RENTAL INFORMATION  
(EFFECTIVE JULY 1, 2017)

ENCLOSED IS INFORMATION REGARDING:

1. RENTAL RATES
2. INSURANCE REQUIREMENTS
3. THEATRE TECHNICAL INFORMATION
4. PALM BEACH STATE COLLEGE USAGE POLICY
5. BOX OFFICE AND TICKET POLICIES
6. CATERING PARTNERS

Thank you for your interest in renting the Palm Beach State College/Dolly Hand Cultural Arts Center. For further information contact:

Leigh Woodham, Theatre Director  
561-993-1160  
email: woodhamL@palmbeachstate.edu

Visit our website at: www.dollyhand.org
### RENTAL RATES FOR
PALM BEACH STATE COLLEGE/DOLLY HAND CULTURAL ARTS CENTER
(Effective July 1, 2017)

<table>
<thead>
<tr>
<th>NON-PROFIT RATE:</th>
<th>THEATRE</th>
<th>LOBBY</th>
<th>LOBBY &amp; KITCHEN</th>
<th>ALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Monday – Thursday)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>EIGHT HOURS OR LESS</strong></td>
<td>$700</td>
<td>$375</td>
<td>$500</td>
<td>$1,000</td>
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<tr>
<td>FOR EACH HOUR OVER EIGHT</td>
<td>$100 per hour</td>
<td></td>
<td></td>
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<tr>
<td>(Friday &amp; Saturday)</td>
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<tr>
<td><strong>EIGHT HOURS OR LESS</strong></td>
<td>$850</td>
<td>$500</td>
<td>$650</td>
<td>$1,300</td>
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<tr>
<td>FOR EACH HOUR OVER EIGHT</td>
<td>$100 per hour</td>
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<tr>
<td><strong>OTHER</strong>:</td>
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<td>(Monday – Thursday)</td>
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<tr>
<td><strong>EIGHT HOURS OR LESS</strong></td>
<td>$900</td>
<td>$600</td>
<td>$750</td>
<td>$1,300</td>
</tr>
<tr>
<td>FOR EACH HOUR OVER EIGHT</td>
<td>$150 per hour</td>
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<td></td>
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<td></td>
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<tr>
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<td>$1,050</td>
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**INSURANCE REQUIREMENTS**

All non-profit organizations and businesses must provide a certificate of insurance listing the College as additional insured for $1 million liability for participants. An additional audience liability policy may be required. Visit [https://tulip.aigrms.com/](https://tulip.aigrms.com/) to obtain a quote.

**DHCAC RENTAL RATES INCLUDE:**

1. Use of stage, dressing rooms, basic sound system, basic lighting and lobby
2. Standard custodial service (Monday – Thursday events only)
3. Heat, air conditioning and water as installed on premises
4. Table & chair set-up
5. Free parking

**DHCAC RENTAL RATES DO NOT INCLUDE:**

1. Stagehands, light or sound operators, ($20 - $30/hour)
2. Labor ($20/hour)
3. House Manager ($20/hour)
4. Advanced lighting package ($100 per day)
5. Advanced sound package ($100 per day)
6. Ticket printing ($35)
7. Additional equipment rental (piano, mirror ball, marley floor)
8. Security ($25/hour)
9. Maintenance fee ($50)
10. Food service and/or equipment (quoted by caterer)
11. Cleaning Services ($150 Friday & Saturday events)
# THEATRE RENTAL

