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RENTAL GUIDE

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Thank you for considering the Metropolitan Theatre for your event. The Metropolitan Theatre is a rental facility that is available to the general public for any use approved by theatre management. The Metropolitan Theatre has friendly qualified staff, state-of-the-art sound and lighting equipment, and offers video projection capabilities. The facility is rented on a "per day" basis.



Rental of the facility allows renters access to the, auditorium, stage, and dressing room areas from 9:00 a.m. until 11:00 p.m. on day of rental only. The lobby may be used for entrance into the main theatre only and is not to be used as an office, set/costume/prop area at any time, nor can it be used as a food area, there is no outside food or drinks other than water allowed into the theatre building at any time.

Additional hours for load-in, load-out or any special set-up needs may be purchased on an hourly basis and can be arranged with theatre management prior to the event day. The Metropolitan Theatre is a non-union facility; however, there are situations where union labor may need to be used at the renters expense, and in situations where overhead rigging is utilized, union labor may be required. All rigging, flying or hanging set pieces must be approved by house management before it is put on battens. Absolutely no minors may operate any of the theatre equipment.



All renters of The Metropolitan Theatre are required to follow the Metropolitan Theatre Rental Policies. Renter is responsible for any and all damage to theatre sound, lighting, and video equipment used, as well as facility dressing room and backstage areas. Renter is responsible to clean all of the dressing room and backstage areas before end of load-out. All props, costumes, set pieces and other property of the renter must be removed at the end of the final rental day. All the rental fees, including additional charges for sound, lighting, video, extra staff, are to be paid at time of load-in.

RENTING THE MET

About Renting the Met

The Metropolitan Theater is a rental facility that is available to performing arts groups, concert promoters, and the public. The Metropolitan Theatre has friendly qualified staff, state of-the-art sound and lighting equipment and offers video projection capabilities.

At the Met we have rental rates for both individuals and commercial presenters as well as a discounted rate for nonprofit organizations. Staff are happy to develop a customized rental package based on your specific needs and uses.

The theatre is generally rented on a "per day" basis. Special arrangements can be made for certain approved activities that are less than an entire day. Additional hours for load-in, load-out or any special set-up can also be arranged to support your event.

The Metropolitan Theatre is a non-union facility; however, there are situations where union labor may need to be used at the renter's expense, and in situations where overhead rigging is utilized, union labor may be required.



TECHNICAL INFORMATION

Sound System

The theatre owns a sound system that has been designed for the space, and has set a policy and pricing for that system to be used by all renters, and is included in the rental price. Therefore, the theatre does not allow any outside sound system to be used in the theatre for any show, nor any other speakers or amplifiers to be added to the system. The theatre can supply a qualified sound engineer to mix your event at a rate of \$20 per hour, or you will be allowed to use your own qualified engineer, however, the house engineer has the final say on the overall mix volume.

Lighting System

The Metropolitan Theatre has a state-of-the-art lighting system available, and a basic lighting configuration is included in the rental fee. There is a standard full stage wash with pale blues, soft pinks and reds in the lighting grid. Specific lighting requirements can be met by theatre staff and using the theatre's gel inventory and fixtures using theatre crew at a rate of \$20 per hour. This hourly rate would include positioning of any side lighting required. A lighting board operator is required for lighting the stage for any event and is billed at our crew rate, \$20 per hour. Intelligent lighting is not included in this rental packet and may be rented for your production at additional cost which will be discussed at the time of contract submittal.

Dance Floor

\$200 per event including set up and strike. The Metropolitan Theatre has a Harlequin Cascade Marley dance floor should your event require. No set pieces are allowed to roll onto the floor.

House Staff

\$20 per hour. The Metropolitan Theatre can provide staff for your event including: Ticket Takers, Spotlight Operators, Stagehands. Three week notice is required.

Security

For some events security is necessary and required by theatre management. Should this be true for your event, you will be given guidelines and acceptable security companies to utilize.

TECHNICAL INFORMATION

Projector

\$300 per day. The theatre has a 14,000 lumen digital projector available. All sources must be provided by the renter. If the projector is to be used as a part of a live entertainment event, additional costs for set-up may be incurred.

