

	<p>Firehouse Theater</p> <p>Rental Request Form</p> <p><a href="http://www.MLTLive.org">www.MLTLive.org</a></p>
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## Renting at the Firehouse Theater

MLT will make the Theater available for live performances as a first priority. Other scheduled events (for example movies) can be pre-empted for live performances. However, any MLT scheduled rehearsal or live performance will pre-empt outside events.

Rates vary according to the days of the week and the status of the group or individual requesting the space. A Firehouse Rental Request Form must be filled out and sent to MLT in order to rent at the Firehouse.

### Facilities available for rental include:

1. a well equipped 87 seat Black Box Theater on the first floor
2. Classroom/Studio/Rehearsal space on the second floor.

### Firehouse Theatre Rental Rates For Rental Contracts after January 1, 2020

#### First Floor Black Box Theater (Priced per day or any part thereof)

Monday through Thursday - Not for Profits: \$350 For Profits: \$450

Friday, Saturday and Sunday -Not for Profits: \$450 For Profits: \$600

#### Second Floor Classroom/Studio/Rehearsal Space

9am – 2:30pm \$90 for 2 hours with a 2 hour minimum

After 2:30pm \$100 for 2 hours with a 2 hour minimum

**The first floor Black Box Theater** rental fees are for up to a full day of use, **for one event**. Additional fees may apply for use of the second floor when in conjunction with the rental of the **first floor Black Box Theater**.

**FIRST FLOOR OCCUPANCY IS LIMITED TO 110 PEOPLE. MAXIMUM SEATING IS 87.**

**SECOND FLOOR OCCUPANCY IS 30 PEOPLE.**

This Rental Request Form must be completed and submitted to MLT in advance for approval and scheduling. A 50% non-refundable rental deposit is due upon acceptance of the rental. The balance of the rental fee is due two weeks before the beginning rental date.

Requests may be submitted by regular mail to MLT at 12 School Street, Marblehead, MA 01945 or by email to [info@MLTLive.org](mailto:info@MLTLive.org)

Name (Organization or individual): \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel (day): \_\_\_\_\_ (Cell): \_\_\_\_\_

E-Mail: \_\_\_\_\_

Event (Please Describe): \_\_\_\_\_

Date(s) & Times Requested: \_\_\_\_\_

Person in charge: \_\_\_\_\_ Tel: \_\_\_\_\_

Organization status (check): Not for profit \_\_\_\_\_ For profit \_\_\_\_\_

Marblehead Little Theatre reserves the right to modify the Rental Rates and modify the terms of use at any time. Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Title of applicant: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Fee: \$ \_\_\_\_\_ Deposit Received (date): \_\_\_\_\_ By: \_\_\_\_\_

Balance Received (date): \_\_\_\_\_ By: \_\_\_\_\_

#### Firehouse Rental Rules

1. Renter is responsibility to maintain proper occupancy limits.
2. Seating set up must maintain access to all exits with aisles.
3. **No smoking** in the building or on the grounds of MLT.
4. **Renter must obtain and deliver to Marblehead Little Theatre a certificate of liability insurance naming Marblehead Little Theatre as an additional insured in the amount of \$1,000,000/\$2,000,000 or a single limit of \$2,000,000.**

5. The Firehouse must be left in the same condition in which it was found, trash removed, lights off, building secured and locked.
6. Total Rental Fees due a 10 days prior to the event date.
7. Marblehead Little Theatre and its Directors reserve the right to revoke use of the Firehouse Theatre at any time without sustaining liability for any such revocation.
8. No person shall consume or bring for consumption into the Firehouse Theatre or onto its grounds alcoholic beverages without prior consent of Marblehead Little Theatre.
  - a. The use, sale, serving and consumption of alcoholic beverages may require the renter to obtain a liquor license from the Town of Marblehead and may require the hiring of professional bartenders.
9. There shall be no flammable or hazardous materials of any kind brought into the Firehouse Theatre in conjunction with a production or event.
10. The event sponsor shall be responsible for knowing all procedures for notifying public safety services in the event of an emergency.

The person in charge shall:

  - a. Know the location of all fire extinguishers.
  - b. Know all evacuation routes.
  - c. Check all areas of the Firehouse after the event to make certain the building is empty.
11. For a complete list of the **Firehouse Rental Rules and Usage Policies** please download a copy of the **Producers Handbook** from our web site at [www.MLTLive.org](http://www.MLTLive.org)