## COMMERCIAL

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SPACE RENTAL</strong></td>
<td>$600 – $1,500 (depending on facility usage) (Up to 8 hours in a day, every hour after 8 hours is $150 per hour)</td>
</tr>
<tr>
<td><strong>BASIC LIGHTING PACKAGE</strong></td>
<td>INCLUDED IN RENTAL</td>
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<tr>
<td><strong>BASIC SOUND PACKAGE</strong></td>
<td>INCLUDED IN RENTAL</td>
</tr>
<tr>
<td><strong>ADVANCED LIGHTING PACKAGE</strong></td>
<td>$100.00 PER DAY ADDITIONAL</td>
</tr>
<tr>
<td><strong>ADVANCED SOUND PACKAGE</strong></td>
<td>$100.00 PER DAY ADDITIONAL</td>
</tr>
<tr>
<td><strong>CREW</strong></td>
<td>$20.00 TO $30.00 AN HOUR, PER PERSON</td>
</tr>
<tr>
<td><strong>PERFORMANCE MAINT FEE</strong></td>
<td>$50.00 PER PERFORMANCE</td>
</tr>
<tr>
<td><strong>HOUSE MANAGER</strong></td>
<td>$20.00 PER HOUR (Minimum 3 hours)</td>
</tr>
<tr>
<td><strong>SECURITY</strong></td>
<td>$25.00 PER HOUR</td>
</tr>
<tr>
<td><strong>CLEANING</strong></td>
<td>$150.00 PER CLEAN (SATURDAY AND SUNDAY ONLY, AS NEEDED)</td>
</tr>
<tr>
<td><strong>PIANO RENTAL</strong></td>
<td>KAWAI GRAND $200.00</td>
</tr>
<tr>
<td></td>
<td>UPRIGHT YAMAHA AND BALDWIN $100.00</td>
</tr>
<tr>
<td><strong>PIANO TUNING</strong></td>
<td>$175.00 (paid directly to piano tuner)</td>
</tr>
<tr>
<td><strong>MIRROR BALL RENTAL</strong></td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>MARLEY DANCE FLOOR</strong></td>
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<tr>
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Dolly Hand Cultural Arts Center Lighting and Sound Packages

**Basic Lighting Package includes:**
- ETC Ion lighting board (board to stay in lighting booth)
- All conventional fixtures
- 1 Follow Spot

**Advanced Lighting Package includes:**
- All items listed in Basic Lighting Package
- Custom light plot
- 2 Follow Spots

**Basic Sound Package includes:**
- FOH Sound board
  - Microphones (4x total)
  - Wired mics
  - Podium
- Monitors (2 total)
- Portable sound system (lobby)

**Advance Sound Package includes:**
- All items listed in Basic Sound Package
- 2 wireless comm. units
- Monitor World Sound board
- Includes all 6 monitors
- Microphones:
  - 2 available Wireless mics
  - All available Wired Mics
THEATRE TECHNICAL INFORMATION
PALM BEACH STATE COLLEGE/DOLLY HAND CULTURAL ARTS CENTER

CONTACT: Leigh Woodham, Theatre Director
Email: woodhamL@palmbeachstate.edu

David Goggans, Technical Production Specialist
Email: goggansj@palmbeachstate.edu

SEATING: 467 Total seats

STAGE: Proscenium opening – 40’ wide by 15’ high
Depth – 40’
Grid height – 17’
Wing space stage right – 10’ x 30’
Wing space stage left – 5’ x 30’
Rear 15’ x 15’ roll-up door with a loading platform
Stage is oak floor over sleepers
Nailing or drilling is not permitted

DRESSING ROOMS: There are 2 dressing rooms, stage left center and stage right center.
A green room can be provided by modifying a storage area.
Each dressing room contains separate shower and toilet rooms.
All Renters of the Dolly Hand Cultural Arts Center are required to select and provide just one of the options for insurance listed below:

**Option 1**

General Liability, Property, Worker's Compensation and Employer Liability in the limits listed below, listing the college as additional insured.

Proof of coverage is required to be in the theatre office 30 days prior to your first scheduled use of the theatre. If the theatre does not receive proof of insurance 30 days prior to the event, the URMIA Tulip Tenants’ and Users’ Liability Insurance listed below in Option 2 will be purchased directly by the renter.

The following minimum limits of coverage are required:

- **General Liability** – $1,000,000 minimum per occurrence
- **Property Damage** – $500,000
- **Workers’ Compensation** – As per statutory limits
- **Employers Liability** - $500,000 ea acc/$500,000 ea Disease/$500,000 Policy Limit

Proof of coverage must be made in the form of a Certificate of Insurance (COI) with BOTH of the following items written on the certificate:

1. Palm Beach State College and its District Board of Trustees are listed as additional insured.

Insurance provided by user or purchased on User’s behalf shall be primary in all instances.

