



# SHORT TERM THEATRE RENTAL RENTAL PACKET

(For Tenant & Non-Tenant Use)

We are pleased that you are interested in using one of our spaces for Event. Please carefully read all of the information and complete the required forms to ensure that your Event Theatre Rental date(s) will be secured.

If you have any questions about any of this information, please feel free to contact Rachel M. Olszewski in the main office at the NACC at 716-282-7530 or via e-mail at [rachel@thenacc.org](mailto:rachel@thenacc.org).

**THE FOLLOWING CONTENT IS INCLUDED IN THIS PACKET:**

- ❑ **THEATRE RENTAL PROCESS**
- ❑ **THEATRE RENTAL RULES AND REGULATIONS**
- ❑ **THEATRE RENTAL REQUEST FORM**
- ❑ **THEATRE RENTAL INVOICE & CONTRACT**
- ❑ **ADDENDUM FOR EVENT SECURITY**

***ANY PARTY CURRENTLY IN ARREARS TO THE NACC FOR VENUE RENTAL OR TENANT RENT WILL NOT BE PERMITTED TO HOST ANY EVENT THEATRE RENTAL(S) AT THE NACC UNTIL THE CURRENT BILL IS PAID IN FULL.***

# Introduction

The Niagara Arts and Cultural Center (NACC) was established in 2001 by Save Our Sites in Niagara Falls, Inc. a not-for profit (501 c 3) organization formed to save buildings of historical significance in Niagara Falls. This architecturally and historically significant building, the former Niagara Falls High School, was built in 1924 and has been transformed into the Niagara Arts and Cultural Center.

Now on both the National and New York State Registries of Historic Places, our building is home to over 70 artists' studios, three theatres, a ballet school, a soundstage, and two recording studios. Adults and youngsters of all ages take a variety of classes in a plethora of arts and cultural education classes. Our building also contains creative meeting spaces and unique Theatre Rentals, a children's interactive center, and two art galleries. In our grand theatre, we have a movie screen that is perfect for movies and presentations.

Specific areas in the building are available for presentations, workshops, lectures, and other special events. During the ongoing rehabilitation process we may be unable to provide all of the amenities that we would like, but we are continually improving what is available to you. We believe that during this process we will be able to provide good space at a fair market price.

If you are interested in scheduling a special event, please follow the application process as indicated in this package. If you have any questions, please contact Rachel M. Olszewski in the main office at 716-282-7530 or via e-mail at [rachel@thenacc.org](mailto:rachel@thenacc.org)





## THEATRE RENTAL PROCESS

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- ❑ Obtain and complete the enclosed “*Theatre Rental Request Form*”. This form is available from the office or you can retrieve it from our website [www.thenacc.org](http://www.thenacc.org)
- ❑ Return the form via fax (716-282-7533), e-mail or drop off in the main office to the rental coordinator
- ❑ You must return this packet and arrange an appointment with the Program & Rentals Director to go over the contract; we request that appointments are made at least 4-6 weeks prior to the event.
- ❑ Please include as much information about your event that you can provide so that we can create an accurate invoice based on your event and your needs.
- ❑ You may fax this packet to 282-7533, email it to [Rachel@thenacc.org](mailto:Rachel@thenacc.org), or mail it to:

Niagara Arts & Cultural Center  
C/O Program & Rentals Director  
1201 Pine Ave  
Niagara Falls, NY 14301

- ❑ Upon receipt of the packet and approval of the rental dates, you will be contacted by our rental coordinator to arrange an appointment with the rental coordinator to review the logistics of your event and sign a contract. A 50% non-refundable deposit is REQUIRED at that time. Unless specifically exempted, you will need to present proof of your liability insurance (\$1,000,000 with the NACC listed as additional insured). Please come prepared with any questions you or your group may have.
- ❑ You will emailed/faxed an invoice or if no email/fax is supplied, you will be presented the invoice at our arranged appointment. The invoice will also act as a formal contract, and must be signed by a designated NACC Representative and you, the responsible party.
- ❑ **Total venue amount is due no later than two weeks prior to the event; additional fees are due the day of the event. Copies of permits and proof of insurance are also due at this time.**
- ❑ At least one week prior to your event, you will be contacted by the events coordinator to review your contract and any amenities necessary.
- ❑ The venue is expected to be returned in the condition it was in at the start of your event. If you do not clean up our staff can provide clean-up for an additional fee. A cleaning deposit will be due at lease signing to assure that the space is returned to its original condition, the deposit will not be returned if the space must be restored by NACC Staff, with an additional amount due depending on the amount of time taken to restore the space to its original condition.
- ❑ After your event, please take some time to give us some feedback on our facility.
  - NOTE: Cancellation policy: All events must be canceled at least (3) Three weeks prior to event date or total will be due.

