

## **Rental Guidelines and Policies for the Historic Paramount Theatre, Inc.**

352 Cypress Street  
Abilene, Texas 79601

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### **RENTAL AGREEMENT**

1. Contracts for the use of the Paramount shall be issued in print form only. NO verbal agreements shall be binding upon either party. A Facility Rental Contract must be completed and signed by the Paramount's Business Manager and the person(s) who is legally and financially responsible for the event.
2. The Paramount reserves the right to decline to rent or prohibit the use of the facility on a case by case basis.
3. The lessee cannot charge admission for the exhibition of any film or digital media of any kind. Only free screenings are allowed, and a public exhibition license must be on file in the Paramount business office at the time of the event.
4. Lessee agrees to furnish the Paramount with a Certificate of Insurance showing proof of \$500,000 in general liability coverage and \$150,000 in personal injury coverage, naming the Historic Paramount Theatre, Inc. as an additional insured. This must be received no less than seven days prior to the event.
5. **Lessee waives and releases all legal claims against the Historic Paramount Theatre, Inc., related in any way to this rental. Lessee agrees to indemnify and hold the Paramount harmless from all legal claims that may arise from this rental, including but not limited to claims for: 1) loss of personal property, 2) damage to personal property, or 3) personal injury of Lessee, Lessee's guests, employees or agents, or any third party.**
6. A "rental day" is determined as occurring between the hours of 8 am and 12 midnight. Any use of the facility outside those parameters must be negotiated with the theatre management prior to the signing of the Facility Rental Contract. If the event goes beyond midnight, a rental overtime charge of \$100 per hour will be assessed, and hourly labor rates will double.

### **RENTAL DEPOSIT**

7. Rental dates are only secure upon receipt of signed contract and a **deposit of \$600.00**. At the completion of the rental event, this deposit will be deducted from the final invoice. This deposit will not be refunded, however it can be credited to future dates if the event is rescheduled within twelve months. Any event cancelled less than thirty days prior to the scheduled date will result in the loss of the deposit.

### **RENTAL PAYMENT**

8. A written estimate can be supplied with the Facility Rental Agreement. However, the estimate is not an invoice and the actual rental total may exceed the estimate. The estimate is provided as a courtesy and is not binding as the final invoice amount.
9. **Lessee shall pay all invoiced fees and charges no later than fifteen days from the date of the invoice. After 30 days, all unpaid invoices will be assessed a 1.5% interest charge.**

### REMOVAL OF PROPERTY

10. Lessees are required to remove all property from the premises immediately following the event unless arrangements have been made with the Technical Director for removal at another time. **There are no exceptions to this rule.** The Paramount will not insure the safety of any property left in the building after an event. Property not collected within 10 days will be disposed of as necessary.

### TECHNICAL PERSONNEL AND EQUIPMENT

11. Lessees will be required to hire a minimum of two (2) technicians from the theatre's technical crew. These workers, chosen by the theatre's Technical Director, operate and supervise lighting, sound and backstage management. Their hours are calculated at the close of the event and added to the final billing. The Technical Director has the authority to increase or decrease this crew based on the demands of the rental event.

12. **Only Paramount staff and crew may operate any Paramount technical equipment, including, but not limited to lighting, sound, projection and the theatre's stage rigging system.** All technical needs should be provided to the Technical Director no less than two weeks prior to the event.

13. Lessee is responsible for the set up and removal of any personal and event-specific equipment, including, but not limited to, decorations, drops, signage, computers, catering, and any additional stage equipment not in the Paramount's inventory.

14. The Paramount provides, as part of its technical service, a backstage supervisor. This crew member is charged with the safety and timely execution of the event from backstage, including the fly system and dressing rooms. **This employee is NOT an event stage manager.** The lessee must provide its own personnel to facilitate the event in conjunction with the Paramount crew.

### CONCERT RESTRICTIONS

15. The Paramount does not accommodate or engineer any concert sound. Lessees wishing to use the facility for a concert event **must contract the sound rig—including its installation, engineering and removal** with an independent sound company. The Paramount will not negotiate this arrangement.

16. The Paramount does not allow rap concerts.

17. **Due to the theatre's historic overlay, a sound reproduction limit of 100db is enforced. No exceptions.**

### SERVICES FURNISHED BY THE PARAMOUNT

18. Custodial services prior to, during, and after each event are the responsibility of the Paramount. This includes trash removal, restroom maintenance, and the cleaning of the auditorium, balcony, and dressing rooms. If it is determined that cleanup after an event is excessive, the Paramount reserves the right to attach an additional \$50 cleaning charge to the final rental invoice.