2. Under the area of Certificate Holder it must read exactly like this:

   Palm Beach State College  
   Dolly Hand Cultural Arts Center  
   1977 SW College Drive  
   Belle Glade, FL 33430

   *(District Board of Trustees can be added under Certificate Holder as long as the phrase Certificate Holder is included as Additional Insured is stated on the certificate somewhere):*

**Option 2**

Palm Beach State College is now utilizing URMIA Tulip Tenants’ and User’s Liability Insurance for proof of insurance by renters of its facilities.

- In the absence of proof of insurance by the renter listed above, insurance may be purchased by the renter directly from URMIA Tulip via their website at [https://tulip.ajgrms.com](https://tulip.ajgrms.com).
- A brochure is attached for your easy reference.
- The Tenant User Liability Policy provides $1,000,000 in General Liability coverage and names Palm Beach State College as an additional insured.
- The premium will be paid directly by the renter.
- A certificate of insurance will be made available to the renter immediately upon on-line payment.
Renter will provide Palm Beach State College with the certificate of insurance obtained via URMIA Tulip.

PALM BEACH STATE COLLEGE – DOLLY HAND CULTURAL ARTS CENTER
USAGE POLICY

THIS FACILITY USAGE POLICY IS PART OF THE LEASE AGREEMENT FOR THE DOLLYHAND CULTURAL ARTS CENTER OF PALM BEACH STATE COLLEGE (hereinafter referred to as Theatre) AND THE RULES HEREIN MUST BE ADHERED TO ABSOLUTELY BY LESSEES OF THE THEATRE.

SHOULD THE LESSEE BE FOUND IN VIOLATION OF ANY PROVISIONS OF THIS USAGE POLICY, THE THEATRE WILL IMMEDIATELY CONSIDER THE LEASE AGREEMENT NULL AND VOID AND LESSEE WILL FORFEIT ALL ADVANCE PAYMENTS MADE TO THE COLLEGE AND BE LIABLE FOR ALL RENTAL FEES AND OTHER EXPENSES INCLUDING LEGAL FEES AND OR COURT COSTS INCURRED, WHETHER OR NOT THE PERFORMANCE ACTUALLY OCCURS.

THE AFOREMENTIONED LEASE AGREEMENT AND THIS USAGE POLICY ARE THE ONLY AGREEMENT BETWEEN THE PARTIES RELATIVE TO THE THEATRE AND NO ORAL STATEMENTS OR PRIOR WRITTEN MATTER SHALL HAVE ANY FORCE OR EFFECT.

THE DOLLY HAND CULTURAL ARTS CENTER FACILITIES ARE MANAGED BY PALM BEACH STATE COLLEGE UNDER THE DIRECTION OF ITS DISTRICT BOARD OF TRUSTEES WHICH AS ITS OFFICES AT 4200 CONGRESS AVENUE, LAKE WORTH, FLORIDA 33461 AND OBLIGATIONS RENDERED TO THE THEATRE IN THIS AGREEMENT MUST BE RENDERED TO PBSC.

IT SHALL BE THE RESPONSIBILITY OF THE LESSEE TO COMPLETELY INFORM THE PROPER AGENTS OR EMPLOYEES OF LESSEE CONCERNING THESE RULES AND REGULATIONS. FOR CLARIFICATION OF INDIVIDUAL RULES, CALL THE THEATRE MANAGER.

BASIC PROVISIONS

1. LESSEE ACCEPTS AS IS: Neither the College nor College's agents have made representations or promises with respect to the said building or leased premises except as herein expressly set forth. The first possession of the leased premises by Lessee shall be conclusive evidence that Lessee accepts same "as is" and that said premises and the building of which the same form a part and all equipment within said building were in good and satisfactory condition.

2. SUBLET/USE: Lessee may not sublet any rented space(s), or in any way assign the rented space(s) to any other person or organization. Lessee may not utilize the rented space(s) for any purpose other than that which is specified in the Agreement.

