

OUACHITA LITTLE THEATRE
BUILDING RENTAL AGREEMENT

The following agreement is entered into between Ouachita Little Theatre, (OLT) Lesser, and _____, Lessee. Rental fee for use of the facility is per day, without use of special effects, lighting, sound, etc. and shall be for \$250.00 including the use of stage lights and/or sound. An extra \$50.00 will be charged if radio spots are purchased with the agreement of the Lessee.

All concessions will be maintained by the Ouachita Little Theatre.
All proceeds and box office will be taken care of by the Lessee.

The OLT will have a representative in the building during the entire time that the building is in use. An evening performance, traditionally at 7:30 pm, would customarily open around 4:30 pm for sound checks, etc with that representative. No one is allowed upstairs in the building except for the OLT representative. That representative will have the authority to make final decisions concerning the building. That representative will control the heating and air conditioning for the building.

As the Lessee, you will be responsible for cleanup of the stage area. Please leave it the way you found it! You may not take flats down nor paint them. The floor is not to be painted. There is to be no food, liquid, open flames, or smoking on the stage. The building is a DRUG FREE Environment - no tobacco products, alcohol, or other drugs are permitted on the premises. You may not block any exits – violation of Mena City fire codes.

Reservation requirements:

In order to reserve the Theatre, the rental (\$100.00) should be paid to reserve the date. A list of performers who will be on the stage is required, as well as their insurance fee of \$4.00 each. Paid for by the Lessee. This fee will be waived if the Lessee presents proof of liability insurance for each of the members of the lessee's performing group. Any extra money will be due the day of the performance. Checks should be made payable to Ouachita Little Theatre and sent to OLT, PO Box 1217, Mena, AR 71953. ATTN: Bill Hays, Treasurer.

Contact information for the Lessee is:

Organization: _____

Name: _____

Address: _____

Phone Numbers home/work _____ cell _____

DATE of performance: _____

Lessee Signature