

## Van Singel Fine Arts Center Facility Use Application/Contract

8500 Burlingame Sw, Byron Center, MI 49315 Voice: 616.878.6801 Fax: 616.878.6820 www.vsfac.com

Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Organization Type: (please check)      Byron Center Schools ( )      Non-profit 501C3 ( )      For profit ( )  
 Byron Center Resident organization ( )      Non-Resident ( )

Contact Name(s) \_\_\_\_\_

Billing Address \_\_\_\_\_

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

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

Purpose of activity/event: \_\_\_\_\_

Event Date	Arrival - load in	Rehearsal time?	Performance/stage time(s)	Tear down - load out	Time out	Est Dark Time	Est. Stage Time

Est. attendance (not to exceed 796) \_\_\_\_\_ Will we conduct your ticket sales? \_\_\_\_\_

Ticket Prices: Adult \_\_\_\_\_ Children \_\_\_\_\_ Seating: Reserved or General admission

**Rooms requested (please check all that apply):**

VSFAC Theatre _____	Dressing/Make Up Room _____	Orchestra pit _____
Lobby _____	Band and/or Choir Rooms _____	Hospitality Area _____
Gainey Gallery only _____	Other rooms (how many?) _____	Concessions _____
Box office _____	Scene Shop _____	Eating Area _____

Food/beverages are not allowed backstage

**Please check equipment/services you will need. Please indicated quantity**

Piano _____	Sound System _____	American Flag _____
CD _____	Specialized Sound _____	5' or 6' Tables _____
DVD _____	Lighting system _____	4' Round tables _____
Video Projector _____	Specialized lighting _____	Table covering/skirting(s) _____
Portable screens _____	Follow spots _____	Chairs _____
Portable Staging _____	Acoustical Shell _____	Wood 29" Bar Stools _____ (5 max)
<u>Microphone(s):</u>	Music stands _____	*BCTV _____
Hanging Mics _____	Stand Lights _____	*Contact Patrick Vidro @ 878.6864
Wired _____	Judges Tables _____	^Catering _____
Wireless _____	Table lights _____	^Contact Kerri Saltzgeber 878.6115
Lapel mic _____	Lectern _____	

**Facility rental includes basic theatre facilities including the stage, theatre dressing rooms, scene shop, audience chambers and the Gainey Gallery (lobby area). Any additional areas of the facility are subject to additional charges. The rental fee also includes general stage lighting with three specials, and the use of two tables in the lobby. Specific equipment usage and staffing are an additional charge (see rate schedule).**

Lessee has read and is aware of all conditions pertaining to the use of the Van Singel Fine Arts Center. Lessee agrees to accept all liability for damage to the building and/or equipment by its partners, employees or attendees, to the extent such damage is not due to negligence, omission or willful misconduct of VSFAC staff or agents; and to enforce all applicable VSFAC policies as advised to us by VSFAC. Lessee further understands that this is only an application and are not entitled to use the facility and equipment, nor to advertise the dates of use until this application has been approved and returned with all necessary signatures, deposits, and insurance riders. This application shall govern the relationship of the parties for the event. All obligations of Lessee are only those of Lessee and not any partner, employee or agent of Lessee.

Lessee/Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Van Singel Management signature \_\_\_\_\_ Date \_\_\_\_\_

Van Singel Technical Director \_\_\_\_\_ Date \_\_\_\_\_

**Lessee must pay a minimum of 20% deposit when authorization is complete.**

**Van Singel Fine Arts Center Cost Estimate Sheet (for office use only)**

Rental Room/Item/Service	Hours/#	Rate/Hour or Flat Fee	Total
VSFAC Theatre - performance/event			
VSFAC Dark (set up/tear down)			
Dressing/Make Up Rooms			
Band Room, Choir Room			
Other Room(s)			
Scene Shop			
Lobby Area Only			
Concessions Area			
Piano			
Video Projector			
Microphones			
Microphone or Boom stands			
Lectern			
Follow Spots			
Sound system/monitors			
Acoustical Shell			
Choir Risers			
Portable Staging or Portable video screens			
Tables - 6' or 5'			
Table coverings: cloth or plastic table covering			
Judges Tables			
Lighting for Judges Tables			
Chairs - type and number			
American Flag/Cyclorama/Large Scrim			
Fog/Snow Machines & fluid			
Mirror Ball or Strobe Lights			
Specialized Lighting (other than general wash)			
Washer/Dryer			
BCTV - contact Julie Patrick Vidro 878.6864			
Catering - contact Kerri Saltzgaber 878.6115			
Box Office Ticket Sales			
Other/Misc			
<b>TOTALS</b>			\$ -

Staff Required	Number	Rate/Hour	Total
Technical Director			\$ -
House Manager			\$ -
Box Office Coordinator			\$ -
Marketing Coordinator			\$ -
Lighting Technicians			\$ -
Sound Technicians			\$ -
Stage Hands			\$ -
Ushers/House Attendants/Concession			\$ -
Custodians			\$ -
Security (required for events w/more than 400)			\$ -
Other			\$ -
<b>TOTALS</b>			\$ -

#Total estimated cost    \$ -  
 Deposit required (20%)    \$ -  
 TOTAL DUE                    \$ -

**Deposit due 30 days from receiving this contract**

For office use only:		
Class 1 _____	Class 2 _____	Class 3 _____
Estimate approved by _____		
Date Estimate Quoted: _____		
Other comments _____		

#Please note, this is only an estimate. A final invoice will be processed at completion of event. Payment must be received at end of event.

