

# Valatie Community Theatre, Inc.

## USE OF THEATRE FACILITIES

Revised 06-01-2008

The following are the minimum conditions for use of the Valatie Community Theatre, Inc. facilities. Compliance with these conditions is required.

- 1 The requesting group must submit a completed application at least 60 days prior to the requested date of use.
- 2 The event must, in the opinion of the Board of Directors, relate to theatrical, musical, educational, or artistic purposes consistent with the Valatie Community Theatre's non-profit status.
- 3 Use of theatre facilities must not disrupt or interfere with other Valatie Community Theatre production uses, rehearsals or performances.
- 4 Groups requesting use of the Valatie Community Theater facilities must provide personnel (e.g., cast, crew, technical, box office, ushers, supervision, and cleanup) necessary for the intended use. The Valatie Community Theatre, Inc. reserves the right to provide personnel to operate equipment and oversee and supervise the event if, in its opinion the requesting organization is not able to.
- 5 The Valatie Community Theatre, Inc. will not act as an agent for the group and will not manage or handle money for the group.
- 6 If the use is a public performance or event, the requesting group is responsible for publicity. All posters, flyers, ads and press releases must conspicuously state that the event is co-sponsored by the requesting group and the Valatie Community Theatre, and shall be subject to approval by the Valatie Community Theatre, Inc.
- 7 The requesting group shall assume full responsibility for any damage to equipment or other items brought onto the Valatie Community Theatre property by the requesting group, and shall hold the Valatie Community Theatre harmless from any liability for such damage.
- 8 The Valatie Community Theatre requires payment of a rental fee to cover the expenses of the co-sponsored use (e.g., utilities, damage to property, janitorial services, and other expenses).
- 9 Concession sales (food or drink) must be pre-approved by the Valatie Community Theatre. Concession supplies, setup (including decoration), sales, and breakdown are the responsibility of the requesting group.
- 10 Due to fire regulations smoking is not permitted on the premises at any time.
- 11 The requesting group must leave the Valatie Community Theater facilities clean and in good condition and remove all garbage at the end of each day.

Valatie Community Theatre Scheduling Coordinator:

Remi Gaylord

(518) 758-1309

e-mail: [info@valatietheatre.org](mailto:info@valatietheatre.org)

The Valatie Community Theatre, Inc.

PO Box 297

3031 Main Street

Valatie, NY 12184

APPLICATION  
FOR CO-SPONSORED USE OF  
THE VALATIE COMMUNITY THEATRE, INC.  
FACILITIES  
Revised 06-01-2008

Name of group or organization: \_\_\_\_\_

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

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

Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Give the title and a brief description of the requested use:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What theater facilities or equipment are you requesting?

Stage \_\_\_\_\_ Lighting \_\_\_\_\_ Sound \_\_\_\_\_ Concessions \_\_\_\_\_ Personnel \_\_\_\_\_

Other (please describe) \_\_\_\_\_

\_\_\_\_\_

Performance date(s)/time(s): \_\_\_\_\_

Rehearsal date(s)/time(s), if needed: \_\_\_\_\_

Expected attendance/performance? \_\_\_\_\_ (currently limited to approximately 175)

How many performers are in the event? \_\_\_\_\_

State admission charge, if any: \_\_\_\_\_

How and when will tickets be sold? \_\_\_\_\_

Will you need to use the box office? \_\_\_\_\_ NOTE: Presently we do NOT have reserved seating.

If yes, when? \_\_\_\_\_ Will you need Box Office personnel? \_\_\_\_\_

What technical assistance or materials will you need from the VCT? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How will you publicize the event? \_\_\_\_\_

The undersigned hereby states they are an authorized agent of organization named above and submit this request on behalf of the organization named above for use of the Valatie Community Theatre for the above detailed performance(s) and date(s). The undersigned accepts this is an application for use and is subject to approval by the Valatie Community Theatre, Inc. If approved, the organization must supply proof of insurance coverage for the event naming the Valatie Community Theatre, Inc. as an additional insured and shall hold harmless the Valatie Community Theatre, Inc. for any liability due to the use of the facility for the above named performance(s) and/or rehearsal(s).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

(Please attach a separate page for additional details, if needed)

Please return form to VLT Scheduling Coordinator no later than 60 days prior to the event

VCT Scheduling Coordinator:  
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(518) 758-1309  
e-mail: [info@valatietheatre.org](mailto:info@valatietheatre.org)

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