19. A lobby manager provided by the lessor is **required** for security purposes.

20. All ticket-takers, ushers, box office cashiers, doormen, promotional duties, catering, decoration, etc., are the responsibility of the lessee.

### TICKET SALES THROUGH THE PARAMOUNT BUSINESS OFFICE

21. The Paramount will sell tickets for rental events on a limited basis, and only if the sales are for general admission. Tickets will be sold through the Paramount's business office from 1 to 5 pm weekdays only. Please note: this does not include selling tickets at the door prior to the event. **The Paramount will not provide reserved seating ticket sales for rental contracts under any circumstances.**

22. Permission from the Paramount's Executive Director must be granted before releasing the Paramount Theatre's phone number on ticket sales information.

### LESSEE TICKET SALES IN THE PARAMOUNT LOBBY

23. Lessees of the Paramount Theatre are allowed to set up a ticket sales booth in the Paramount lobby during rental residence in the building **from 1 to 5 pm weekdays**. Lobby sales prior to rental occupation must be approved by the Executive Director and are subject to availability based on building usage. No access is permitted to the Paramount's on-site credit card system. The Paramount will provide one active phone line to the lobby for these sales. *We cannot guarantee exclusivity of the lobby for ticket sales at any time*

### CONCESSIONS

24. The Paramount Theatre shall retain all concessions (food) sales rights and privileges through our lower level concessions stand (including staff). The management retains the right to refuse concessions sales at any event. Lessees are NOT allowed to sell their own concessions under any circumstance without the consent of the Paramount management.

### MERCHANDISE SALES

25. When the lessee opts to sell merchandise during the rental period, the Paramount is in no way responsible for the set-up and management of these activities. Currently, the Paramount does not assess any fee for lessee merchandise sales.

### RULES DURING RESIDENCE

26. During residence, the lessee shall be responsible for any damages to or any loss of Paramount equipment, furnishings, or fixtures. **Please do not move any furniture or attach signs or decorations to any part of the building without approval from the theatre's Technical Director.**

27. While in residence, children under the age of 12 must be accompanied by an adult. Children must not be left unattended, and must not roam the building unattended.

28. The following rules are strictly enforced:

- a. No glass containers of any kind in the auditorium without prior approval.
- b. No helium-filled balloons.
- c. No metallic confetti.
- d. During residence for rehearsals, the balcony is closed.
- e. During rehearsals, no food or drink is allowed inside the auditorium seating area.
- f. No food is allowed backstage at any time. Only water may be consumed backstage and it must be in a spill-proof container.
- g. No painting is allowed in the theatre.
- h. Nothing may be affixed to the stage floor. This includes the use of screws, nails & adhesive.

### FIRE PRECAUTIONS

29. The Paramount Theatre is on the National Register of Historic Places, and therefore has very strict occupancy codes regarding fire and audience safety. The use of fire, candles, pyrotechnics and other flammables are approved on an individual basis, and require a fire permit from the City of Abilene. The theatre's Technical Director can make this application upon request. **If you intend to burn candles or use any type of pyrotechnic fire effect, you must notify the theatre no less than 2 weeks prior to your event.** The Paramount will secure a fire permit, and this nominal fee will be attached to your bill.

30. The following are the fire code regulations enforced for all occupancy of the theatre:

- a. **There is absolutely no smoking in any part of the building at any time.**
- b. No parking in the yellow zone in front of the theatre except for immediate loading and unloading of equipment and/or passengers.
- c. Main exit doors must remain unobstructed at all times.
- d. Auditorium exit doors must remain unobstructed at all times.

- e. No seating of any kind is allowed in the auditorium aisles and all aisles must be unobstructed for the entirety of the event.
- f. Rear auditorium fire exits, both floor and balcony level, must be free of any obstructions at all times.
- g. No parking is allowed in the alley behind the theatre except during loading and unloading of equipment.
- h. Balcony emergency exit stairs, including the areas near the exits are off limits to all persons except during an emergency evacuation.

*Please detach this page from the packet and return it along with your signed contract.*

**I have read and understand the Rental Guidelines & Policies for the Historic Paramount Theatre, Inc. and I agree to comply with all of the listed items.**

Lessee Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank you for choosing Abilene's Historic Paramount Theatre for your event!*

Contacts:

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