Sound Booth

The sound booth at the back center of the theatre is set up for operation of the sound and lighting consoles. During rehearsal times the booth may be used for stage management or additional production needs; however, on performance nights the area to the house left of the lighting console will be clear of all production tables and equipment. This is part of the REQUIRED accessible seating area for the theatre and must be available at all times when the theatre is open to the public.

Stage Equipment

The theatre has very limited storage space and some theatre equipment is stored on stage and cannot be removed from the stage including; rolled Marley floor, man-lift, sidelight pipe and base.



POLICIES AND PROCEDURES

Damage/Loss Deposit

A \$500 deposit may be required to ensure against the damage/loss of theatre equipment by the renters. This damage/loss deposit is required at time of reservation and can be paid by check payable to The Metropolitan Theatre. If damage amounting to more than \$500 is discovered, renter will be assessed for the additional amount. Upon completion of the load-out of the event and the inspection of equipment and premises, the deposit will be refunded if all equipment is returned and in good working order and area is undamaged.

Cancellation

All cancellations must be made in writing either by standard mail or email with receipt verification, 60 days prior to your first rental day. Any cancellations after the 60 days will be billed at the regular rental rate agreed upon in the rental contract.

Insurance

All renters MUST provide a certificate of insurance naming Metropolitan Theatre/City of Morgantown as additional insured. The Renter shall provide this certificate of insurance accompanying this signed contract and it should indicate that the Renter will maintain in full force and effect a comprehensive liability insurance policy with a minimum amount of \$2,000,000 combined single limits of bodily injury and property damage liability, with a general aggregate limit of \$4,000,000 for more than one occurrence or accident, covering liability that may arise during the term of the Agreement. IT IS IMPERATIVE that insurance information be sent with the signed contract or your event can be cancelled.

THE RENTER WILL SECURE THE THEATRE RENTAL DATES UPON RECEIPT OF A SIGNED ACCEPTANCE OF CONTRACT TERMS, AND ALL OF THE LISTED ITEMS ON THE CONTRACT SIGNATURE PAGE. The renter will receive a contract via email 7 business days after the rental request. All of the rental charges and rental fees that are known at the time of the contract execution will be listed. Additional charges will be presented to the renter during their rental period if applicable. The signed contract along with all items listed on the contract signature page are due to the theatre manager within 10 business days of receipt of the contract. Signed contract may be emailed with receipt verification or certified U.S. mail or hand delivered directly to the theatre manager. Reserved dates will remain on "courtesy hold" for 17 business days after initial rental request, after which those dates that do not have a properly executed contract will be released.

POLICIES AND PROCEDURES

Final Payment

The rental fees and extraneous costs are due upon arrival for the event load-in, no exceptions. All facility fees are due 30 minutes after box office or ticket sales have ceased for final performance.

Concessions

The Metropolitan Theatre is the sole concessioner of the theatre. No outside food may be brought in nor sold on site to the patrons of events. Catering for talent and crew is allowed in the dressing room areas only, and only with specific permission for each instance from the theatre management. All merchandise sales will take place in the upper and lower lobby areas only, and for-profit renters are imposed a reseller fee of 15% of gross sales settled at the close of merchandise area by check made payable to The Metropolitan Theatre.

Non-Sellable Seats

The Metropolitan Theatre has 8 box seat areas. These seats are not available to the renter for sale or other use. Should these seats be needed for your event, contact the theatre manager at the time of the execution of this contract.

Theatre Staff Access

Theatre staff may be required to go into any spaces at any given time and shall be given access. Once the renter has set-up any dressing rooms, theatre staff will not go into those areas at any time unless there is a mechanical or structural issue or to refill paper products. Renters will be given trash bags if they are needed.

Taxes

All events are subject to all applicable taxes. Information about these taxes may be obtained from the City of Morgantown Finance Department. Attached please find the required Amusement Tax / Business and Operating Tax form. These taxes are the sole responsibility of the renter and are required by State and Federal laws to be paid to the city Finance Department after your event. The Metropolitan Theatre informs the finance office of all events and tax payments are expected by them in accordance with the law. By signing below you agree that you have received these forms and understand that you, as a renter of The Metropolitan Theatre, are aware of these taxes and responsible for settling with the City of Morgantown Finance Department in the time frame allotted.

