Base Rental Rate** **\$4,400**

*Auditorium, stage, lobbies, coat check, restrooms, backstage facilities and catering prep area*

**The base rental rate includes:**

1. The use of The Colonial Theatre facility including the auditorium with a total of 766 sellable seats, lobbies, and backstage equipment.
2. Front of House Staff and minimal operating staff including a Technical Supervisor.
3. One member of the production department to coordinate in advance and day of the event.
4. Equipment as outlined below.
5. Berkshire Theatre Group Ticket Office services.
6. The following Marketing Assistance upon request and subject to availability: Event listed on Berkshire Theatre Group's website, Space in the Colonial's Historic Lobby display for an 11x17 poster (poster to be provided by the guest presenter), Guest presenter's event included in one or more of BTG's Upcoming Events e-blasts to over 40,000 subscribers, Guest presenter creates Facebook event and tags BTG who will share (and co-host upon request), and Access to BTG media list.

**The rental rate does NOT include:**

1. Technical personnel, light and sound board operators, stage crew, or any staff/labor in addition to those listed above. (Berkshire Theatre Group will determine the number of technicians and front of house staff required to load in, set up, focus, and restore light plot and stage equipment). Additional labor rates and fees are outlined below.
2. Non-reusable technical supplies.
3. Any and all other costs incurred by the Lessor on behalf of the Lessee.
4. Additional fees for applicable services as outlined below.
5. Equipment above and beyond that which is included in the base rental rate as outlined below.
6. Special setups for stage, seating areas, rehearsals, lobbies.
7. Special custodial or trash removal services (required in some cases).
8. Special fire alarm panel monitoring (required in some cases).
9. Security, including but not limited to bag check attendants and security guard personnel (required in some cases).
10. Video projection equipment.
11. Labor cost to restore the theater after the rental to the basic condition needed for regular program activity.

**BERKSHIRE**  
THEATRE GROUP

**Labor rates (all labor rates are subject to a 4 hour minimum):**

Light board and sound board operators, riggers, stage specialists, audio assistant	\$33.00/hour
Police Detail (as determined by BTG)	\$55.00/hour
Fire watch (required when atmospherics are in use, or as determined by BTG)	\$62.50/hour

**Ancillary Fees:**

Facilities Fee	\$5.00 per ticket included in Lessee established ticket price on sale through ticket office and Lessee's consignment Tickets priced \$20.00 and under will have a facilities fee that is 10% of ticket price with a minimum fee of \$1.00.
Credit Card Sales	5% of Credit Card Sales deducted at final settlement
Friend of the Theatre Discount	10% off at ticket price (including \$5.00 facilities fee)
Video Projector with short throw lens (Subject to Availability)	\$600/per use
Lessee Merchandise Concession Sales (Berkshire Theatre Group provides seller)	25% of gross
Security Guard	\$55/Guard
Bag Check	\$30/bag checker
Bartender Fee (Private Events & Holidays)	\$25/hour
Cleaning Fee (when applicable)	\$250
Marketing Fee for unapproved use of logo and name	\$250/instance
Fee for Compromising Security	\$1000/instance
Overtime Fee (if event exceeds 14 hours)	\$200/hour
Handling Fee (applicable to all orders)	\$1/order
Piano Rental (tuning included)	\$500
Keyboard Rental (Subject to Availability)	\$150
Use of The Auerbach Rehearsal Studio (Subject to Availability)	\$600 per day
Wireless Handheld Microphone Rental (Subject to Availability)	\$50/channel per day
Wireless Lapel Microphone Rental (Subject to Availability)	\$75/channel per day
Specialty Microphone Rental (Price Subject to Renter's Request)	TBD

**Optional Marketing Fees:**

Colonial Theatre Lobby Flat Panel Ad (1080px h x 1920px w)	\$150/month
Colonial Theatre's outdoor LED Marquee, up to 2 slides (subject to availability, 144px h x 288 px w)	\$300 for 1 week \$500 for 2 weeks \$750 for 4 weeks

**SCALING OF HOUSE**

The Colonial Theatre contains a total of 766 sellable seats. Berkshire Theatre Group shall retain sole jurisdiction over sixteen (16) seats from the total number of sellable seats per performance, to be considered part of the Rental Fee. Lessee shall have a total of 750 seats at its disposal. The Seating Breakdown is as follows:

1. Orchestra level – 312 seats
2. Balcony level – 256 seats
3. Gallery level – 198 seats

## GUIDELINES

The Colonial Theatre is a Performing Arts Center with a responsibility to preserve two historic buildings. The following guidelines are designed to safeguard the property, retain its integrity as a National Treasure, and ensure the success of your event.

