

# BAMA THEATRE

## Rental Information

600 Greensboro Avenue, Tuscaloosa, AL 35401  
bamatheatre@tuscarts.org  
205.758.5195, ext. 5

**Effective January 1, 2020**

Brought to you by  
**THE ARTS COUNCIL**

## Rental Policies

- All rentals are subject to availability of the facility and resources needed to host the event.
- A deposit of 50% of the total fee is due at the signing of an agreement to secure the space. The remaining balance is due on or before the date(s) of use.
- Rental period is an 8 hour block chosen by the renter between the hours of 8 a.m. to 12 a.m. The renter may not load in early. The renter will be charged \$200 per hour for each additional hour beyond the rental period.
- Rental of the Bama Theatre and/or Greensboro Room does not include labor or staff in areas such as lighting, sound, rigging, security or ticket sales. It is the responsibility of the renter to secure such personnel, if necessary.
- Scheduling of all rentals is subject to the approval of an application prior to the issuing of an agreement. All aspects of the rental agreement must be finalized by Theatre Management.
- \_\_\_ Promoters of all music events must submit BMI and ASCAP licenses with contract and deposit. In addition, gross ticket sales are required to be reported upon close of show.  
\* Promoters that do not hold BMI and ASCAP licenses will be billed by the Bama Theatre with applicable fees based on gross ticket sales.
- \_\_\_ Producers of all published theatrical musicals must provide proof of an MTI license per event to be submitted with contract and deposit.

## Rate Schedule

- Rental rates are subject to change.

Shows	Out-of-County Promoter	Show	\$1,300
		Each additional show on the same day*	\$200
	Tuscaloosa County Resident	Show	\$1,200
		Each additional show on the same day*	\$200
		Rehearsal (per day)	\$800
	Member Organizations	Show	\$700
Each additional show on the same day*		\$200	
Rehearsal (per day)		\$550	
Wedding Ceremonies and/or Receptions	Eight-hour period	\$1,600	
Film Screenings**	Screening	\$500	
	Projector use (per hour)	\$10	
Hourly Use***	Theatre (per hour, two-hour minimum)	\$200	
Greensboro Room	Greensboro Room WITH theatre (per use)	\$50	
	Cleaning fee (per use)	\$50	
	Total cost of Greensboro Room (per use)	\$100	

\*This rate includes school shows.

\*\*Film screenings do not include film licensing or 35mm projection.

\*\*\*This rate is restricted for rehearsals and photography only.

## Restoration Fee

- A restoration fee of \$1 per person will be charged for all events, ticketed or non-ticketed. Up to 10% of all occupied seats may be considered complimentary tickets, and therefore the restoration fee will be waived for those tickets. Any complimentary tickets exceeding 10% of all occupied seats will be subject to the restoration fee of \$1.

## Security

- Security is required on all events. The number of officers will be determined and scheduled by the theatre manager based on type and size of the production. Renter is responsible for payment of officers.

## Insurance

- One-million-dollar liability insurance is required for all events.
- Large capacity events may also require (at the discretion of Theatre Management) a \$1,000 money order damage deposit. This deposit will be returned if, upon inspection, the venue has incurred no damage.
- Independent contractors must have a separate liability insurance policy.

## Tardiness

- If the renter arrives over fifteen minutes later than the contracted time, the renter will be charged \$50 per hour for every hour they do not arrive.
- If a show begins over fifteen minutes later than the agreed time, the renter will be charged a \$50 late fee.

## Cancellations

- In the event of a cancellation at least 60 days prior to the event date, the renter will receive a refund of 75% of their deposit. The remaining 25% will be retained by the Arts Council as an administrative fee.
- No refund will be awarded in the event of a cancellation less than 60 days prior to the event date. In the event of such a cancellation, the renter will also be responsible for any extra expenses incurred by the Arts Council exceeding the retained fee.

## Equipment Rental Rates

### Tables and Chairs

Description	Quantity	Price
8' Rectangular Table	2	Renter setup/breakdown: \$25 Staff setup/breakdown: \$50
6' Rectangular Table	2	
2' Rectangular Table	1	
60" Round Table	5	
Metal Folding Chair	20	Renter setup/breakdown: \$25 Staff setup/breakdown: \$50
Black Folding Chair (Greensboro Room use only)	30	

### Stage Equipment

Description	Quantity	Price
Baldwin 6' Baby Grand Piano (tuning and setup included)	1	\$150
Lycian 1275 Spotlight*	1	\$40 per show, \$5 per hour
4' x 8' Risers (12" or 30" legs available)	6	\$25 per stage
39' x 13' LED Star Curtain	1	\$100 per day or \$400 per show week

\*A spotlight operator is not included, but can be added at \$35 per hour for a minimum of two hours.

**Projection Equipment**

Description	Quantity	Price
9' x 12' Freestanding Projection Screen	1	\$55 per day
8' x 6' Freestanding Projection Screen (masking kit available)	1	\$50 per day without masking kit \$65 per day with masking kit
22' x 40' Cinemascope Movie Screen (non-moveable)	1	\$50 per day
Panasonic 5100 Lumen Projector and Blu-Ray Player	1	\$40 per day, \$5 per hour
Sharp 2000 Lumen Projector	1	\$25 per show, \$5 per hour

**Rental Application**

Presenting Organization \_\_\_\_\_

Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

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

Event Date/Start Time \_\_\_\_\_

Load-in Time \_\_\_\_\_

Fill out the following table for each showing of your event

Show	Arrival	Box office Opens	Lobby doors open	House doors open	Showtime
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Requested Area(s) of Use:** Please check all that are applicable

- Bama Theatre
- Bama Theatre Rigging System; rigging must be supervised and performed by a company approved by Theatre Management.
- Greensboro Room: Please specify use and # of days \_\_\_\_\_
- Dressing Rooms
- Other: Please specify \_\_\_\_\_

Please give a detailed description of the event for which you are applying to reserve the Bama Theatre:

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**References**

Please list 3 (non-personal) references such as a bank, business, or other. Please include contact information:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please provide a copy of insurance policy

Please provide the contact information of security company/personnel (if requested by Theatre Management)  
\*Rental of the Bama Theatre and/or Greensboro Room does not include security

Please describe special parking requirements (events with tour buses, vans, trailers)

Please provide a thorough description of your sound and lighting layout (renter is responsible for securing sound and lighting needs – the Bama Theatre does not provide equipment or staffing)

Attach a copy of any contract with any independent contractor, including sound/ lighting, rigging operator, security or other agent. The independent contractor must have a separate certificate of insurance provided to Theatre Management.

## Rental Agreement

I have read the Bama Theatre Rental Information as stated in the preceding pages, understand my responsibility, and agree to the conditions set forth in this document.

Applicant Signature:	Date:
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Arts Council Representative Signature:	Date:
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Please note: The Arts and Humanities Council of Tuscaloosa is an equal opportunity organization. The Bama Theatre is a member of the League of Historic American Theatres. It is the Arts and Humanities Council of Tuscaloosa's responsibility to see that the Bama Theatre, as a nationally recognized historical venue, is maintained in a proper fashion. The Arts and Humanities Council has the right to refuse rental for any event not deemed as appropriate to the Bama Theatre venue. The Arts and Humanities Council of Tuscaloosa may also refuse rental if the sponsor or renting organization does not give full and adequate information regarding its event on this application or after the formal rental contract has been entered into. Information about the nature of the event must be given in written form. Cancellation of any event at any time is at the Arts and Humanities Council of Tuscaloosa's discretion.