POLICIES AND PROCEDURES

Facility Fee

A Facility Fee of \$1.00 per ticket will be collected from renters by The Metropolitan Theatre on the day of the event for each ticket sold. Ticket sales will be audited at the end of each event. If event spans multiple days, total ticket sales will be audited at the end of each day. This fee is due 30 minutes after ticket sales have ceased for the final performance. If the event is free to public and no tickets are sold for the event, no facility fee is required. "Comp" tickets, sponsor tickets or promotional tickets are all subject to the facility fee, with the exception of theatre "comps".

Marketing

The Metropolitan Theatre is committed to helping renters make their events a success. Therefore, the following marketing guidelines have been created and will be strictly enforced.

- 1) All print marketing materials must include The Metropolitan Theatre logo, which is available from the theatre manager, do not use any other font or typeset.
- 2) Official Digital Marketing materials should be sent to the theatre manager for inclusion on The Metropolitan Theatre website.
- 3) The Metropolitan Theatre marquee will display your event date when it is appropriate and space is available. Typically three to four events are listed on the marquee at any given time. At no time will posters or flyers, or signs be put in the theatre windows or doors.

The Metropolitan Theatre, The City of Morgantown, assume no responsibility, financial or otherwise, for events that may be cancelled due to weather, acts of God, or general states of emergency. The theatre will make every reasonable effort to insure that events proceed as planned. Should an event need to be cancelled by the theatre for any unforeseen system or facility failure that would make the facility un-safe or uncomfortable for patrons and participants to attend, the theatre manager will work with the renter to schedule a make-up date within any available dates in the theatre, or issue a refund for the cancelled day.

Ticketing

The Metropolitan Theatre does not handle ticketing for events. Promoters will be responsible for their own ticketing and to get all of the ticketing information to the theater in a timely manner to coincide with marketing for your event.

POLICIES AND PROCEDURES

Additional Policies

There is to be absolutely no outside food or beverages taken into the theatre, theatre lobby, auditorium, sound booth, or any of the dressing room areas at any time without the specific, written permission, for each day food is to be brought in, from the theatre manager. The only exception to this would be individual 20oz. or less bottled water to be consumed by talent or tech staff of any production.

We understand that there are long days of rehearsals and shows in the theatre and during breaks talent will want to eat. Almost all of the downtown food locations have seating in their establishments so we ask that you utilize their seating areas rather than the theatre.

On performance nights where the theatre is open to the public, the theatre staff will set-up the lobby and ticketing areas as per the instructions of The Metropolitan Theatre Commission. This set-up is not to be changed by the renter without specific permission from theatre management on each occurrence.

The theatre will supply ushers to greet, and show patrons to their seats at no additional charge to the renter. If the renter would like to use their own volunteers or staff as ushers they may do so as additional support for theatre ushers; however, theatre ushers and subsequently the theatre house manager on duty will direct all usher duties and enforce theatre policies in regards to crowd control, ticket taking and seating of patrons, and have full control of the process.

There are two places for renters to set-up merchandise and marketing areas. To the left and directly in front of the doors with space for one 6' table to be set-up for your use at each location. Let the theatre staff know if you would like these areas to be set-up. The lobby must be cleared of all of the renters' property the day prior to their first performance so the lobby can be cleaned, then merchandise and marketing materials can be set-up after the lobby has been serviced. At no time is the lobby or auditorium seating area to be used for building, painting, decorating any set pieces, wardrobe, or props.

FREQUENTLY ASKED QUESTIONS

Q: Does The Metropolitan Theatre allow alcohol to be sold at concession? What kind of food is served at concession?

A: Beer is the only alcoholic beverage that can be served at concession at The Metropolitan Theatre. The concession serves snacks such as popcorn, nachos, chocolate covered peanuts, and pretzels.

Q: Where will people park for my event at The Metropolitan Theatre?

A: Parking is available at nearby paid parking lots downtown through the Morgantown Parking Authority. Visit MPA.com for more information on parking areas.



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