



BROADWAY THEATER

RENTAL PACKET

Broadway Theater

618 Broadway

Rock Springs, WY 82901

The City of Rock Springs offers the Broadway Theater for *responsible* use by members of the Rock Springs community. Rental Applications and reservations may be made up to one year in advance in advance of the reservation date. Reservations will not be made less than two (2) weeks prior to the event.

The fees for rental of the facility and required deposits are shown on the attached Rental Rate Schedule. **Cash, money order, or cashier's check will be accepted.**

Reservations will not be held until a completed Rental Packet is received, with all fees and deposits.

The Broadway Theater may be used for such purposes as are approved by the City of Rock Springs, including display of films, performing arts entertainment events, educational, civic and social events. Rental Applications will not be accepted if the proposed use is for a purpose which is inconsistent with the intended use of the facility.

Rental and use of the Broadway Theater shall be subject to and in conformity with the City of Rock Springs Facility Use Policy and Rules and Regulations for the Broadway Theater.

Please complete the attached Rental Packet, including initialing all Stipulations, and provide payment of fees and deposits to the City of Rock Springs Main Street/URA Office, located at 603 S. Main Street, Rock Springs Wyoming. Incomplete applications will be returned for completion before your event date can be secured.

Contact the City of Rock Springs Main Street/URA Office at (307) 352-1434 with further inquiries.

Thank you!



BROADWAY THEATER

RENTAL APPLICATION

Name: _____

Address: _____

Phone: _____

Rental Purpose: _____

Date/Time: _____

Attending: _____

Reservations are available to any group which agrees to comply with the attached Stipulations as well as the City of Rock Springs Facility Use Policy, The Rules and Regulations for the Broadway Theater, all local ordinance and Federal and State laws.

I HAVE READ AND AGREE TO THE RULES, REGULATIONS AND STIPULAITONS REFERRED TO IN THIS APPLICATION

Renter's Signature

Date

For City Use Only:

Date \$ _____ Rental Fee Received: _____

Date \$ _____ Deposit Received: _____

Mayor's Approval: _____ Date: _____



BROADWAY THEATER
RELEASE AND LIABILITY
WAIVER

I _____,

(Please state name of business or organization you are representing, if any, below):

Hereby acknowledge that I have read and understand this Release And Liability Waiver and intend that it be legally binding upon me, my heirs, successors, administrators executors and assigns, as well as any legal representatives of the organization I am representing named above. I hereby waive, release and forever discharge the City of Rock Springs, its Governing Body, agents, directors, employees, boards and/or commissions, from any liability, claims, demands, rights and causes of action, of any kind or nature whatsoever, for damages arising from and/or by reason of any and all injuries, known and unknown, and consequences thereof, whether foreseen or unforeseen, sustained while on the premises of the City of Rock Springs Broadway Theater facility identified in this document, by myself, any agents, representatives or employees of my organization or association, or any invitees thereof. Furthermore, I will never institute any proceeding, action, litigation or suit in law or in equity against the City of Rock Springs, its Governing Body, agents, directors, employees, boards and/or commissions, for any damages of any kind or nature arising out of the use of the City of Rock Springs Broadway Theater facility identified in this document. Furthermore, I shall indemnify and hold harmless the City of Rock Springs, its Governing Body, agents, directors, employees, boards and/or commissions from any and all liability, loss, costs, and/or other obligation of any kind or nature arising out of, or resulting from any injury or loss related to the use of the City of Rock Springs Broadway Theater facility identified in this document.

It is further expressly understood and agreed by and between the parties hereto that the **renter shall leave the premises of the Broadway Theater facility in as good condition as existed prior to rental, reasonable wear and tear excluded,**

and, in the event that such is not the case and the facility is damaged, the renter agrees to be held liable for actual damages caused by any person(s) attending the function for which the facility was rented. Those persons attending the function for which the Broadway Theater facility was rented shall be confined to the use of the rented portion of the facility only. No liability for injury to person(s) shall attach to the City for a violation of this condition and renter agrees to hold the City harmless for any violation of this condition.

The renter agrees to abide by the Rules and Regulations for the Broadway Theater, Stipulations as outlined herein as well as all Federal, State, County and City laws, ordinances, rules and regulations.