3. SEATING:
   A. CAPACITY: Persons will not be permitted inside the: Dolly Hand Cultural Arts Center auditorium in excess of the established seating capacity of 467, or Grand Hall (lobby) in excess of the established seating of 240. No additional chairs may be placed in the main audience chamber, hallways, or other portion of the theatre that is open to the public. No
standing room may be utilized, nor is anyone permitted to sit on the any steps in the house. The
campus safety officer, Dolly Hand Cultural Arts Center Director, Technical Director and/or other
Dolly Hand Cultural Arts Center personnel may be present to see that these rules are carried
out. These said individuals have the undisputed authority to hold up the start of any
performance, or if need be, to stop it at any time if any infractions of these rules are apparent.

B. HANDICAPPED: Specially designated wheelchair seats are placed in the main
audience chamber. Pursuant to Florida Statute 6A2 these seats are for handicapped persons
and may not be ticketed to non-handicapped persons. Wheelchair seating/spaces: Left M8,
M9, M10, Right M11.

4. COMPLIANCE WITH LAWS AND LICENSING:
   A. COMPLIANCE WITH LAWS: No activities in violation of Federal, State, or Local
laws, ordinances, rules or regulations, or in the opinion of the Board of Health shall be permitted
on the premises, and it shall be the responsibility of the Theatre Lessee, while under the terms
and period of the Agreement, to enforce this provision.

   B. LICENSES/PERMITS/COPYRIGHTS: The Lessee shall obtain and pay the fee
for all licenses and permits necessary to conduct operations specified by the Agreement. The
Lessee will assume all costs arising from the use of patented, trade-marked, franchised or
copyrighted music, materials, devises, processes or dramatic rights used on or incorporated
in the event. Lessee agrees to indemnify, defend and hold harmless the District Board of Trustees
of Palm Beach State College from any claims or costs including legal fees which might arise
from the questioning of use of any such material described above. The College may require
evidence of such licenses being in effect, such as ASCAP, BMI, and SESAC, etc.

   C. FIRE/SAFETY CODES: All sets, costumes, props, flashpots, laser lighting
equipment, and any other materials used by the Lessee must conform to all applicable fire and
safety codes. The provisions of the fire prevention code that prohibit smoking, flammable
decorations, open flames and explosive or inflammable fluids, gases and compounds must be
observed. The College may require written evidence that all such codes have been observed
and that operators have the required licenses.

   D. NON-DISCRIMINATION: Lessee agrees that it shall not discriminate against any
person because of race, color, religion, sex, national origin, veteran, marital or handicap status.

   E. NON-RESIDENT ALIENS: Should the artist(s) to be presented by the Lessee be
a nonresident alien individual, partnership or corporation, the Lessee expressly agrees to
perform all obligations and to assume all liabilities as the withholding agent pursuant to the
requirements of the Internal Revenue Code and the Federal regulations promulgated
thereunder.

5. LESSEE MUST PROVIDE TO MANAGEMENT:
   A. TAX EXEMPTION: Non-profit, tax-exempt organizations shall submit to the Dolly
Hand Cultural Arts Center Director such tax exemption certificates as shall pertain. Such
certificates will be required with the return of signed contract.
B. SIGNED CONTRACT FOR ACT: Lessee agrees to furnish Theatre, at the time of Lease Agreement signing, a copy of the signed contract between Lessee and the Act to be presented. Portions of this signed contract concerning financial arrangements may be excised.

6. INSURANCE:
   A. GENERAL LIABILITY: Lessee shall carry comprehensive liability insurance as outlined in attached Insurance requirement document to cover its employees, performers, guest artists, stagehands, etc. while working in the theatre building. Evidence of said insurance shall be furnished to the Theatre, in writing, a minimum of sixty (60) days prior to the first scheduled use of the facility. The insurance company providing such insurance shall be licensed to do business in the state of Florida. Naming Palm Beach State College and its’ District Board of Trustees as additional insured on your Certificate of Insurance is required.

