

Cary Arts Center

THEATRE RENTAL GUIDE



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THEATRE RENTAL GUIDE

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INTRODUCTION

We appreciate your interest in renting the historic auditorium at the Cary Arts Center in Cary, North Carolina. Whether for a theatrical production, a dance recital, business meeting, or a variety of other uses, the Cary Arts Center auditorium is a unique space capable of meeting almost any event need.

This packet will provide an introduction to the theatre, the rental process, and guidelines that will help us to better serve you.



OVERVIEW OF THE CARY ARTS CENTER

The Cary Arts Center is located at 101 Dry Avenue in Cary, NC 27513.



Education has always played an important role in Cary. At least three different school buildings have occupied this site. Frank Page, Cary's founder, built the original Cary Academy around 1867. It was soon replaced by a two-story frame structure in 1870. In 1896 it was incorporated as Cary High School, serving grades one through twelve. The school became one of North Carolina's first state-assisted public high schools in 1907 with students from all over the state attending. The present

building was built as a WPA project in 1938-39 in the Neoclassical Revival style. The building was converted to an elementary school in 1960 when the new Cary High School opened on Walnut Street. The building was fully restored as an arts center in 2011. The auditorium features:

- Excellent acoustics
- Plush, comfortable seating with ample leg room
- Superb sound system and a full complement of microphones
- Professional lighting equipment and inventory
- Dressing rooms and a green room

With few exceptions, **all of the auditorium's technical equipment, including lighting and amplification is available as part of our standard rental package.** A complete list of technical equipment is attached to this guide, though subject to change without notice. Please confirm any specific equipment requirements with the Technical Coordinator.

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EVENT SERVICES

The Cary Arts Center's event services distinguish it from other venues. In order to give you the best possible experience, we offer the following:

Production Staff: The CAC maintains an active roster of technicians to accommodate your technical needs at a minimal expense. Please discuss your needs with the Performing Arts/Operations Coordinator and Technical Coordinator.



House Management: Our professional house manager and ushers can graciously accommodate the needs of guests and patrons at your event.



Ticketing Services: All ticketed events at the CAC are routed through our professional box office, facilitating walk-up, phone, and internet sales customized to meet your needs. Our Box Office staff will handle walk-up tickets sales and will-call ticket pick-up the night of your event. Hours of operation: M-F, 10am-8pm and Sat, 10am-1pm

Bar and Concessions Sales: The CAC offers a fully-stocked bar and concessions area, including (optionally) soda, beer, wine, liquor, and snacks. The bar and concessions are customizable to meet your specific needs and your audiences' needs before, during and after your event.

Security: The CAC facilitates security services upon request. The CAC also reserves the right to determine if security is needed for your event.

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BOX OFFICE SERVICES

For ticketed events, the CAC requires that clients utilize our box office. We offer customized operations to meet your ticketing needs, including:

- **Multiple Ticketing Pricing Options**
 - Choose the ticketing prices and levels that best fit your event
 - Implement discounts as you see fit
- **Consignment Sales**
 - Consign and sell a limited number of tickets in any way you choose.
- **Complimentary Tickets**

We use a special Ticket Setup Questionnaire in order for you to explain to us how you'd like us to ticket your event, as well as to provide information about the event to allow us to advocate for it. We'll send you this questionnaire when you're ready to sign a rental agreement. Within two weeks after its submission, we can have your tickets available to sale.

Ticketing Fees

Surcharge-A \$1 surcharge will be extracted for each ticket sold and will go back to the maintenance of the Cary Arts Center. This expense is passed on to the rental client. (If your ticket price is \$20, the customer pays \$20. \$19 will go to the renter and \$1 will go to the Cary Arts Center.)

Credit Card processing Fees-The CAC handles processing fees for credit card transactions through our various vendors. These expenses are passed on to the rental client at a fixed rate of 3% of the gross ticket price per ticket. (All other fees aside: if a customer purchases a \$20 ticket *with a credit card*, the customer pays \$20. \$1 will go to the Cary Arts Center, \$0.60 will go to the credit card merchant, and \$18.40 will go to the renter.)

Convenience Charges-Etix charges a flat \$2 fee per ticket sold to all events for online only. *This fee is not applicable when tickets are purchased at the Cary Arts Center box office.* This expense is passed on to ticket buyers. (If a customer purchases two \$20 tickets online (all other fees aside), the customer will pay \$44.) If the customer chooses to have the tickets mailed to them (as opposed to printing the ticket at home), there is an additional \$2.50 handling fee.