## **THEATRE RENTAL PROCESS (CONT.)**

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- NOTE: Venue Deposits are non-refundable however; they will be applied to the total due.
- Rental costs include normal heat & light and overhead stage lighting in the Grand Theatre. However, you or your light tech will be required to attend a training session to use our stage lights, or you will be required to hire NACC staff to run your lights for an additional fee.
- Rental costs include normal heat & overhead room lighting in the Wood Box theatre, but not stage lighting. The Western Door Playhouse is willing to rent lighting and sound equipment for a nominal fee, you can reach them at (716) 405-7015 or (716) 478-2640, or by emailing sfadel007@yahoo.com. More involved lighting and sound will be your responsibility.
- The NACC does offer technical assistance for lighting and sound, or we can recommend companies in our area that can provide lighting and sound for you. Any outside companies bringing in equipment should arrange an appointment with our rental coordinator to see our spaces and make a lighting / sound plan.

**\*\*Disclaimer:** In an effort to enhance building security and ensure the safety of our tenants and visitors, applicants may be subject to a background check. As always, we reserve the right to refuse this application.

### A few things to consider when hosting events:

- Please consider all possible dates and rain dates when scheduling your event.
- Be sure that you are positive about hosting your event before leaving a deposit. Your venue deposit is NON-REFUNDABLE.
- If you are considering hosting your event on a national holiday, the venue must be requested at least 60 days prior to the date. You may also be subjected to additional fees.
- If you are renting a space for several days or outside of regular business hours, you are responsible for the contents of the space and ensuring that doors are locked and windows are closed.
- You are responsible for clean-up after your event.
- Please consider your marketing plan. The NACC will list your event on our website and calendar. You will be responsible for all other promotions, publicity and marketing.

**\*\*Reminder:** A non-refundable deposit of 50% is required in order to secure your desired date. Please make checks payable to The Niagara Arts and Cultural Center. Upon acceptance, all groups are required to show proof of \$1,000,000 liability insurance naming the Niagara Arts and Cultural Center as an additional party insured for date(s) of building use. An additional meeting may be required to finalize all other details and fees due.

## **THEATRE RENTAL RULES & REGULATIONS**

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1. Applicant must follow all Rules and Regulations henceforth provided by the NACC during the Duration of rental agreement or risk rental termination. Deposits & Rental Fees will not be refunded upon termination of rental agreement caused by disregard for NACC Rules and Regulations.
2. Use of NACC by the applicant shall not be permitted until acceptable insurance requirements have been arranged. (See Below)
3. An appropriate adult/child ratio is required for adequate supervision of activities for youth groups.
4. The NACC is not responsible for loss of or damage to property brought in by the user.
5. Videotaping or audio recording must comply with copyright laws. Written permission may be required.
6. "No smoking in the building" regulations will be strictly enforced.
7. Please respect other people's property, sets, costumes, etc. Basically if it is not yours, do not touch.
8. A deposit of 50% is required with the application to confirm the date (s). A check or money order should be made out to the NACC If we are unable to schedule your Event your money will be refunded. After scheduling is confirmed, deposit is non-refundable.
9. Upon acceptance of application, acceptable proof of liability insurance, including naming the NACC as an additional party insured for date(s) of building use, must be attached to the contract or faxed to the NACC.
10. Rental costs include normal heat & overhead fluorescent light, not stage lighting.
  - a. Grand Theatre: General Stage Lighting is accessible in the Grand Theatre, however, you or your light tech will be required to attend a training session to use our stage lights, or you will required to hire NACC staff to run your lights for an additional fee, minimum of \$100.00 per day.
  - b. Woodbox Theatre: The NACC does not provide Stage Lighting in the Woodbox Theatre. The Western Door Playhouse is willing to rent lighting and sound equipment for a nominal fee, you can reach them at (716) 405-7015 or (716) 478-2640, or by emailing [sfadel007@yahoo.com](mailto:sfadel007@yahoo.com). More involved lighting and sound will be your responsibility.
  - c. The NACC does offer technical assistance for lighting and sound, or we can recommend companies in our area that can provide lighting and sound for you. Any outside companies bringing in equipment should arrange an appointment with our rental coordinator to see our spaces and make a lighting / sound plan.
11. Unless otherwise arranged, NACC staff is required to supervise (and operate) NACC lighting and sound. This will cost a minimum of \$100.00 per day in addition to your rental fee.