Sign: _____ Date: _____

Title: _____

(If representing business or organization)



BROADWAY THEATER RENTAL STIPULATIONS

Carefully ***read and initial*** next to each Stipulation related to renting the Broadway Theater:

- _____ 1. I understand that alcohol may not be served at my event, unless it is professionally catered. If evidence of alcohol is found on the premises without proof of professional catering, my entire deposit will be forfeited.
- _____ 2. All festivities at my event must end by 12:00 a.m. (Midnight).
- _____ 3. I will not allow guests enter the storage rooms, janitor's closets, concession area or other unauthorized areas.
- _____ 4. I agree to clean the facility before I leave after the event has ended, according to the following standards:
- Dust and mop floors in entire facility. If anything is spilled on floors, it is required that the person renting the facility makes sure it is properly cleaned up. A mop and bucket are available in the janitor's closet near the restrooms, if wet cleanup is necessary.
 - Vacuum all carpeted areas including theater stairs (Vacuum is in janitor's closet).
 - Glass doors and mirrors must be cleaned with glass cleaner to remove handprints and smudges.
 - Empty all trash containers and replace with new bags. Trash must be taken to dumpster located behind the building and left of the stage.
 - Wipe down visible stains in sinks and on toilet seats.
 - If used, wipe down all tables and chairs with soap and water. Make sure all sticky residues are removed. Tables and chairs need to be returned to their appropriate closets after cleaning.

- Any garbage or debris around the outside perimeter of the building needs to be picked up and thrown away. Please pay special attention to the gutter and sidewalk along the front of the building for cigarette butts and debris.

- _____ 5. I understand that there is no smoking allowed in the building.
- _____ 6. I understand that dishes are not to be washed in the restroom sinks, as it clogs the drains.
- _____ 7. If the condition of the facility is deemed to be acceptable by the City of Rock Springs cleaning crew, my deposit will be ready for pickup no later than 2 – 6 weeks after my event has taken place.
- _____ 8. If the condition of the Broadway Theater is deemed to be unacceptable by the City of Rock Springs cleaning crew, my entire deposit will be forfeited.
- _____ 9. If any of these stipulations are not followed, my entire deposit will be forfeited.



BROADWAY THEATER
RENTAL INFORMATION AND
CHECKLIST

Mail completed Rental Packet and Fee/Deposit payments to:

Main Street/URA Office
603 S. Main Street
Rock Springs, WY 82901

Phone: (307) 352-1434

For City Use Only:

Approval of Deposit Being Returned:

Key Returned:

Date Deposit was Returned:

Deposits will be returned to renters approximately no later than 2 – 6 weeks after the event.

Broadway Theater Rental Rates

Private and For Profit Fee Schedule

(Cleaning Deposit Required)

Full Theater Rental Costs

\$250.00	Rental for Half day	4 hours maximum
\$400.00	Rental for full Day	up to 8 hours
\$25.00	Rental per additional hour over 8-hour base	
\$100.00	Rehearsal time	up to 8 hours

Lobby Only Rental Cost

(Lobby Included with Theater rental Cleaning Deposit still required)

\$100.00	Rental for half day	up to 4 hours
\$175.00	Rental for full day	up to 8 hours
\$25.00	Rental per additional hour	

Upstairs Meeting Only Rental Cost

\$100.00	Rental for half day	up to 4 hours
\$175.00	Rental for full day	up to 8 hours
\$25.00	Rental per additional hour	

Technical Support

(Required for stage lights or Sound system)

Applicant shall be responsible to arrange for sound and lighting technical support services with a local provider, approved by the Broadway Theater, at the applicant's expense.

Cleaning/Damage Deposits

**(Cleaning done by renter or by contracted cleaning company.
Unused Remainder of Deposit Returned to Lessee.)**

\$500.00 Cleaning for each performance for Theater

\$200.00 Cleaning for Lobby or Meeting room only

(Theater Coordinator will determine refund, after inspection.)

Non Profit Fee Schedule

(Same Cleaning/Damage Deposit Required)

Full Theater Rental Costs

\$125.00 Rental for Half day 4 hour Maximum

\$200.00 Rental for full Day up to 8 hours

\$25.00 Rental per additional hour over 8-hour base

\$50.00 Rehearsal time up to 8 hours

Lobby Only Rental Cost

(Lobby Included with Theater rental Cleaning Deposit still required)

\$50.00 Rental for half day up to 4 hours

\$90.00 Rental for full day up to 8 hours

\$25.00 Rental per additional hour

Upstairs Meeting Only Rental Cost

\$50.00	Rental for half day	up to 4 hours
\$90.00	Rental for full day	up to 8 hours
\$25.00	Rental per additional hour	

Technical Support

(Required for stage lights or Sound system)

Renter shall be responsible to arrange for sound and lighting technical support services with a local provider, approved by the Broadway Theater, at the renter's expense.

Cleaning/Damage Deposits

**(Cleaning done by renter or by contracted cleaning company.
Unused Remainder of Deposit Returned to Lessee.)**

\$500.00	Cleaning for each performance for Theater
\$200.00	Cleaning for Lobby or Meeting room only

(Theater Coordinator will determine refund, after inspection.)