1. The Colonial Theatre is a private facility. Berkshire Theatre Group assumes no responsibility for marketing the event and makes no claims as to the outcome of any incidental marketing of the event.
2. Berkshire Theatre Group reserves the right to determine eligibility to rent the facilities.
3. The facilities may not be used for any event that may detract from the positive public image of Berkshire Theatre Group.
4. Berkshire Theatre Group reserves the right to require a house program to be used at the event.
5. Along with the submission of the application form and deposit, Berkshire Theatre Group will ask you to provide detailed information about your event to determine if we can meet all of your expectations. Only after this application is processed can a rental agreement be developed. Once that agreement is signed, the deposit is received, and ticketing information (if applicable) is returned, a copy of the rental agreement will be returned to you and your reservation will be confirmed.
6. **NO PUBLIC NOTICE OF THE EVENT CAN BE MADE UNTIL YOUR USE OF THE SPACE HAS BEEN CONFIRMED WITH A FULLY EXECUTED RENTAL AGREEMENT.**
7. The Colonial Theatre rental rate is based upon a reasonable work period in any one calendar day. Time in excess of 14 hours or the contracted time during a calendar day will incur overtime facility rental fees of \$200 per hour (pro-rated for portion thereof).
8. Final payments may be made via certified or cashier's check, cash or money order. Failure to complete payment for the rental in advance of the date will be grounds for cancellation. A check or credit card authorization for the remainder of the rental fee must be submitted along with the rental agreement, to be held until the final day of the rental period. The final rental payment will be deducted from the settlement, at which time the held check will be returned to the lessee. In the event that the full amount of the final rental payment cannot be deducted from the settlement, the held check will be deposited instead. / The final rental payment will be deducted from the settlement. In the event that the full amount of the final rental payment cannot be deducted from the settlement, lessee will pay Berkshire Theatre Group an amount equal to the difference as a final settlement.
9. Under no circumstances may the Lessee consider ticket revenue for the event received by the ticket office as satisfaction of any deposit or payment requirements. Ticket revenue cannot legally be considered income earned until the event is completed and there is no potential for having to refund ticket monies to patrons.

## STAFF

Berkshire Theatre Group staff supervision and equipment operation is required at all functions. Staff must be present from set-up through clean-up.

1. Berkshire Theatre Group will provide minimal operating staff including a House Manager and appropriate Front of House staff, Ticket Office staff and a Technical Supervisor as part of the rental fee.
2. If Berkshire Theatre Group's equipment is used, then Berkshire Theatre Group employees must be hired to operate the equipment.
3. Berkshire Theatre Group's production department will determine the number of technicians and front of house staff needed to properly control and present the event and will provide that estimate to the Lessee in advance upon request. Berkshire Theatre Group reserves the right to evaluate the event and adjust the number of staff needed on-site as necessary. The cost of additional personnel and/or equipment is the responsibility of the Lessee.
4. BTG takes the security of its patrons, artists, and staff very seriously, and encourages the Lessee to do so as well. A minimum of (1) bag checker and (1) security guard may be required for any event. Additional security and/or police detail may be required depending upon the nature of the event being held. BTG will take into consideration the wishes of the Lessee in terms of security, but ultimately reserves the right to require certain security measures as necessary after consultation with its management staff. The cost of security personnel is

the responsibility of the Lessee. In the event of a public performance, the Lessee agrees to advance a list of names who have authorized backstage access to BTG's Production Coordinator.

### **LABOR AND WORK RULES**

Berkshire Theatre Group has work rules in place to assure that theatre staff and over-hire personnel have reasonable breaks during the work day. Failure to consider these rules when scheduling can lead to penalties.

1. At a minimum, a one-hour meal break every five hours is required for staff and crew. Breaks will be factored into the production schedule. A labor penalty of double time (two times the prevailing hourly rate) will be charged if a one-hour break is not given after five hours. This double time rate will continue until a one-hour break is given.
2. Hours are calculated in whole hours. There is no grace period for breaking the hour, so going one minute into the next whole hour is the same as going fifty-nine minutes into the next whole hour.
3. If the work day extends past midnight or beyond fourteen hours, a labor penalty of two times the prevailing hourly rate will be assessed for each hour or portion thereof.
4. Break times may be staggered so long as the above rules are not broken.
5. Berkshire Theatre Group maintains a zero-tolerance drug and alcohol policy for all personnel hired by Berkshire Theatre Group or the Lessee. This policy is governed by the laws of Massachusetts and will be strictly enforced.
6. Once a crew call has been established, Lessee may not alter the call within two weeks of the event without approval from Berkshire Theatre Group.

