

RUTH ECKERD HALL

RICHARD B. BAUMGARDNER CENTER FOR THE PERFORMING ARTS

LEASE APPLICATION

Thank you for your interest in Ruth Eckerd Hall and the Marcia P. Hoffman Performing Arts Institute. Since its 1983 opening, Ruth Eckerd Hall (REH) has established itself as an industry leader in the southeast United States. As a member supported theater, Ruth Eckerd Hall is proud to showcase a diverse group of artistic talents. Before requesting a date or lease, we recommend reviewing the following information.

Application

The Event Operations department is here to assist our 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: Brandon Groc, Entertainment Manager**.

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 November through March. Weekend dates are particularly in demand. 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 Entertainment 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
- ❖ Other rooms and reception spaces may be available at an additional cost
- ❖ An Additional \$150/hr fee applied to all events that exceed their Inclusive timing
- ❖ Rental rates are not inclusive and additional fees may apply.

Murray Theatre (capacity 150 theater seats)			
	Performance	Rehearsal / Meeting 4 Hour Block	Rehearsal / Meeting 8 Hour Block
Monday - Thursday	650	400	500
Friday	850	500	600
Saturday– Sunday	850	700	800
Klein Dance Studio			
		Rehearsal / Meeting 4 Hour Block	Rehearsal / Meeting 8 Hour Block
Monday - Thursday		150	200
Friday - Saturday		200	300
Sunday		300	400
Campbell Rehearsal Studio			
		Rehearsal / Meeting 4 Hour Block	Rehearsal / Meeting 8 Hour Block
Monday- Thursday		400	500
Friday		500	600
Saturday - Sunday		700	800

Service Charges

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

Production Technician	\$25 per hour
Maintenance & Depreciation Surcharge	\$0.50 per ticketed person vs. 2% of gross sales
Custodial Fee	\$250
Security Guard (minimum of one)	\$15/hr during rental period
Police Officer	\$40/hr (4 hour minimum)
Parking Guards	\$12/hr (3 – 8 depending on need)
Royalty Fees (BMI, ASCAP, SESAC)	Varies

Available Event Services

Audio Recording	\$100
Video Recording	\$300
Piano – Grand	\$250
Piano – Baby Grand	\$150
Piano – Upright	\$75
Piano – Tuning	\$100
6 – Foot Table	\$5
Table Linens	\$4
Table Skirting	\$12
Easels	\$2
Valet Service	\$100 per attendant (minimum of 2)
Sales Tax	7.00%

Available Ticket Office Services

Ticket Printing	\$50 per show
Base Charge (includes 4 weeks of advance sales)	\$250 \$50 each additional show \$50 each additional week
Sell Day of Show Only	\$100 per day
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	Operating Hours: Mon-Sat Noon-6pm & One Hour Prior to Performances
Website	RuthEckerdHall.com	
Rental Contact	727.712.2765	Brandon Groc, Entertainment Manager
Event Services Manager	727.712.2707	Ushers
Technical Director	727.712.2711	Production & Stage Technicians
Ticket Management	727.712.2758	Email: TOMgt@rutherfordhall.net
Security Coordinator	727.712.2731	
Food & Beverage Services	727.712.2768	Catering
Mailing Address	Ruth Eckerd Hall 1111 N McMullen Booth Rd Clearwater, FL 33759	