



## Royal Theatre Rental Information

### Facility Reservations

The Royal Theatre will tentatively hold a facility date for 7 days during which time the prospective (User) must complete and return a User application form. Should another applicant request the same date, the original applicant will be given 24hrs to exercise right of first refusal, and submit a completed Use Agreement and appropriate deposit. All uses of The Royal Theatre facilities are considered tentative until a Use Agreement is completed and the deposit is received. Final determination on uses of The Royal Theatre facilities remains with the management of The Royal Theatre.

All requests for facility reservations must be made in writing. Upon renting any of the Royal Theatre facilities, a Use Agreement will be sent which must be signed, witnessed and returned to the Royal Theatre accompanied with the specified deposit. Deposit to be made in the form of a certified check or money order. All cancellations must be submitted in writing 14 days in advanced to receive a refund; failure to comply will constitute a forfeit of the deposit. Requirements for events at The Royal Theatre are so variable that is difficult to define costs of every event within these pages. Any additional costs will be determined after arrangements for each event have been established with The Royal Theatre Management.

### Additional Facility Use

Use of the facilities shall be confined to the limits specified in the Use Agreement. Additional use of the facilities not specified in the Use Agreement will be at the User's expense. An early load-in or late load-out may require an additional hourly charge(s). The 7% Florida State Sales Tax is applicable to all rentals and specified services.

### Fees and Charges

The rental fees charged for use of the Royal Theatre facilities are on a "four wall" basis. Additional charges will be made for all personnel expenses, equipment usage, HVAC, lighting, sound, tables, chairs, staging -setup, and for load-in and rehearsal days other than the performance day. Stagehands are required for operation of stage equipment, sound and lighting.

### Personnel

The Royal Theatre shall employ, furnish and supervise all personnel it deems necessary to conduct the event. Box Office personnel, parking attendants, ushers, stagehands, security and event janitorial services will all be provided at the expense of the User.

### Event Requirements

User shall provide The Royal Theatre with a full and detailed schedule of all event requirements, including stage, lighting, sound, floor preparations and other event set-up requirements a minimum of 14 days prior to the event date. This includes additional information as may be requested by the Royal Theatre concerning the event, such as seating obstructions due to technical and staging requirements. Ideally this information should be made possible prior to the event's ticket on sale date.

### Box Office Procedures

All ticketing must be done through The Royal Theatre Box Office and Ticket master, its computerized ticketing system. No tickets may be put on sale until the Royal Theatre has received a signed Use Agreement and deposit. All ticketing operations remain under the control of the Royal Theatre. No monies will be released from the Box Office unless otherwise approved by the Royal Theatre Management. All unsold tickets remain the property of The Royal Theatre. Any trade/promotional tickets used by a promoter in payment of advertising may be subject to normal percentage of The Royal Theatre gross.

### Box Office Service Includes

- Complete staffing for advance sales
- Ticket ordering and manifests
- Distribution reports and accounting of tickets sold at outlets.

### Refund of Ticket Revenue

The Royal Theatre retains the right to make any determination of ticket refunds for cause, in keeping with The Royal Theatre policy of retaining public faith. This shall include, but not be limited to, seats blocked by equipment, failure of production equipment, and failure of talent to appear to begin performance within reasonable time of schedule provided by User.

### Tax Exemption

Tax-exempt organizations shall submit to Royal Theatre Management such tax-exemption certificates as shall pertain. Such certificates are required thirty (30) days prior to initial usage. Such certificates will be kept on file by Management, although Management may require re-filing from time to time.

### Non-Profit Status

A copy of your organization's letter of determination from the Internal Revenue Service stating your organization's not-for-profit status must be provided prior to your event in order to receive non-profit rates and exemption from payment of admissions tax on ticket revenues.

### For more information, please contact:

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Royal Theatre

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