### **FACILITIES**

The Berkshire Theatre Group administrative offices are open daily Monday thru Friday 9:30-5:30, except on certain holidays. The Colonial may be unavailable from time to time to address necessary facility needs.

1. Basic cleaning will be considered part of all facility rentals. This covers the cost of cleaning the auditorium, lobbies, public bathrooms, and dressing rooms. If food is to be served during an event, a \$250 cleaning fee will be assessed. If warranted, the cost of garbage removal or excessive cleaning will be an extra expense charged to the Lessee at the discretion of Berkshire Theatre Group's Executive Staff.
2. Smoking and vaping is not permitted in any of the buildings and only in designated areas outside of the building.
3. Except for service animals, no animals are allowed in the theatre.
4. Berkshire Theatre Group will have the ability to determine issues of public safety and may act accordingly at the discretion of staff.
5. **The Lessee will be charged \$1000.00 in addition to the overall cost of the rental for compromising the security of The Colonial Theatre.** No doors shall be propped open at any time without the permission of the Production Coordinator and/or House Manager. This shall include, but not be limited to the propping of exterior and interior doors without prior permission from the Production Coordinator and/or House Manager; failure to comply with directives from BTG employed security personnel and full-time staff; or any other actions that directly risk the safety and/or well-being of those on the premises.

### **EQUIPMENT:**

1. The sound and light systems are included in the base rental rate. The Lessee will assume the cost of labor for qualified lighting and sound operators, unless, in the sole judgment of a member of the Production Department, the Lessee or their personnel can demonstrate a sufficient proficiency in the operation of The Colonial Theatre systems.
2. The rigging system is included in the base rental rate. The Lessee will assume the cost of labor for qualified rigging operators, unless, in the sole judgment of the Production Department, the Lessee or Lessee's personnel can demonstrate a sufficient proficiency in the operation of The Colonial Theatre systems.
3. The Colonial Theatre standard lighting plot is included in the base rental rate. Any changes to this standard lighting plot will be charged at a time and materials rate along with any labor cost to restore to the standard lighting plot.

4. Any equipment required by Lessee in addition to that owned by The Colonial Theatre will be the responsibility of the Lessee and all costs associated with securing such equipment will be the responsibility of the Lessee.
5. The use of atmospheric (haze, fog, confetti, etc.) will trigger the fire protection system. For this reason, if such use is required, the Pittsfield Fire Department must monitor the fire panel for the duration of rehearsals and performances. The cost of this is NOT included in the rental rate and is the responsibility of the Lessee.
6. In order to comply with FCC-mandated regulations, Berkshire Theatre Group prohibits the use of microphones, headsets or any other wireless devices that operate using the frequencies between 698 and 806 MHz (the 700 MHz Band) for broadcast.

#### **FURNISHINGS:**

The Colonial Theatre maintains a small inventory of tables, chairs and linens which are subject to prior use. All tables, chairs, linens, tableware, tents, and other additional materials in excess of our inventory are the responsibility of the Lessee. Rental items must be removed within 12 hours of the event, unless other arrangements have been made with the Production Department.

#### **PROPERTY:**

1. The Lessee assumes all financial responsibility for damage to, or loss of, property belonging to Berkshire Theatre Group and for any personal injury that may occur during or as a result of use of the property. Additionally, the Lessee agrees to indemnify and hold harmless The Colonial Theatre, Berkshire Theatre Group, its staff, and Board of Trustees for injuries and damages occurring as a result of this rental activity. Proof of insurance must be provided by the Lessee before the event can take place.
2. All show materials and equipment must be removed from the property immediately after the event, unless otherwise approved by Berkshire Theatre Group. If equipment is not removed, Berkshire Theatre Group reserves the right to have the equipment removed at the Lessee's expense.
3. Furnishings or objects belonging to Berkshire Theatre Group may not be moved without specific approval of the Production Department and/or House Manager.
4. If there are deliveries, all items must be delivered and picked up on the day of your rental, unless otherwise approved by Berkshire Theatre Group's Production or Front of House Departments. The Production Department must be aware of when items are to be delivered.
5. The use of open flame is not permitted anywhere in the facility, except "canned heat" for warming food as part of a catering setup. Any proposed use of pyrotechnics or similar devices must be approved by the Berkshire Theatre Group Production Department in advance and will require additional staff and fire watch.