   B. INDEMNITY: The Lessee agrees to conduct its activities upon the premises so as not to endanger any person thereon; and to indemnify, defend and hold harmless the Trustees and Palm Beach State College from any and all demands, claims, suits, actions or liabilities resulting from injuries or death to any persons, or property damage, or loss by the Dolly Hand Cultural Arts Center or Palm Beach State College, the Lessee, or any persons, howsoever caused, during the period of use covered by the Agreement, or occurring as a result of the permissions granted herein.

   C. The Theatre will not be responsible for any damage or loss to Lessee’s property, or that of the Lessee's agents, employees, etc., no matter what the cause of such damage or loss.

7. CANCELLATION: In case of cancellation by the Lessee, it shall be the responsibility of the Lessee to make reasonable public announcements, at Lessee's expense, concerning the cancellation, as soon as possible following the cancellation by all means commercially available.

8. PUBLIC SAFETY: The Lessee shall neither encumber nor obstruct the sidewalk in front of the theatre, the entrance to the theatre, audience corridors, stairs, the main audience chambers, related theatre premises nor allow the same to be obstructed or encumbered in any manner. Lessee further agrees not to bring onto the premises any material, substances, equipment, or object which is likely to endanger the life of, or cause bodily injury to, any person on the premises, or which is likely to constitute a hazard to property thereon. The College shall have the right to refuse to allow any such material, substances, equipment or object to be brought onto the premises and the further right to require its immediate removal therefrom if found thereon.

   Stage areas in use pose unique dangers to anyone not familiar with the technical aspects of the production. For this reason, patrons or other non-stage personnel are not allowed on stage or in the wings at any time.

9. EVACUATION POLICY: Should it become necessary in the judgment of the College staff to evacuate the premises because of a bomb threat or for other reasons or public safety, the Lessee will retain possession of the premises for sufficient time to complete presentation of its activity without additional rental charge providing such time does not interfere with another
Lessee. If at the discretion of the Dolly Hand Cultural Arts Center Director, it is not possible to complete presentation of the activity, rental shall be forfeited, prorated or adjusted at the discretion of the Theatre Director based on the situation, and the Lessee hereby waives any claim for damages or compensation from the College.

10. **DAMAGE/CLEANUP RESPONSIBILITY:** Lessee shall be responsible for any and all damages to the Theatre premises caused by acts of Lessee or Lessee’s agents, employees, patrons, guests and artists whether accidental or otherwise. Lessee agrees to leave the Theatre premises in the same condition as existed on the date Lessee took possession, ordinary wear and tear excepted. Any additional charges incurred because of an unusual amount of post-event cleanup will be borne by the Lessee. At the option of the College, failure to comply with damage/cleanup responsibility may result in the cancellation of any and all future rentals to Lessee.

**TECHNICAL**

1. **STAGE MANAGER:** Lessee agrees to furnish a qualified Stage Manager to run the show backstage or to accept the employment of such a Stage Manager from the College.

2. **RECORDINGS:** Lessee agrees that no recording, either visual or audio, of any kind will be made of the event covered by the Agreement without prior approval from the College, and specifically from the Dolly Hand Cultural Arts Center Director. This includes the taking of flash photography. If approved, a PBSC release form must be completed by all involved parties.

3. **TECHNICAL INFORMATION:** Technical information from the Lessee to the Technical Director must be communicated first-hand. Technical requirements must be communicated at least thirty (30) days prior to the scheduled event.

4. **TECHNICAL EQUIPMENT PROVIDED BY LESSEE:** Any equipment brought in by the Lessee for use in the Dolly Hand Cultural Arts Center must be inspected by the Technical Director for compliance with fire and safety codes and regulations, and the Technical Director will have the final authority to approve or deny use of such equipment.

5. **STAFFING:** Technical Director shall secure and Lessee shall pay for minimal staffing requirements. The College retains the right to determine the appropriate number of personnel necessary to properly serve and protect the public. Any costs over the minimum staffing requirements shall be considered reimbursable to the College and shall be covered by all such references, included in the agreement. Such performance personnel will normally involve persons employed by the Dolly Hand Cultural arts Center, however, the Technical Director retains the full right to call in outside professional technicians to help meet staging requirements. No volunteer personnel will be used in the backstage area.

