

# ~ OVERVIEW OF SPRINGER RENTAL GUIDELINES ~

Springer Opera House, 103 10<sup>th</sup> Street, Columbus, GA 31901  
(706) 324-5714 FAX (706) 324-4681

**The Renter assumes full responsibility for the character, acts & conduct of all persons acting on its behalf.**

## **Base Rent Includes**

- ◆ Advance planning time with staff
- ◆ Use of the designated rental space(s), restrooms and building entrances during the contracted rental period. Rental time begins with load-in and ends with load-out. A Full Day is from 9am until midnight. Additional hours are \$100 per hour. Handy theatre terms:  
*Load-in* = when equipment, renter's agents, props or decorations "load into" the building  
*Strike* = when staff "take down" or pack-up equipment, props or decorations before Load-out  
*Load-out* = when equipment, renter's agents, props or decorations "load out of" the building
- ◆ Staff time to accept deliveries and coordinate pickups during contracted rental period
- ◆ Setup, use and strike of up to 10 tables and 80 chairs – fees apply to additional chairs and tables
- ◆ A House Manager for up to 8 hours on contracted rental day.
- ◆ Security for up to 5 hours on contracted rental day. (Spaces with \* do not include Security in Base Rent)
- ◆ Clean up of rented area before and after event.

## **In the Emily Woodruff Hall, Base Rent Also Includes Use of**

- ◆ Performance lighting and sound systems and select available equipment
- ◆ Installed soft goods, RP screen and cyclorama in their current position (if moved, labor fees apply)
- ◆ Stage Manager for up to 8 hours on contracted rental day.

## **Base Rent Does Not Include**

- ◆ Early arrival of cast, crew or patrons outside the contracted rental period
- ◆ Deliveries, pickups, decorating or other setup outside the contracted rental period
- ◆ Storage of props, costumes, rental equipment outside the contracted rental period.
- ◆ Linen or linen service
- ◆ Use of piano, wireless microphones, spotlights and other select equipment outlined in contract
- ◆ Use of scene shop, costume shop or other space not designated in the rental contract.
- ◆ Stage and Box Office Labor, stage and office supplies

## **Financial and Insurance requirements**

- ◆ Fully executed contract and payment of all deposits is required to hold dates
- ◆ Payment of all estimated expenses due 2 weeks prior to event
- ◆ \$1,000,000 General Liability Certificate of Insurance due 2 weeks prior to event for mainstage rentals
- ◆ Proof of valid not-for-profit 501(c) 3 status where applicable

## **Labor charges apply**

- ◆ Anytime services are rendered by Springer staff in excess of base rent provisions.
- ◆ When staff install, adjust, program and/or remove lights, sound, soft goods or other stage equipment
- ◆ Overtime (time & a-half) applies for time in excess of 8 hours in a day

## **Food, Beverages and Catering**

- ◆ The Springer provides all beer, wine, bar staff and alcohol service on premises. Liquor may not be sold.
- ◆ Red-based beverages, Kool-Aid, popcorn, powdered doughnuts, alcohol burners, candles and other open flames are not permitted in the building.
- ◆ No food or beverages are permitted in the Emily Woodruff Hall.
- ◆ Caterers must provide valid business license and proof of insurance 2 weeks prior to event. All caterers must be approved in advance by Springer management.
- ◆ Damage deposits may apply for receptions where free alcohol is served for over an hour.
- ◆ Trash will be hauled off by renter or caterer at the close of the event.
- ◆ Renter/Cater is responsible for leaving the building in the same condition as found, for basic cleanup of food, plates, cups, ect. Theatre will be responsible for restrooms and general maintenance.