#### **DECORATIONS AND DISPLAYS:**

1. BTG will provide guidance and assistance with lobby decorations and display items to ensure there is no damage to Colonial Theatre property. No decorations or displays are to be hung or taped on the lobby walls- only freestanding displays will be allowed.
2. Some decorations may require fireproofing depending on location.
3. All stage equipment and scenery must be properly fireproofed according to industry standards. No pyrotechnic displays will be permitted without the proper licenses as required by the State of Massachusetts.
4. Candles are not permitted, unless they are powered by a battery or alternate power source. As stated previously, open flames are not permitted.
5. BTG House Management will have final approval on lobby setup and arrangement in order to keep open pathways for audience members, emergency exits, etc.
6. Lagging into the stage deck is strictly prohibited.

#### **PERFORMANCE RIGHTS:**

Lessee shall be responsible for payment of any and all royalties for copyrighted material used during the course of Lessee's event. **Payment shall be deducted at final settlement and shall consist of monies withheld and due ASCAP (at the rate of .8% of Net Adjusted Gross Box Office Receipts) and BMI (at the rate of .8% of Net Adjusted Gross Box Office**

**Receipts).** The aforementioned rates are as of August 20, 2010 and subject to change. Berkshire Theatre Group will remit royalty payments on behalf of the Lessee.

**RECORDINGS AND BROADCASTING:**

1. Video and audio recording and/or broadcast of any rental event must be requested by the LESSEE in the application and confirmed in the agreement. In the event that this request is made after the agreement has been processed, the LESSOR will make a determination if the recording and/or broadcast will be permitted. If approved, the Production Coordinator will work in collaboration with the House Manager and/or Ticket Office Manager to secure placement of technical equipment in the seating area (subject to availability). At no time will direct requests for seating accommodations to the Ticket Office be approved.
2. Lessee entity is solely responsible for securing all rights and licenses associated with any recording or broadcasting.
3. Additional fees for stage labor may be applicable for some types of recording or broadcasting.
4. Any commercial use of recordings or broadcasts done at The Colonial Theatre must carry approbation identifying the location in wording that is acceptable to Berkshire Theatre Group.

**HOUSE RULES:**

1. The stated hall capacity will not be exceeded under any circumstances.
2. The house will open to the public 30 minutes before the scheduled show time, following a consultation between House Management and the Production Department.
3. The actual start time for the performance will be decided by the Production Department after consultation with House Management and the Performers.
4. Performances will terminate by 11:00 PM unless approved, in advance, by Berkshire Theatre Group in writing.
5. Lighting intensities for the auditorium and backstage spaces will be under the direct control of the Production Department, who will have the final authority on those intensities at all times. Lighting intensities for all lobbies will be at the discretion of The House Manager.
6. Audio levels for the auditorium will also be under the direct control of the Production Department, in consultation with The Executive Director and The General Manager. At no time shall the sound volume level exceed 96 decibels in any area of the theatre.
7. Flash photography is permitted in The Colonial Theatre auditorium by special arrangement. Photography is permitted in the lobby, related areas and outdoors.

**CATERING:**

1. All food and beverage services (excluding alcohol) must be provided by licensed caterers and approved by Berkshire Theatre Group. For alcoholic beverages, please see the section entitled **"ALCOHOL"** below.
2. The Colonial Theatre has a catering prep area for modest food prep and plating. There are no facilities for cooking, chilling, or freezing large quantities of food. Set-up and clean-up including the removal of trash to the dumpsters are the responsibility of the Lessee and catering staff.
3. If food is to be served or prepared in the carpeted areas of the facility, a \$250 cleaning fee will be assessed.
4. Guests shall be advised that food and beverages may not be brought onto or removed from the premises by anyone other than the approved caterer. Berkshire Theatre Group staff will indicate which areas of the facility may be off-limits for food and beverages. Outside food and drink is prohibited in the auditorium without prior approval of the Berkshire Theatre Group.
5. Cooking indoors with open flames is not permitted. Cooking outdoors will be permitted upon meeting specific conditions (sterno food warmers are permitted under supervision of the caterer).
  - a. Open flames shall be at least twenty feet from The Colonial Theatre buildings.
  - b. Open flames shall be attended to at all times.
  - c. The Production Department shall be notified after extinguishing the open flame, to determine that all cinders have been properly extinguished.