Phone Handling Fees-Etix charges \$2 *per ticket* sold and \$2.50 *per transaction*. This expense is passed on to ticket buyers. If a customer purchases two \$20 tickets, the total cost to the customer would be \$46.50, regardless of how the customer receives the tickets.

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In summary, it is in the customer's best financial interest to purchase tickets in person at our box office. However, for their convenience we have multiple ways of obtaining tickets.

To ensure an optimum event experience, all rental clients must adhere to the following policies when planning a ticketed event at the CAC:

- All ticketed events must utilize the CAC box office. Rental clients are not permitted to print or utilize their own tickets for any event at the CAC.
- Consignment sales are at the discretion of the Performing Arts/Operations Coordinator and the Box Office Manager. Consignment sales volume and deadlines for settlement are determined on a per-event basis.
- Complimentary ticket lists must be submitted to the box office one week in advance of the event in order for us to hold them for you.
- All box office sales are final.
- No non-complimentary tickets will be held without payment.
- Should inclement weather or an act of God cause the undue cancellation of a performance, the box office will either:
 - Exchange pre-sale tickets to the cancelled performance for another performance as part of the run.
 - Offer refunds to pre-sale patrons, in the case that there are no additional performances.
- Cancellation decisions will be made jointly between the client and the Performing Arts/Operations Manager.
- According to the Americans for Disabilities Act, accessible seating must be priced at the lowest ticket price. Wheelchairs take up the space of two seats but are only required to purchase one ticket. One companion ticket may also be purchased for this section. Four accessible seating tickets must be held until 30 minutes before show time, unless sold out.

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THEATRE SEATING

Featuring a traditional proscenium alignment, the CAC auditorium has one level of 393-fixed seating. Additional seating can be added in Row AA and along the Parterre to offer a maximum capacity of 428. The theatre has accessible seating along the Parterre and in Row N. A breakdown of seating capacity by area is as follows:



Orchestra Seating: 13 Rows, 285 Seats
Loge Seating: 5 Rows, 108 Seats
Row AA (Additional Seating): 15 Seats
Parterre-Right (Additional Seating): 10 Seats
Parterre-Left (Additional Seating): 10 Seats

Total Seating Capacity: 428

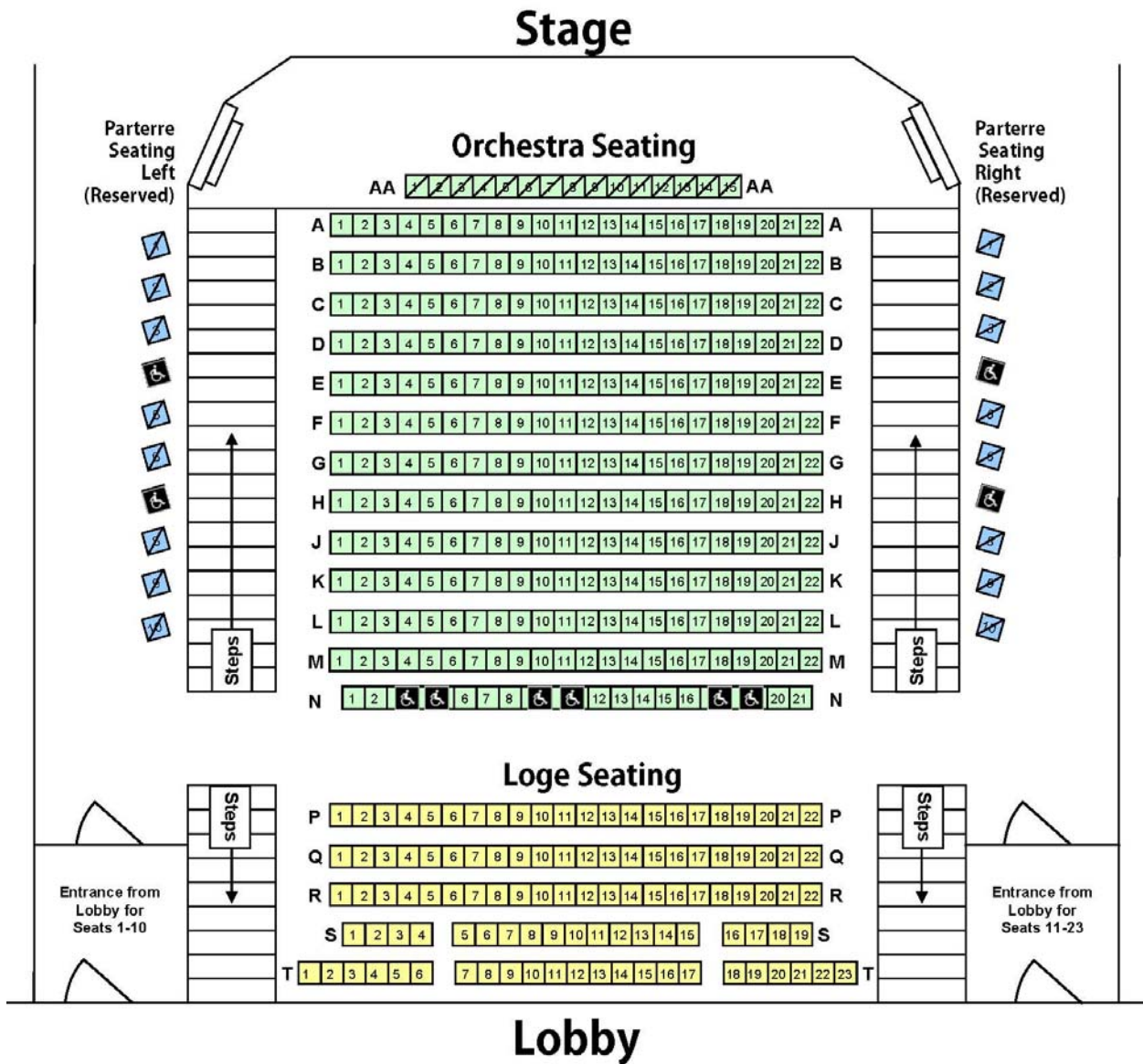
The front of the auditorium house features an area that can be used for musicians or to add more seating. During most events, this area remains covered by a tailor-made platform in order to extend the stage and performance area to support a full range of performance needs, including dance and movement. While it is possible to remove this platform to accommodate certain performances or events, please speak with the Technical Coordinator to determine if this is the right decision for your event.