## Van Singel Fine Arts Center 2016-2017 Facility Use Rate Schedule

NON-PROFIT ORGANIZATION: An established 501C3 or government organization whose purpose is civic, cultural, or religious in nature, including, but not limited to: other theatre groups, church groups, Lions Club, Rotary Club, etc.

FOR-PROFIT ORGANIZATION: Any private and/or for-profit making firm whose interests are limited exclusively to the membership of said group.

NOTE: Any organization/resident within the Byron Center Public School District or those affiliated with BCPS will receive a 20% discount off the performance and dark time hourly charges. Assignment of application groups to an above classification shall be at the discretion of the Management.

Rental/services/equipment	Non-Profit (class 1 & 2)	For Profit (class 3)
VSFAC "Performance/Event" Rate	\$250 per hour	\$500 per hour
VSFAC "Dark" Rate (set up/tear down)	\$100 per hour	\$200 per hour
Gainey Gallery only	\$75 per hour	\$100 per hour
Concessions Area	\$50 per hour	\$75 per hour
Band Room/Choir Room	\$75 per hour	\$100 per hour
Other Rooms	\$75 per hour	\$100 per hour
Technical Director	\$30 per hour	\$50 per hour
House Manager/Box Office Manager	\$25 per hour	\$36 per hour
Lighting-Sound Technician/Stage Hands - Cls B	\$20 per hour	\$30 per hour
Lighting-Sound Technician/Stage Hands - Cls A	\$26 per hour	\$36 per hour
IATSE Labor	Current rates plus 15% payroll fee	Current rates plus 15% payroll fee
House Attendants/Ushers/Concessions	\$18 per hour	\$23 per hour
Custodians	\$32 per hour	\$45 per hour
Security	\$25 per hour	\$30 per hour
6' Tables	\$5 each (rental includes 2 tables)	
Table covering and skirting	P.O.A.	
Piano 7' Yamaha Grand (Yamaha upright in pit)	\$175 per piano, includes tuning	
Video projector	\$75 per hour, includes large video screen	
Portable Stage or Portable Screens	\$75 set up and use fee	
Pipe & Drape	\$15/section set up and use fee	
Microphones	\$15 each/day or \$70/day if outside rental is needed	
Hanging Microphones	\$20 each day/section of three mics	
Microphone/straight strands/boom stand	\$4/stand	
Microphone cable	\$4/5-25'	
Lectern	\$10/day	
American Flag (15'x30')/Scrim	\$35/day	
Cyclorama (blue or white)	\$50/day	
Follow spots	\$45 each per day	
Mirror Ball or Strobe Light	\$20/day	
Large Scrim	\$40/day	
Fog Machine/Snow Machine	\$30/day + cost of fluid or dry ice/carbon dioxide	
Acoustical Shell (currently not available)	\$100 per event (not to exceed three days)	
Orchestra Pit Setup	\$75	
Chairs with music stands	\$50 set up fee	
Choir risers (includes set up)	\$15 per section	
Washer/Dryer	\$25/day	
Box Office Ticket Sales (an additional 4% is added for credit card sales)	\$750 for complete management which includes reserved seating; \$400 for management of general admission seating/reserved ticket printing & management; \$200 general admission ticket printing only	
Lighting Design - musical concerts/corporate events	\$300 flat fee + cost of color media	
Lighting Design - stage productions (plays/musicals)	\$600-\$1000 + cost of color media	
Set Construction/ stage scenery/props/color media	P.O.A.	
Marketing Event	\$30/hour + promotional expenses	
BCTV (video recording/live feed)	Contact Julie VanderLaan at least 1 month prior to event	
Catering	Contact Food Services Director Susan Meyer 878.6115	
Helium Balloon Retrieval Fee-\$500 deposit required to use balloons in the theatre	\$100 per balloon; prior permission and a \$500 deposit is required to use helium balloons in the theatre.	

<sup>^</sup>Union Labor may be used when in-house stage technicians are not available. Contact House Manager for details.

Published labor rates are valid Mondays-Fridays. Rates may increase to time and a half on Saturdays & Sundays. The above rates, including flat fees, may be doubled on Holidays. All rental rates will be rounded to the nearest half hour. Performance and dark time rental charges begin to accrue one half hour prior to show time and end one half hour after the show is completed. Contact house manager for specific rental rates.