6. **DELIVERY OF GOODS:** Sets, costumes and other materials belonging to the Lessee delivered prior to contracted time will not be accepted by the Theatre staff. The Theatre makes no guarantee that space will be available to receive materials arriving early.
7. **PAYMENT FOR DELIVERY OF GOODS:** The College will not accept any goods shipped to the Theatre for the Lessee, or for any person claiming to be acting for the Lessee if any sum is to be paid the carrier upon its delivery thereof.

8. **REMOVAL:** Lessee shall remove or cause to be removed all scenery, equipment and other property brought into the Theatre immediately following the final performance. No storage arrangements are available. The Dolly Hand Cultural Arts Center will not be responsible for any scenery, equipment, or other property left after the final performance and will dispose of such materials immediately at Lessee’s expense.

9. **SOUND/LIGHTING CONSOLES:** The installation and operation of sound and/or lighting control consoles in the audience chamber of the Dolly Hand Cultural Arts Center is strictly forbidden.

**HOUSE/PERFORMANCE**

1. **LESSEE REPRESENTATIVE:** At the time of execution of the Lease Agreement, Lessee will furnish to the Dolly Hand Cultural Arts Center Director the name, address, and phone numbers of the Lessee's representative. This representative will then be the sole person authorized to make decisions to negotiate with staff of the Theatre. This representative who must be present at each performance will then be the sole person authorized to resolve problems and conflicts, or to negotiate any alterations in performance procedure with the staff of the Theatre. This representative will be fully authorized to act for and execute documents on behalf of the Lessee.

2. **THEATRE REPRESENTATIVE:** Palm Beach State College may elect to have one of its fulltime staff or elect to use a House Manager as its representative. The Theatre Representative will be present in the front-of-house area before, during and/or after the Lessee's event. If the House Manager is selected to represent PBSC, the Theatre will furnish for each performance, at the expense of Lessee, a House Manager to supervise the overall theatre operation from the front of the house. The authority of the House Manager is absolute with regard to times of opening the lobbies, opening the House, start of the program, length of intermission, safety of staff and audiences, and protection of the facility.

3. **TIME:** House will open to audience 30 minutes prior to scheduled performance time. The program will begin at the time printed on the tickets. If the program is two hours or longer, there shall be an intermission at least fifteen (15) minutes in length. Specific arrangements to the contrary must be discussed in advance with the Dolly Hand Cultural Arts Center Director.

4. **SECURITY:** Any security arrangements deemed advisable by the Theatre will be made by the Theatre and will be billed to the Lessee as a reimbursable expense as necessary. Lessee will be notified in advance of intent to do so.

5. **PUBLIC AREAS:** Lessee agrees to abide by the discretion of the House Manager and/or Duncan Theatre Director concerning activities, dress, etc., of those persons acting in behalf of Lessee in public areas.

6. **CONCURRENT USE:** The College reserves the right to rent other parts of the Theatre at the same time as the rental of said premises to the Lessee provided that such renting to others
shall not unreasonably interfere with the use of said premises by the Lessee. The Lessee understands and acknowledges that the Lessee has no rights whatsoever to enter or use the areas in the said building comprising the administrative offices of the Theatre, the mechanical rooms or any other areas except such as are designated in the Agreement or otherwise specified in writing by the Theatre.

7. **STAFF RIGHT TO ENTRY:** Lessee will afford Theatre staff/personnel or its representative the right to enter any part of the Theatre at any time.

8. **FUTURE ATTRACTIONS:** The Theatre reserves the right to distribute to the audience announcements and literature concerning future attractions of College activities and/or other cultural events to be held in the Theatre whether such attractions are under the auspices of the Lessee or not.

9. **OPEN REHEARSALS:** Any rehearsal at which more than twenty-five (25) non-production personnel are in attendance will be considered a performance and will require the services of the House Manager at the prevailing rate. A certificate of insurance will also be required.

