

**Yuba Sutter Arts & Culture
Facility Rental Information & Agreement
Sutter Theater Center for the Arts Rental Questionnaire
754 Plumas Street, Yuba City**

Theater Rental Questionnaire

Client Information:

Name of Organization/Individual:

1. Contact Name (first and last):
2. Cell Phone Number:
3. Email Address:
4. Mailing Address:

Event Details:

5. Event Name & Type of Event:
6. Event Date(s) Requested:
7. Time In (when will you need access for setup?):
8. Time Out (when will you be finished at the venue?):
9. Total Event Time (including setup and takedown):
10. What Facility do you want to use?
 - a. Lobby
 - b. Black Box

11. Total Number of People Expected

(Please note the theater has a maximum capacity of 150 seats the lobby has a maximum of 30)

Venue Requirements:

Seating Arrangements:

- 11. Do you require tables and chairs?**
- Yes
 - No

12. Do you require chairs only?

- Yes
- No

13. How many 6-foot tables and chairs do you need?

Tables: _____

Chairs: _____

Bar & Alcohol:

14. Do you want to have bar service at your event?

(Due to ABC Restrictions, all serving of alcohol will be hosted by YSAC)

- Yes
- No

15. If yes to #14, will alcohol be hosted (you pay for the drinks)?

- Yes
- No

16. If yes to #14 is this a no-host event (people will pay for their own drinks)?

- Yes
- No

Sound & Lighting:

17. Do you require sound equipment?

- Yes
- No

18. If yes to #17, what type of sound equipment do you require and how many of each?

- Lavalier: _____
- Wireless Handheld: _____
- Handheld: _____

19. Do you require special lighting, other than the room lights?

- Yes
- No

20. If yes, what specific lighting needs do you have?

- Stage lighting
- Special effects (e.g., lasers, fog machines, etc.)
- Other (Please specify): _____

Projection & Visuals:

22. Will you be using a projector?

- Yes

- No

23. What type of projection equipment do you require?

- Projector
- Screen
- Computer
- Video/audio input for presentations
- Other (Please specify): _____

24. Do you need use of our Green Room? (Not ADA accessible)

- Yes
- No

Ticketing & Catering:

25. Will you be handling ticketing for your event?

- Yes
- No

26. Are you using an external ticketing service?

(If applicable, please specify the service you'll be using)

27. Are you having the event catered?

- Yes
- No

28. If yes, who is catering your event?

(Please provide the name and contact details of the catering service)

Insurance & Legal:

29. Liability Insurance:

- The following is the wording to be given to your insurance company for coverage required. You will need the following:

Certificate of Insurance that includes Additional Insured endorsement naming Yuba County Sutter County Regional Arts Council/Yuba Sutter Arts & Culture as additional insured. CG 20 11 04 13, Waiver of Subrogation CG24 04 05 09, Primary and Non-Contributory

***Reference the date of event/location: Sutter Theater Center for the Arts, 754 Plumas Street, Yuba City.*

Limits should be equal to your current policy limits of \$1,000,000/\$2,000,000 aggregate/\$2,000,000 products-comp op Aggregate, Damage to rented Premises (ea. Occurrence),
\$1,000, Premises Med Exp.
Auto \$1,000,000 CSL
Umbrella of \$1,000,000 ea. occurrence

Commercial General Liability and Products Completed Operations Liability.
Hired and Non-Owned Auto (also owned if any)
Umbrella

Workers Compensation (if applicable)

- Please confirm your understanding:
 - Yes, I understand and agree
 - No, I would like more information

Fee Structure:

The following fees may apply for the use of the Sutter Theater Center for the Arts. Please review carefully:

- 1. Venue Rental Fee: (20% discount for 501(c)3 non-profits)**
 - a. **Full Facility - Standard Rental (per hour):** \$350 with a minimum of 3 hours.
 - b. **Full Facility - Full Day Rental (up to 8 hours):** \$2000
 - c. **Lobby – Standard Rental (per hour):** \$300 with a minimum of 3 hours.
 - d. **Lobby – Full Day Rental (up to 8 hours):** \$1500
 - e. **Late Check out Fee:** \$350 per hour
- 2. Refundable Deposit Fee:** \$1000 per rental (if facility is left in good condition).
- 3. Seating & Furniture:**
 - a. **Tables & Chairs Rental (per set):** Included
 - b. **Chairs Only (per chair):** Included
- 4. Set-Up & Take-Down of Tables & Chairs:** \$300
 - a. Option: We will provide equipment, and you set it up and take it down for free
- 5. Bar Service:**
 - a. **Full Bar Service (per event):** \$300 plus per drink fee (if hosted bar)
 - b. **No-host bar, Full Bar Service:** \$300 guest pay for their own drinks
- 6. Sound Equipment:**
 - a. **Sound Technician (includes speakers, mics, and mixing board):** \$100 per hour, minimum of 3 hours
 - b. **Microphones up to 2:** Included (no sound technician or mixing board)
- 7. Lighting Equipment:**
 - a. **Lighting Technician (per hour):** \$50 minimum of 3 hours fee
- 8. Projection Equipment:**
 - a. **Projector & Screen Rental:** \$100 for simple projection
 - b. **Projection Technician (per hour):** \$100 per hour, minimum 2 hours

9. Piano: \$100

10. Trash: Included in rental fee

11. Digital Sign (Marysville): \$100 for 2-weeks

12. Marquee (STCA): \$100 for 2-weeks

13. Center Piece Rental: \$2 each

14. Additional Fees:

a. **Event Staff (per hour):** Included

b. **Linens:** \$10 per tablecloth

Additional Requests:

Do you have any other specific requirements or requests for your event?