## **THEATRE RENTAL RULES & REGULATIONS (CONT.)**

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12. A piano can be made available for use in venue at an additional fee; please treat the instrument with respect. Do not place any liquid containers or other potentially damaging objects on the same.
13. A NACC representative will be available to let you in unless your event is after business hours – additional fees may apply for post business hours events, and you may be required to go through additional security and tech training in order to use our theatres, you may be required to get a building key or hire NACC technical staff.
14. Adequate Security must be arranged with the approval of the NACC management for large crowds (especially large gatherings of youth and young adults).
15. It will be your responsibility to clean up any excessive debris left after the use of the space and place the same in trash bags near the 1<sup>st</sup> floor Loading Dock. Your venue needs to be returned fairly close to its original state - an additional amount may be billed depending on the amount of time taken to clean and restore the space to its original condition.
16. Any accidents or injuries must be reported to NACC administration with a detailed description of the incident.

**By Signing Below, the Applicant Agrees to the Rules & Regulations Above.**

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Signature of Applicant

Date



## THEATRE RENTAL REQUEST FORM

### Contact Information

Organization:		
Applicant Legal Name:	*SS#	
Are you a NACC Member?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have You Held an Event At The NACC in the Past?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Present Address:		
City and State:		
Phone (Home):	(Cell):	Email:
Website:		
*Have you ever been convicted of a felony or misdemeanor?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
*If "yes", explain:		

### Event Information

Event Title:		
Event Description:		
Requested Space:	<input type="checkbox"/> Townsend Gallery	<input type="checkbox"/> Grand Hallway
<input type="checkbox"/> Grand Theater	<input type="checkbox"/> Artisan Café	<i>Indicate floor:</i>
<input type="checkbox"/> Wood Box Theatre	<input type="checkbox"/> Garden Gallery	<input type="checkbox"/> Other:
Requested Date(s) & Time(s):		
Alternate Date(s) & Time(s):		
Reason for use:	<input type="checkbox"/> Recital	<input type="checkbox"/> Concert
	<input type="checkbox"/> Meeting	<input type="checkbox"/> Class
	<input type="checkbox"/> Play	<input type="checkbox"/> Musical
	<input type="checkbox"/> Other:	
Will You Need Audition Space?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, What Date(s) & Time(s):		
Will You Need Rehearsal Space?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, What Date(s) & Time(s):		
Will You Need Time to Set Up?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, What Date(s) & Time(s):		
<p>If you would like to rent a space for a <b>long term lease</b> (ie. musical production), other rental conditions and pricing will apply and another contract must be filled out, please ask <b>NACC staff</b> for an appointment to discuss long term rental options.</p>		

Event Information (Continued)

Will you Provide Security For This Event?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>If you answered "NO" above, please submit <u>PROOF OF SECURITY</u> with this application.            Unless otherwise specified by a NACC Representative, Office Use Only: <input type="checkbox"/> N/A</b>		
Will You Need Sound & Lighting Equipment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you Need Caterers For This Event?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you intend to Serve Alcohol At This	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>No "SALE" of Alcohol is allowed without Official NYS Permits - Free Service of Alcohol may be permitted only with Authorization from the NACC.            Office Use Only: <input type="checkbox"/> Permitted <input type="checkbox"/> Not Permitted</b>		
Will you Need Chairs/Tables for This Event?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If "Yes" how many?	Chairs:	Tables:
Approx. Number of Participants/Guests:		
Can you Provide Proof of Insurance?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>If You answered "NO" above, your application will NOT be submitted until proof of insurance is received, unless otherwise specified by a NACC Representative.            Office Use Only: <input type="checkbox"/> N/A</b>		
Is this A <b>Public</b> or <b>Private</b> Event?	<input type="checkbox"/> Public	<input type="checkbox"/> Private
<b>If you answered "Private" above, please skip to the bottom, if you answered "Public" please continue below:</b>		
Will you be selling Tickets To This Event?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, approximately how much will Tickets Cost?		
Approx. Number of Participants:		
List Any Sponsors:		
Is this a charity/fundraising event?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, state the organization proceeds will go to:		
Are you keeping a Portion of The Proceeds?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<small>*Disclaimer: In an effort to enhance building security and ensure the safety of our tenants and visitors, applicants may be subject to a background check. As always, we reserve the right to refuse this application.</small>		

