

Monroe High School Performing Arts Center – Short Term Agreement (Contract)
 1600 – 26th Street, Monroe WI 53566 – (608) 328-7370 ... jenniferbochar@monroe.k12.wi.us

Section I – Date. Time. Purpose. Contacts:

Event: _____

Sponsoring Organization: _____

Contact Person: _____ **Phone:** _____

Billing Address: _____

Event Schedule Date(s): _____ **Time:** _____

Section II – Lease Term Fees:

In consideration for the use of these premises from the School District of Monroe (SDM), user agrees to pay SDM all the following amounts and such additional amounts as are otherwise specified in this agreement:

- A. User agrees to safely use all materials and equipment of the PAC and abide by all stipulations as set forth in the PAC Usage Guidelines located at www.monroeschools.com and further agrees that any balance of total charges will be paid no later than 30(thirty) days following receipt of total bill for services.
- B. User agrees to provide a certificate of liability insurance for \$1,000,000 with the School District of Monroe (SDM) listed as certificate holder. This must be received in order to confirm reservation.
- C. \$100 deposit is required at Contract Approval and will be deducted from your final invoice.

***Please note: Only professional grade Gaffer’s tape or Spike tape may be used on stage floor.

Section III – Event Technical Requirements

Please indicate any technical (audio/video/lighting) and staging requirements for your event:

- | | |
|--|---|
| _____ Basic Sound (4 Mics or Less, Lapel or Handheld) | _____ 8 ft. tables (indicate #) |
| _____ Basic Lighting (Full stage wash, basic stage lighting) | _____ Chairs (indicate #, Folding or Cloth) |
| _____ Projection Screen and Projector | _____ Creative Lighting (Color, Scene Changes) |
| _____ Wireless Presentation Remote | _____ Additional Mics (indicate #, Lapel or Handheld) |
| _____ Platform Risers (indicate #) | _____ Choir Risers (indicate # - max. 6) |
| _____ Podium | _____ Laptop hookup to projector from stage |
| _____ Upright Piano (tuning is an additional \$100) | _____ Grand Piano (tuning is an additional \$100) |

Additional Information and Special Requests: _____

***Please note: Musical Instruments are available for rent, pending availability, and require a separate contract.

Section IV – Estimate of Charges:

<u>Charges per hour</u>	(A)	(B)	(C)
	For-Profit User	Non-Profit User	Government Entity User
Facility Use (Hourly)	\$120/Hour	\$60/Hour	Fee waived
Long-term maintenance fee per person attending an event	\$2.00/Person	\$2.00/Person	Fee waived
Itemized Fees for Additional Services are Listed on Page 2			Hourly Labor Fees required for events outside of regular school hours

Determined User Category: []

Facility Charges:

Facility Use (Hourly – For-Profit)	_____ hours x \$120/hour	= \$
Facility Use (Hourly – Non-Profit)	_____ hours x \$60/hour	= \$
Dressing Room Use Only (when not renting PAC)	_____ days x \$25/day	= \$

Subtotal \$ _____

Labor Charges:

House Technician/Manager is required while Facility is occupied. Any additional labor necessary to meet event requirements as determined by House Technician/Manager is billed as follows:

House Technician/Manager (Required)	_____ hours x \$50.00/hour	= \$
Stage Crew	_____ hours x \$12.50/hour	= \$
Additional Technician	_____ hours x \$20.00/hour	= \$
Ushers	_____ hours x \$12.50/hour	= \$
Custodial	_____ hours x \$25.00/hour	= \$
Custodial (Required - Saturday)	_____ hours x \$35.00/hour	= \$
Custodial (Required - Sunday)	_____ hours x \$45.00/hour	= \$

**Labor for events held on holidays will be charged at triple the stated rate. Holidays include: New Year's Eve, New Year's Day, Good Friday, Easter, Labor Day, Memorial Day, Thanksgiving, Christmas Eve, Christmas Day.

Subtotal \$ _____

Long Term Maintenance Fee:

\$2.00 per person in attendance (est.)	_____	= \$
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Subtotal \$ _____

Deposit Fee:

\$100 deposit is required at Contract Approval and will be deducted from your final invoice.

Total: \$ _____

Additional Stipulations:

This is an estimate. Fees will vary based on actual usage. Additional paid technician/staff may be required if House Manager deems it necessary during the rehearsal/sound check process. Please sign contract and return along with a \$100 deposit and certificate of liability insurance to confirm your reservation. Reservation will be considered tentative until all documents and deposit are received.

Authorized Signatures:

User: _____ **Date:** _____

PAC: _____ **Date:** _____