

Bruns Rental Agreement

Please keep in mind that the expenses listed below represent costs associated with California Shakespeare Theater’s Bruns Amphitheater facility only and do not include any artist fees, marketing, travel or other expenses associated with producing your event.

We are happy to discuss discounts on the rental fees for not-for-profit organizations (with proof of 501(c)3 status).

**Rental Application**

1. Your organization: \_\_\_\_\_

Address: \_\_\_\_\_

Primary contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Federal Tax ID: \_\_\_\_\_

Are you a not-for profit? \_\_\_\_\_

(Please attach a copy of the certificate if you are)

The dates/range you would like to rent: \_\_\_\_\_

Planned number of performances: \_\_\_\_\_

Please provide a brief summary of your event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Event Personnel

Cal Shakes requires people utilizing our main stage space to have an event manager who will serve as the primary contact and general event supervisor, as well as [production manager] to serve as your liaison to Cal Shakes regarding all technical or production elements. Please provide the name and contact information for this person:

Event Manager name: \_\_\_\_\_

Event Manager contact info: \_\_\_\_\_

3. Deposits

Cal Shakes requires the following deposits:

- a. \$ \_\_\_\_\_ security deposit upon signing agreement
- b. 50% of the balance 90 days before the event
- c. 25% of the balance 45 days before the event
- d. Remaining 25% no later than the day of the event

Security deposit:

There is a \$ \_\_\_\_\_ security deposit required upon signing the contract. You will be refunded whatever portion of your deposit that was not needed to cover unexpected costs or damage no later than 60 days after your event. In the event we do need to deduct monies from your deposit you will receive a detailed list of what charges were applied against your monies.

4. Fees

Bruns Grounds Rental is \$ \_\_\_\_\_ per day.

This rental charge includes a janitorial crew to do cleanup and reset after your event; use of the lobby and restrooms; facilities staff before and after the event to ensure proper setup and teardown of Cal Shakes facilities; security in the parking lot and two Cal Shakes staffers (one house manager and assistant) and one Cal Shakes Event Manager.

If you are renting the amphitheater it also includes:

Full use of the amphitheater with the current set intact; use of the dressing room and green room; two Cal Shakes provided technical staff (one stage manager, one light/sound booth tech)

5. Additional staff

Additional staff can be provided for your event at the following rates:

Shuttle driver at \$30 per hour (gas included): \_\_\_\_\_

Technical staff at \$75 per event: \_\_\_\_\_

House staff at \$60 per event: \_\_\_\_\_

Box office at \$60 per event: \_\_\_\_\_

Additional house staff can be utilized for the following tasks if you want to add to your experience: Golf cart for your mobility limited patrons, Ushers to help patrons to their seats, Blanket distribution

6. Changes and Cancellations

You will provide to Cal Shakes, on a timely basis, any changes to your event or function space requirements. All changes are subject to availability and all changes must be agreed to by both parties in writing before the event. Cal Shakes, at its discretion can charge a cancellation fee

against your deposit. The cancellation fees will vary according to the number of days prior to the event that Cal Shakes is notified of such changes.

7. Damages to Cal Shakes property

The renter shall be responsible for all liabilities, losses, claims, demands, costs and expenses, including (without limitation) property damages and/or personal injuries suffered or incurred by Cal Shakes or any employee or staff member of the theater or other guest or invitee of Cal Shakes and arising as a direct or indirect result of the attendance at the event or the use of services and facilities of Cal Shakes by the renter or it's employees or any invitee of our outside contractor hired or engaged by the renter.

8. Indemnities

[insert standard indemnity clause]

9. Additional technical and design resources can be discussed for your unique event needs. They are not included as part of this rental.

Accepted by:

Renter: \_\_\_\_\_ Date: \_\_\_\_\_

California Shakespeare Theater Staff:

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

Susie Falk  
Managing Director