**MERCHANDISE:**

1. If souvenirs/merchandise are sold Lessee must notify Berkshire Theatre Group at least four (4) weeks in advance. Lessee will retain 100% of merchandise sales if providing their own sales personnel. A 25% (twenty five percent) commission will be collected if Berkshire Theatre Group must provide sales personnel. In the event of settlement, if the foregoing is not properly made by Lessee or its representative, then Berkshire Theatre Group shall have the right to deduct such amount from the settlement amount due the Lessee as outlined heretofore. Lessee is solely responsible for 6.25% sales tax on gross amount of merchandise sales. Merchandise sales include, but are not limited to, CDs, DVDs, t-shirts and books. Settlement of merchandise commission concluded with the Lessee on the night of the show by The House Manager.

**ALCOHOL:**

1. The Lessee acknowledges and understands that Berkshire Theatre Group has a full liquor license covering The Colonial Theatre and will act as the seller of all alcoholic beverages.
2. No alcohol shall be served or provided by the Lessee or any party other than Berkshire Theatre Group at any time.
3. No alcohol may leave the premises under any circumstance.
4. Berkshire Theatre Group will provide bartenders for any function at which alcoholic beverages are sold and will determine the start and ending times for alcohol sales. For private and/or non ticketed events, the Lessee will be responsible for the labor costs of all bartenders.
5. Berkshire Theatre Group and the bartenders employed by Berkshire Theatre Group, reserve the right to stop serving alcohol to any individual or group without notice or to remove from the premises anyone intoxicated or behaving in a disruptive or destructive manner.
6. In the event that alcohol will be served on the grounds of The Colonial Theatre, but outside of the exterior of the building, special permits and liquor licenses must be obtained by the Lessee at the sole cost of the Lessee. All of these documents must be provided for review at the request of Berkshire Theatre Group.
7. If the Lessee requests to have an open bar, a per-attendee fee will be assessed and billed to the Lessee in the settlement. This fee will be detailed in a supplemental rider to be agreed upon by the Lessee and Lessor at the time of contract signing.

**INSURANCE:**

1. The Lessee assumes responsibility for the conduct of all persons at the event and all financial responsibility for payment of fees and the coverage of any damage or loss of Berkshire Theatre Group property occurring as a result of or during the function and for any personal injury that may occur during, or as a result of, such use.
2. The Lessee assumes full liability for the action of their employees, contracted personnel, agents, guests, and volunteers and agrees to hold harmless and indemnify The Colonial Theatre for any acts or omissions of these persons.
3. **The Lessee is required to provide Berkshire Theatre Group with proof of insurance listing Berkshire Theatre Group as an additional insured. The policy should cover General Liability as well as Worker's Compensation and Employers' Liability Insurance for \$1,000,000 each.** Host Liquor Liability Insurance will be required for events that occur on the grounds of The Colonial Theatre (exterior) in which alcohol is being served under a one-day liquor license.
4. Proof of insurance coverage for the date of the event must be provided to Berkshire Theatre Group at least 14 days prior to the event.
5. Berkshire Theatre Group is not responsible for the loss of any belongings of the Lessee, its guests, employees, contracted agencies or personnel, or volunteers.

**USE OF BERKSHIRE THEATRE GROUP LOGO AND NAME:**

1. The “Berkshire Theatre Group Guest Presentation” logo must be used by the Lessee in any promotional materials. Nothing in the Lessee’s marketing may indicate that a partnership relationship exists with Berkshire Theatre Group. Use of the Colonial name or the Berkshire Theatre Group logo during any media-related coverage of special events must be coordinated with the Marketing Department prior to the event. The abovementioned logo files will be sent with the agreement after completion and approval of the rental guidelines.
2. All materials including print advertisements, posters, postcards, invitations and any other collateral materials must be submitted to the Berkshire Theatre Group Marketing Department for approval at least two weeks prior to use. **The Lessee will be charged \$250 in addition to the overall cost of the rental for each instance of using advertising materials without the approval of the Berkshire Theatre Group Marketing Department.**

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**IMPORTANT:**

Please sign and return this page and ALL subsequent pages to:

Tor Krautter  
Berkshire Theatre Group  
111 South Street,  
Pittsfield, MA 01201

Please retain pages 1 through 9 for your files.

