



RENTAL AGREEMENT

Renting Organization: _____

Contact person: _____

Signature: _____

Address: _____

Phone/Email: _____

Date/Time of Requested Engagement: _____

Name and Type of Engagement: _____
(*music, spoken word, film, etc.*)

Rental Rates, Terms, & Conditions

- Next Stage Standard Rental Fee is \$275 per event, running time not to exceed three hours.
- Standard Rental includes access to the hall 2 hours in advance for load-in/setup/rehearsal and one hour for load-out.
- To reserve a date, Next Stage requires a signed rental agreement and non-refundable deposit of 50% of the Standard Rental fee. The balance of payment is due on the day of the event.
- Use of projection and audio equipment is subject to an additional fee; please inquire.
- Notice of cancellation must be received more than two weeks prior, otherwise full payment is expected.
- Renters will be presented with a clean theater, lobbies and restrooms, and are responsible for leaving the spaces clean.

Publicity

- Renters are responsible for all of their own publicity, including posters, flyers, press releases, mailings, etc. Text and images on all promotional materials should be cleared with Next Stage.
- Please send an email copy of your press release and six posters/flyers no less than two weeks prior to the performance. If materials are received later than two weeks prior to the event, inclusion on the Next Stage web site calendar cannot be guaranteed. Press release should include event name, date, time, admission/donation price, and phone number for reservations and additional information.
- Where appropriate, we will include event listings on our website and in our weekly email newsletter to our patrons.

Please send a signed copy of this agreement with \$137.50 (50%) deposit to:

**Next Stage Arts Project
PO Box 251
Putney, VT 05346**