## Van Singel Fine Arts Center Regulations and Usage Policies

1. All parties interested in using the Van Singel Fine Arts Center must submit the facility use form to the house operations manager. The rental fee is determined on a per room basis, and rentals are tentative until application contract, deposit, and insurance rider are received, and all required signatures are obtained. No advertising or promotion is allowed until application contract is complete and approved.
2. The Van Singel Fine Arts Center staff will check events/dates requested for conflicts, appropriateness of events, and ability to meet the needs of the lessee. The facility may be rented during the times the Van Singel Fine Arts Center staff determines it is available. The use of the facility may be denied when such use would interfere with above. The calendar of events is available at [www.vsfac.com](http://www.vsfac.com).
3. The contract will be returned to the organization seeking facility use for their confirming signature. The signed form should then be sent to the house manager for final processing. As soon as possible thereafter, the organization seeking use should forward a set-up diagram for all activities for use by Van Singel Fine Arts Center staff.
4. Any extraordinary equipment requests must be submitted with application and lessee will be charged accordingly.
5. Nothing shall be sold, displayed, or given away without the prior, express, written permission from Van Singel Management.
6. The technical director, house manager, box office manager, security, and/or custodial staff will be on duty throughout each and every Van Singel Fine Arts Center event. The number of stage hands and other facility attendants necessary shall be determined by the technical director and house manager respectively. Lessee will be charged for each staff member in accordance with the attached rate schedule.
7. All electrical and mechanical equipment shall be used and operated only by Van Singel personnel or competent designee as approved by the technical director. Any group who misuses or damages Van Singel equipment will be responsible for replacement costs.
8. Set and scenery should arrive ready to hang and/or set up. Any use of the scene shop, etc. for set building shall be conducted under the supervision of the technical director and invoiced accordingly.
9. The use of open flames, such as candles, is prohibited, and fire resistant materials shall be used whenever possible. Combustible materials or materials that may incur a highly allergic reaction are not allowed in the facility unless prior approval has been obtained by theatre management. Helium balloons are not allowed in the theatre without prior arrangements with Van Singel house management or the technical director. A \$500 deposit is required for the use of helium balloons on stage or in the theatre. Full deposit will be returned if balloons are not released in the theatre.
10. Set removal must occur immediately after the final performance; or may be scheduled later at the discretion of the technical director or house manager. Items may not be stored in the scene shop without prior approval from management.
11. Only the rooms or designated areas granted in the original request shall be used. All rooms and areas are to be left in an orderly condition after usage. Lessee must obtain permission from Van Singel staff to use any additional technical equipment, stage props, or any other items belonging to the facility.
12. All groups agree to accept liability for damages, and must submit an insurance rider which documents liability coverage for injury, as well as \$100,000 in general liability and \$300,000 per incident. Replacement or repair charges will be added to the original bill in the event damage occurs. The Van Singel Fine Arts Center will accept no responsibility for lost or stolen items, nor will it bear any liability as a consequence of permitting access to this facility.
13. All groups must have a designated, responsible, and approved adult in charge who will take the total responsibility of discipline, protection of school property, etc. Facility users are solely responsible for the conduct and behavior of their groups.
14. No food or beverages of any kind are allowed in the theatre, on stage or areas designated by the Van Singel staff. An eating area will be provided to feed cast/crew/participants if food is to be served to back stage crew and performers. Please contact the house manager to make the arrangements.
15. No smoking, alcoholic beverages, or illegal drugs are permitted on the premises at any time.
16. Parking for events must be limited to black top areas only.
17. Lessee is not allowed to sublease the Van Singel Fine Arts Center.
18. The managing director or house operations manager may cancel any contract for misrepresentation and/or violation of policies of the contract. The use of the Van Singel Fine Arts Center may be canceled due to inclement weather subject to Byron Center Public School District policy.
19. All of these guidelines/regulations shall be incorporated by reference in the contract agreed to and signed by the Lessee.
20. Facility use deposits will not be returned for events cancelled by Lessee. The Van Singel Fine Arts Center reserves the right to seek payment on the final day of scheduled rental day(s).
21. Van Singel Management reserves the right to secure a professional security firm for rentals when deemed necessary.
22. The Van Singel Fine Arts Center does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.
23. MERCHANDISE SALES: If an artist sells merchandise within the facility, The Van Singel Fine Arts Center will collect commission of 15%, or 25% if the Van Singel Fine Arts Center provides the seller. Requests for staff to sell merchandise must be made 2 weeks in advance of the your event. Artist is responsible for the 6% Michigan sales tax.

**24. This document is only an estimate. A final invoice will be processed at completion of event. Payment must be received at completion on the day of event.**

\_\_\_\_\_ Applicant initial – Lessee has read the policies of the Van Singel Fine Arts Center and fully understand the above agreement.