In filling out the following application form, please be sure that you have answered all questions as completely as possible. If you have questions, please contact Tor Krautter at 413-448-8084 x24 or [tor@berkshiretheatre.org](mailto:tor@berkshiretheatre.org).

By signing below, you indicate that you have read and understood the guidelines as they have been set forth in this document and that you agree to those guidelines as a basis for a rental agreement.

Please note that this is not your rental agreement. An agreement will be generated based on the information you have provided in this application form and sent to you for signature. Please be sure you have completed this form in full so that there will be no delay in generating the agreement.

Lessee: \_\_\_\_\_ Desired Event Date: \_\_\_\_\_

Event Title: \_\_\_\_\_

I/We have agreed to all conditions set forth in The Colonial Theatre's Rental Guidelines.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

# BERKSHIRE THEATRE GROUP

## COLONIAL THEATRE FACILITIES RENTAL APPLICATION FORM

**ALL EVENT DETAILS MUST BE INCLUDED IN THIS APPLICATION. ANY UPDATES OR AMENDMENTS MUST BE SOLIDIFIED WITH BTG PRODUCTION COORDINATOR AND/OR FRONT OF HOUSE MANAGER NO LATER THE 1 WEEK BEFORE THE EVENT**

Organization: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP \_\_\_\_\_

Telephone (day): \_\_\_\_\_ (evening): \_\_\_\_\_ (cell): \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Organization Tax I.D. or Individual Social Security Number: \_\_\_\_\_

Event Title: \_\_\_\_\_ Event Date: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Purpose/Type of event (ex. cocktail party/reception, buffet, performance, or sit-down dinner, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated Number of Guests: \_\_\_\_\_

Length of Event: \_\_\_\_\_

Intermission: Yes  No  How Long: \_\_\_\_\_

Certificate of Insurance Attached: Yes  No

If no, please submit at least 14 days prior to event.

Check for \$500.00 Per Day Rental Deposit submitted: Yes  No

If no, please send as soon as possible. Date will not be held until deposit is received. If you would prefer to pay via credit card, please call Tor Krautter 413-448-8084 x24.

### EVENT SCHEDULE

What time will you arrive? \_\_\_\_\_

If you have trucks, what time will they arrive? \_\_\_\_\_

Will there be any deliveries made to the theatre in your name prior to your event day? Yes  No

If so, please provide details: \_\_\_\_\_

\_\_\_\_\_

Please provide us with a schedule of your event day (i.e. 9am: load in, 11am: guests arrive, 11:30am panel discussion, 12:30pm clean up, etc.):

\_\_\_\_\_

\_\_\_\_\_

### Catering

Will your event be catered? Yes  No

If so, by whom? \_\_\_\_\_

When will they arrive? \_\_\_\_\_

Do you need to use our tables?\* Yes  No  How many? \_\_\_\_\_

**\*Our tables refer to 6 foot and 8 foot folding rectangular tables which may be subject to prior use.**

Do you need to use our chairs?\* Yes  No  How many? \_\_\_\_\_

**\*Our chairs refer to rigid armless chairs with a foam back and seat covered in burgundy cloth which may be subject to prior use.**

### FRONT OF HOUSE INFORMATION FORM

# BERKSHIRE THEATRE GROUP

**ALL EVENT DETAILS MUST BE INCLUDED IN THIS APPLICATION. ANY UPDATES OR AMENDMENTS MUST BE SOLIDIFIED WITH BTG FRONT OF HOUSE MANAGER NO LATER THE 1 WEEK BEFORE THE EVENT**

What time will doors/house open? \_\_\_\_\_

**\*BTG House Manager will open doors/house 30 minutes before the event unless otherwise requested.**

Will you want the coat check open Yes  No

Will you be bringing your own volunteers Yes  No  How many: \_\_\_\_\_

### Merchandise Sales

Will you be selling merchandise? Yes  No

Will you need any tables and chairs? Yes  No  How many: \_\_\_\_\_

Will you be bringing someone to sell? Yes  No  Do you need a volunteer? Yes  No

Will you bring a "Bank" of cash for change? Yes  No

### TECHNICAL INFORMATION FORM

**ALL TECHNICAL DETAILS MUST BE INCLUDED IN THIS APPLICATION. ANY UPDATES OR AMENDMENTS MUST BE SOLIDIFIED WITH BTG PRODUCTION COORDINATOR NO LATER THE 1 WEEK BEFORE THE EVENT**

(For a copy of our technical specifications, please visit our website at:  
<https://www.berkshiretheatregroup.org/theatre-information/#technical-info>)

### Production Contact Info (if different from general contact):

Contact Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP \_\_\_\_\_

Telephone (day): \_\_\_\_\_ (evening): \_\_\_\_\_ (cell): \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Lighting (Stage House Only)

Do you have any special lighting requirements?

