



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 these material 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	\$2/ticket (\$1/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	727.712.2757	
Technical Needs	727.712.2769	Capitol Theatre Production Manager
Ticket Management	727.712.2758	Email: TOMgt@rutherfordhall.net
Security Coordinator	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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