**\*\*Your group is responsible for the supervision of all of your event participants with or without the assistance or involvement of the NACC.**

<b>Responsible Party Name Printed</b>	<b>Initial</b>
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<b>Signature of Responsible Party</b>	<b>Date</b>
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# Invoice & Contract

Date: 6/14/2017  
 Invoice # 16\_\_

Name: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Niagara Arts & Cultural Center  
 Rachel Macklin Olszewski  
 1201 Pine Avenue,  
 Niagara Falls NY, 14301  
 P: (716) 282-7530  
 F: (716) 282-7533  
 Rachel@thenacc.org

Terms of Rental	Payment Information
<ol style="list-style-type: none"> <li>Responsible Party will rent the following venue(s): _____</li> <li>NACC will supply rented venue space on following dates/times: _____</li> <li>The NACC will ensure the space is clean and prepared for rental; bathrooms will be stocked and prepared for the event.</li> <li>Responsible Party agrees to uphold NACC Rules &amp; Regulations for Rental</li> <li>Responsible Party will pay the entire rental cost by _____</li> <li>Responsible Party will supply proof of security to assure security in the rented space &amp; that attendees stay in the rented space.</li> <li>Responsible Party will supply the NACC with proper permits and proof of insurance two weeks prior to the event. NACC must be named as an additional insured party.</li> <li>Contingent on the cleanliness of the venue and bathrooms, the NACC will refund the cleaning deposit.</li> <li>A member of NACC Staff will be on hand to assist and address questions or concerns.</li> </ol>	<p style="text-align: center;"><b>Full Payment Due:</b></p> <p>Cash, Check, &amp; Credit Cards are Accepted.</p> <p>Please make checks payable to:          The Niagara Arts &amp; Cultural Center</p> <p>Please send payment to:          The NACC          1201 Pine Avenue          Niagara Falls, NY 14301          Attention: Finance Office</p>

Item	Description	Line Total
REFUNDABLE Cleaning Deposit	Based on condition of space after event	
<i>Subtotal</i>		
<i>10% Member Discount</i>		N/A
<i>Total</i>		

**This document is a legal contract and shall be binding upon the parties and their successors. Your signature indicates acceptance of all of the above fees and the general house rules as explained in this information packet.**

\_\_\_\_\_  
**SIGNATURE OF AUTHORIZED EVENT REPRESENTATIVE** **DATE**

\_\_\_\_\_  
**SIGNATURE OF AUTHORIZED NACC REPRESENTATIVE** **DATE**



## EVENT & MEETING SPACE RENTAL ADDENDUM FOR SECURITY PROVISIONS

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<b>Event Title:</b>		
<b>Event Date(s):</b>		
<b>Approx. Number of Attendees/Participants:</b>		
<b>Number of Security Personnel:</b>		
<b>Description of Security Personnel/ Security Agency:</b>		
<b>Person(s)/Party Responsible for Security:</b>		
<b>Phone (Home):</b>	<b>(Cell):</b>	<b>Email:</b>

\*\*Reminder: Adequate Security must be arranged with the approval of the NACC management. For large crowds (especially large gatherings of youth and young adults), there should be at least four clearly identified security personnel in proximity to the event and moving about the NACC. In certain cases, at least two of these need to be “off duty Niagara Falls Police Officers”, again identifiable by clothing marked “security” or “police” or other appropriate signage. As the audience exits, two security personnel need to stay inside and two outside but on the property. When appropriate, security should extend to the parking areas.

The Niagara Falls Police are to be notified at least two weeks in advance of the event so that they may plan appropriate policing of the streets during and after the event. They may be reached at 716-286.4545

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**Please indicate Responsible Party (Please Print) Initial**

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**Signature of Responsible Party Date**