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Performance Hall Seating Chart

- Orchestra Seating**
- Loge Seating**
- Parterre Seating**
- Row AA and Parterre Seating are optional, removable seating and may not be available for every show.
- Row N and Parterre Seating are wheelchair accessible.



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OTHER RENTABLE ROOMS TO ENHANCE YOUR EVENT

There are additional rooms throughout the center available to rent. Below, you will find pictures, square footage and the capacity for each room. For more information and guidelines on the use of these rooms, please request a copy of our Room Rental Guide.



Conference Room
348sf
Capacity: 25



Catering Prep
289sf



Marcus Dry Room
1308sf
Capacity: 131



Studio M10
987sf
Capacity: 50



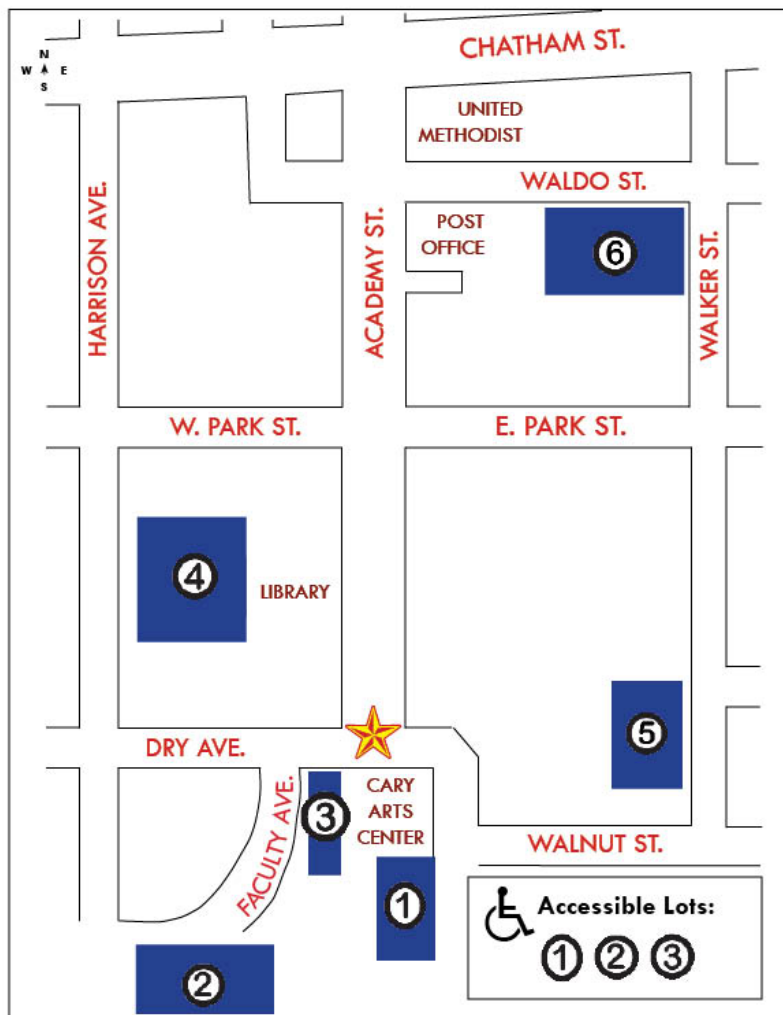
Principal's Hall
635sf
Capacity: 50

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PARKING

The Arts Center (★) offers a number of parking options for attendees of your event. Parking is available along Academy St. as well as in the lots indicated below. All parking is free.

- ① **Cary Elementary Lot** — Behind Cary Arts Center. Open to patrons after 4 p.m.
- ② **Faculty Drive Lot** — Behind Cary Elem. Always open.
- ③ **Arts Center Lot** — Beside the Center. Always open.
- ④ **Cary Public Library Lot** — Behind Cary Public Library. Open to patrons after library hours: After 8 p.m. Mon.-Thurs., after 6 p.m. Fri., after 5 pm. Sat., and all day Sun.
- ⑤ **Walker St. Lot** — Located off Walker St. Always open.
- ⑥ **United Methodist Lot** — Located at the corner of Waldo and Walker streets. Open to patrons except Sun. mornings. and Wed. evenings.



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THEATRE RENTAL PROCESS (Step by Step)

We are currently taking rentals for the theatre that will occur between July 1, 2011 and August 31, 2012.

Please use the rental process outlined below as a helpful guide for your rental of the CAC auditorium:

- 1) Call or email the CAC Performing Arts/Operations Coordinator to introduce yourself, your business, and/or your organization and your rental interests.
 - a. Remember that it's best to initiate your rental inquiry as soon as possible in order to have the most flexibility with dates.
- 2) Schedule a time to tour the facility with the Performing Arts/Operations Coordinator or Technical Coordinator, keeping in mind your event needs.