Is there any additional information we should know?

Thank you for filling out the questionnaire!

Our team will review the information and get back to you with further details on availability, pricing, and additional terms.

Item	Fee/Cost per Item	How Many (if applicable)	Total Fee/Cost	Notes
Refundable Deposit	\$1000 per event			
Lobby Venue Rental Fee – Hourly	\$300 per hour 3 hour minimum			
Lobby Venue Rental Fee – Full Day (8 Hours)				
Black Box Venue Rental Fee - Hourly	\$350 per hour 3 hr. minimum			
Black Box Venue Rental Fee – Full Day (8 Hours)	\$2000			
Late Check Out Fee	\$350 per hour			
YSAC Sets Up	\$300			
Bar Service – Full Bar	\$300			
Sound Technician	\$100 3 hr. minimum			
Lighting Technician	\$50 3 hr. minimum			
Projector/Screen Rental – Simple	\$100			

Projector/Screen Rental Technician	\$100 2 hr. minimum			
Piano	\$100			
Digital Sign (Marysville)	\$100 2-weeks			
Marquee (Yuba City)	\$100 2-weeks			
Center Piece Rental	\$2 each			
Linens	\$10 per tablecloth			
Estimated Cost				



Agreement Sample To be filled out at a later time



Yuba Sutter Arts & Culture
624 E Street
Marysville, CA 95901
(530) 742-2787

Name of Rental:

Date:

YUBA SUTTER ARTS FACILITY USE AGREEMENT

It is the policy of Yuba Sutter Arts & Culture (YSAC) that its facility be available for meetings and programs that are compatible with the mission and goals of the organization. This policy will also ensure that rental use of the building does not unduly interfere with regular YSAC programs or events its partner organization or members, and that it promotes good stewardship of the building and its furnishings. This policy is subject to annual review by the YSAC Board of Directors.

SCHEDULING BUILDING USE

Building use must be scheduled in advance through the YSAC office and a *Facility Use Agreement* shall be required for all users. YSAC staff will inform users regarding facilities availability, conditions for use, and procedures for opening and closing the building. It is the responsibility of users to follow these procedures and leave the building clean and in good order.

PRIORITY USERS

PRIORITY 1: Individual affiliates and affiliate organizations, members, and committees under coordination of the Board of Directors may use the building for regular meetings programs and events. Usage fees apply.

PRIORITY 2: Non-profit groups not affiliated with YSAC may arrange for use of the space on a regular or single use basis with approval of the Board and/or the Executive Director and/or Managing Director. Usage fees apply.

PRIORITY 3: Individuals, for-profit businesses and corporations may use space on a regular or single event basis with approval of either the Board and/or the Executive Director and/or Managing Director provided such use does not interfere with regular YSAC programs or events. Usage fees apply.

Spaces will not be made available to partisan political groups or to individuals running for office. However, the building may be used for free and open non-partisan discussions of political issues, where all sides are given the opportunity to participate, at the discretion of the Board of Directors. Usage fees apply.

CONFLICTS

Once an event has been scheduled, it is "on the calendar" and will not be canceled by YSAC to accommodate a program with a higher priority. If a scheduling conflict inadvertently occurs, the Administrative Staff will notify both groups promptly and involve both parties so that both groups can be accommodated.

LONG-TERM USE

Groups wishing to use space on a continuing long-term basis must receive prior approval of the Board of Directors and/or the Executive Director and/or the Managing Director.

FACILITY USE AGREEMENT

The individual or group making the reservation is responsible for reimbursing YSAC for any damages to the building caused by themselves or their guests.

I understand that if I fail to meet any of these conditions and as a result, costs are incurred by YSAC (ie: Cleaning, maintenance, repair, etc.), I will be responsible for reimbursing YSAC, and that this money will be taken from the deposit. Deposits will be returned by check within 2-weeks of the rental date. (Initials of Renter) _____

Cancellations: A group may cancel 4-weeks before their scheduled date and receive 100% of their deposit back. Rentals cancelled less than 4-weeks prior to their event will receive 50% of their deposit back. Returned deposits will be sent out within 2-weeks of notification.

Today's Date:

Priority Level:

Who will be in charge on the day of the event:

Contact Name:

Email:

Daytime Phone:

Dates(s) of Use:

ASSUMPTION OF LIABILITY

I hereby release, waive, and discharge any and all claims or demands against and covenant not to sue YSAC, its directors, officers, and employees for injury to or death, damage to property, whether caused by the negligence of releases or otherwise, to myself or my guests, that arises or results from use of facilities, services, or programs.

(Initials of Renter) _____

NON-DISCRIMINATION

In keeping with YSAC's principles, no individual or group will be denied use of the building space on the basis of religion, race, sex, national origin, disability, sexual preference, age or public assistance status. We welcome all.

SMOKING

The entire facility is a non-smoking area. No smoking is allowed within 50 feet of the facility.

SIGNATURE OF RENTER (Not to be signed until approval is made with YSAC Staff)

Printed Name

Signature

Date

Office Use Only: Approved By: _____

Deposit Amount Paid: _____

Date Paid: _____

Remining Amount Paid: _____

Date Paid: _____