



LEASE APPLICATION

Thank you for your interest in the Capitol Theatre, managed by Ruth Eckerd Hall, Inc. Built in 1921 and renovated and expanded in 2013, the Capitol Theatre seats 739 including a second level mezzanine and six loge boxes. Before requesting a date or lease, we recommend reviewing the following information.

Application

The theater manager can assist rental clients in coordinating their needs with our service staff including security, production, ticketing, and food & beverage. All parties interested in renting space must complete and submit an application. Please be very detailed. More importantly, include any fliers, brochures and/or video footage that can be reviewed, and forward the materials to **Attn: Capitol Theatre Management**.

Please note: Ruth Eckerd Hall, Inc. reserves the right to deny use of the facility for an event.

To Request a Date

- ❖ Ruth Eckerd Hall presents year round, with the heaviest schedule October through May. No dates will be confirmed more than 30 days out during this period and no Weekend dates more than 30 days out year-round. Therefore when requesting a date, listing alternative days will help secure a date.
- ❖ Priority is given to dates held by Ruth Eckerd Hall / Marcia P. Hoffman Performing Arts Institute for its own activities.
- ❖ Once the application is processed the theater manager will contact the applicant to discuss availability and possibility of a lease agreement.
- ❖ Submission of an application does not guarantee issuance of a lease agreement.
- ❖ **Under no circumstances is any date confirmed until the Lease Agreement has been countersigned by Ruth Eckerd Hall, Inc.**
- ❖ Non-profit note: a 501.c.3 Letter of Determination must be presented to Ruth Eckerd Hall, Inc. with the application to receive Non-profit/Community rental rates and tax exemption on ticket revenue.

The Undersigned hereinafter referred to as the applicant; hereby makes application for permission to use the following facility space managed by Ruth Eckerd Hall, Inc. as indicated below, on the date(s) and specified purposes.

| | |
|------------------------|--|
| Space to Rent: | |
| Type of Event : | (i.e. performance, rehearsal, private party, meeting, etc.) |
| Description: | Please attach a detailed description of the Event. Please also include any video footage, programs, fliers, inserts, etc. |

| | Requested Date(s) | Load In Time | Event Time From/To |
|------------------------|--------------------------|---------------------|---------------------------|
| 1 st Choice | | | |
| 2 nd | | | |
| 3 rd | | | |
| 4 th | | | |

| | |
|--|--|
| Organization/Business Name | |
| Event Title | |
| Corporation/Partnership/Sole Proprietor? | |
| Profit/Non-Profit? | |
| IRS Tax ID# | |
| Registered in the State of/County of? | |
| Business Address: Street City / State/ Zip Code | |
| Business Phone Number | |
| Business Fax Number | |
| Business Website | |
| Name of Primary Contact | |
| Phone Number | |
| Email Address | |
| Name of Secondary Contact | |
| Phone Number | |
| Email Address | |
| Who will sign the Lease Agreement? | |
| What is their position? | |

Financial Information

| | |
|-------------------------|--|
| 1. Bank Name | |
| Bank Address: Street | |
| City / State/ Zip Code | |
| Phone Number | |
| Account Number | |
| 2. Bank Name | |
| Bank Address: Street | |
| City / State/ Zip Code | |
| Phone Number | |
| Account Number | |

References

| | |
|---------------------------|--|
| 1. Business/Venue Name | |
| Contact | |
| Phone Number | |
| | |
| 2. Business/Venue Name | |
| Contact | |
| Phone Number | |
| | |
| 3. Business/Facility Name | |
| Contact | |
| Phone Number | |

Release of Information

I hereby authorize the release of any financial information necessary to provide assurance of financial ability to PACT, Inc. to process this application.

Signature & Title

Date

Dun & Bradstreet #

Rental Rates

- ❖ All rates are subject to change without notice
- ❖ An Additional \$200/hr fee applied to all events that exceed their Inclusive timing
- ❖ Rental rates are not inclusive and additional fees may apply.
- ❖ All rent is versus 10% of gross ticket revenue, whichever is greater.

| Ruth Eckerd Hall (capacity 739 theater seats) | | | |
|--|-------------------|------------------|-------------------|
| COMMERCIAL RATES | 8am – 11pm | 8am – 5pm | 5pm – 11pm |
| Monday - Thursday | 1,600 vs 10% | 800 vs 10% | 1,200 vs 10% |
| Friday - Sunday | 1,800 vs 10% | 900 vs 10% | 1,400 vs 10% |
| COMMUNITY RATES | 8am – 11pm | 8am – 5pm | 5pm – 11pm |
| Monday - Thursday | 1,100 vs 10% | 500 vs 10% | 800 vs 10% |
| Friday - Sunday | 1,200 vs 10% | 550 vs 10% | 850 vs 10% |

Service Charges

The following services may be required based on the nature of the event. An estimated schedule of fees will be provided at the time of contract. Sales tax may apply.

| | |
|--|--|
| Event Management/Admin Fee | \$300 |
| Facility Fee | \$3/ticket (\$2/ticket non-profit or tickets priced <\$10) |
| Sales Tax | 7% Florida Sales Tax |
| Police | \$40/hr (4 hour minimum) |
| Security Guards (required) | \$15/hr (minimum of 1 or more depending on event) |
| Custodial Fee | \$275/day estimate |
| ASCAP | .08% x Gross Sales (Free event \$10) |
| BMI | .008% x Gross Sales (Free event \$49) |
| SESAC | .0410 x Number of tickets inc. Comps (Min. \$6.90) |
| Merchandise Sales (requires lease on lobby space) | 7.51% Retail sales tax will be remitted by Ruth Eckerd Hall Lease fee is 25% of Net sales plus 7% lease sales tax |

Available Event Services

Ruth Eckerd Hall is a union-contracted stage house. Labor is provided by I.A.T.S.E. Local 321. Lessee will be invoiced for stagehands according to Ruth Eckerd Hall's negotiated rates. For more information on stagehand rates, applicable minimums, etc., please contact the Capitol Theatre Production Manager.

| | |
|----------------------|---------------------------------|
| Stage hands | To be determined based on needs |
| House Sound & Lights | Included in rental fee |
| Audio Recording | \$150 |
| Video Recording | \$300 |
| Piano – Tuning | \$100 |
| Projectionist | \$140 |
| Wireless Mic Package | \$150 (2 mics) |

Available Ticket Office Services

| | |
|--|---|
| Base Charge | \$200 (includes 4 weeks of advance sales) \$50 each additional show or week |
| Sell Day of Show Only | \$100 per day |
| Ticket Printing Only | \$100 per show |
| Credit Card Fee | 5% of credit card sales |
| Please note: Service fees will apply at time of purchase | |

Contact Information

| | | |
|--------------------------|--------------|--|
| Administration | 727.791.7060 | |
| Ticket Office | 727.791.7400 | REH Ticket Office Open Mon-Sat 10am-6pm Capitol Open one Hour Prior to Performances |
| Website | AtTheCap.com | RuthEckerdHall.com |
| Capitol Theatre Leasing | 727.712.2710 | |
| Technical Needs | 727.712.2769 | Capitol Theatre Production Manager |
| Ticket Management | 727.712.2758 | Email: TOMgt@rutheckerdhall.net |
| Security Manager | 727.712.2731 | |
| Food & Beverage Services | 727.712.2768 | Catering |

| | | |
|------------------------|--|--|
| Theater Address | Capitol Theatre 405 Cleveland St. Clearwater, FL 33755 | Ruth Eckerd Hall 1111 N McMullen Booth Rd Clearwater, FL 33759 |
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