\_\_\_\_\_

Do you have any special effects (i.e. fog, haze, strobe lights, etc.)? If so, please explain:

\_\_\_\_\_

### Audio

Do you need any microphones? Yes  No

Do you need wireless microphones? Yes  No  Which type? Handheld  Lapel

If so, how many? \_\_\_\_\_

Are you bringing any audio gear or musical instruments? Yes  No

If so, please list: \_\_\_\_\_

### Video

Are you using any video projection? (This includes PowerPoint) Yes  No

If so, will the video presentation include audio? Yes  No

Do you have all the necessary equipment? Yes  No

If not, what are your requirements? \_\_\_\_\_

\_\_\_\_\_

# BERKSHIRE THEATRE GROUP

### Request for Video/Audio Recording

Are you planning on recording for audio or video? Yes  No  If so, by whom? \_\_\_\_\_

Contact Info for video recording: \_\_\_\_\_

*\*Please see "RECORDINGS AND BROADCASTING" on page seven (7) of this document for more info.*

### Rental Equipment

Do you anticipate renting any BTG equipment as listed on page 2? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Other

Is there anything else that you think we need to know about your event/show?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## MARKETING FORM

### Poster:

As part of your venue rental, Berkshire Theatre Group will provide you with display space for one (1) poster in The Colonial Theatre Historic Lobby (Dimensions: 11" wide x 17" high). Please submit the image for approval prior to printing the poster. All advertisements must include BTG's Guest Presentation Logo.

### Website:

Please provide a digital high resolution image 11" wide x 17" high or 600px wide by 938px high.

As well as a word document with an event description or summary for the Berkshire Theatre Group website. This should be a final draft and must be written exactly as you like it to appear.

### Additional Marketing:

Flat Screen Ad: Yes  No

If so, what date would you like to start advertising: \_\_\_\_\_

LED Marquee: Yes  No

If so, what date would you like to start advertising: \_\_\_\_\_

Company/Organization Website: \_\_\_\_\_

Company/Organization Email: \_\_\_\_\_

**TICKETING FORM**

**THIS FORM MUST BE COMPLETED IN FULL. TICKETS WILL NOT BE MADE AVAILABLE UNTIL FOR IS RECEIVED**

**Performance Title:** \_\_\_\_\_  
*(Exact wording, as it will appear in print)*

**Presenter:** \_\_\_\_\_

**Desired on-sale date:** \_\_\_\_\_

**Intermission:** Yes  No

Anticipated Intermission Length: \_\_\_\_\_

**Performance Ticket Prices:** \$ \_\_\_\_\_

\*Please list ticket prices at net. There will be a \$5.00 per ticket Facility Restoration Fee added to the above ticket prices. Lessor retains 100% of said Facility Restoration Fee.

**Total Ticket Prices (including \$5.00 Facility Restoration Fee):** \_\_\_\_\_

**General Admission:** Yes  No

If no, how would you like price points broken out:

Quantity	Section	Row	Price
	Orchestra		
	Orchestra		
	Balcony		
	Balcony		
	Gallery		
	Gallery		
	Orchestra Boxes		
	Balcony Boxes		

**Discounts and/or Promotions:** \_\_\_\_\_  
 \_\_\_\_\_

**Artist Comps:** \_\_\_\_\_  
*(Quantity & Location)*

**Card to Culture Program:**

Berkshire Theatre Group has partnered with the Massachusetts Cultural Council for their Card to Culture Program, which works to make Culture affordable for all. As part of this program, patrons who have an EBT Card, WIC Card, or Connector Care Card are offered \$5 tickets to performances presented or produced at BTG. Approximately 1% of all tickets sold utilize this discount. We invite you to participate in this program during your time at Berkshire Theatre Group. Will you consider allowing a limited number of tickets for sale through this program for your show?

Yes  No  \*The facilities fee will be waived for these tickets

Email completed application to Tor Krautter, tor@berkshiretheatre.org.