10. **SMOKING/WASTE:** Smoking will be allowed OUTSIDE only in the designated smoking area, NEVER IN THE MAIN AUDIENCE CHAMBER or LOBBY or PUBLIC ACCESS AREAS. Smoking on stage is permitted only when specified as required in the script and must be approved in advance by the Technical Director.

11. **FOOD/BEVERAGES:** The Lessee agrees that where food and beverages are required on premises for cast and/or crew, or for an event in the Grand Hall (lobby), the only areas where such food and beverage may be served is backstage or in the lobby. Waste must be disposed of properly and promptly or the privilege will be revoked. **All food and beverage service MUST be purchased through the college’s food service provider**

12. **ANIMALS:** Lessee will not bring or keep or allow to be kept in the Theatre, any animals. Animals used in performance may be brought into the Theatre only during actual rehearsal or performance. While not on stage, animals must be kept in the backstage scene shop or preferably out of doors.

13. **ALCOHOL:** Alcoholic beverages may not be consumed, purchased or sold on the premises and/or on the campus at any time.

14. **BACKSTAGE POLICY:** No guests will be allowed backstage before the end of a performance. Backstage guests who visit backstage after a performance will not be allowed to pass through stage areas from the main audience chamber. The Technical Director may determine the maximum number of guests to be allowed backstage, and has the authority to clear the areas at any given time.
PUBLICITY/PROMOTION

1. CONFIRMATION OF DATES: Dates and times requested are not considered confirmed until the Dolly Hand Cultural Arts Center Director first approves the event and the Lessee returns a signed agreement accompanied by a deposit as required.

2. ADVERTISING: Lessee shall not advertise any performance or the appearance of any performer prior to the signing of this contract, or until contracts between all parties involved have been properly executed. At its discretion, the Theatre may list the Lessee’s event in its own press releases and newsletters. The Palm Beach State College logo is not to be used for any reason without written permission of PBSC, nor may renters create their own graphic representation for the theatre or the college.

3. CORRECT NAME OF BUILDING: Whenever the Theatre is mentioned in publicity releases, etc., it will be referred to as PALM BEACH STATE COLLEGE, DOLLY HAND CULTURAL ARTS CENTER, BELLE GLADE, FLORIDA.

4. EVENT ADVERTISING: The Lessee will have access to the Box Office on the day of performance only, two hours before curtain.

5. DISPLAYS: Lessee will display no posters, photographs, models, etc., without written permission from the Dolly Hand Cultural Arts Center Director, and then only in such areas as are specified and such materials are approved in advance by the Theatre. Further, the Lessee is prohibited from driving any tack, nail, screw, or other fastening device into the ceilings, walls, or floors of the Theatre so as to mar, deface, or injure Theatre property.

6. OBJECTIONABLE MATERIAL: Should the event contain any material that may be viewed by any segment of the community as being morally objectionable, the College reserves the right at its sole discretion to require of the Lessee the inclusion in all advertising of a phrase acceptable to the College that alerts the potential ticket buyer to the maturity of the theme or actions.

7. COMPLIMENTARY TICKETS: The Lessee shall make available a total of four (4) complimentary tickets to the Dolly Hand Cultural Arts Center for each performance given to the public. Any tickets not used by the Theatre will be returned to the Lessee for sale to the public within a reasonable amount of time.

ADDITIONAL REGULATIONS

PALM BEACH STATE COLLEGE AND ITS BOARD OF TRUSTEES RESERVE THE RIGHT TO IMPOSE ANY ADDITIONAL RULES OR REGULATIONS, OR TO SET SPECIAL USE ARRANGEMENTS WHETHER OR NOT EXPRESSLY PROVIDED HEREIN, WHICH MAY BE NECESSARY FOR THE BEST INTEREST OF THE DOLLY HAND CULTURAL ARTS CENTER AND PALM BEACH STATE COLLEGE, AND SUCH REGULATIONS SHALL BE BINDING UPON THE LESSEE.
Catering Partners

Please contact Leigh Woodham at 561-993-1160 for the most recent list of available vendors.