- 3) If the CAC seems like the right venue for your event, contact the center to select dates and begin the rental contract process by completing a Rental Request Form.
 - a. All events must be booked at least thirty days in advance
 - b. Failure to pay deposit in a timely manner may result in cancellation.
- 4) The Performing Arts/Operations Coordinator will provide a rental estimate. This estimate will provide the contract rental fee, but will not account for additional charges which may arise after signing, including added services, additional equipment rental, damages, or unanticipated additional rental hours.
- 5) When the rental terms are acceptable, the Performing Arts/Operations Coordinator will draft a rental contract. The contract will be accompanied by a Ticket Setup Questionnaire (if applicable).
- 6) Return to the Performing Arts/Operations Coordinator the required deposit and two signed copies of the contract, one of which will be countersigned and returned.
 - a. The required refundable security deposit is \$500 for all renters except Cary-based, nonprofit, cultural organizations.
 - b. The required refundable security deposit is \$250 for Cary-based, nonprofit, cultural organizations.
- 7) When applicable, complete and submit the Ticket Setup Questionnaire to the Box Office Manager. At this time, you may request to consign a number of tickets for remote sale, with the schedule for disbursement and return established by the Box Office Manger.
 - a. The Ticket Setup Questionnaire must be submitted at least two weeks prior to your desired opening sales date.
- 8) Provide the Performing Arts/Operations Coordinator with your company or organization's certificate of insurance, including the **CAC named as an insured facility**, and if applicable, proof of worker's compensation.

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- 9) The Performing Arts/Operations Coordinator will provide you with contact information for the Technical Coordinator. Contact the Technical Coordinator to schedule your required production meeting(s).
 - a. Production meetings must be scheduled at least four weeks before the first day of theatre use. Paperwork, including lighting plots, ground plans, schedules, etc may be required by the Technical Coordinator and will be due at a specified date in advance.
 - b. Please see the Technical Guidelines on page 14.
 - 10) Attend the scheduled production meeting with the Technical Coordinator, addressing any and all technical and logistical aspects of your event.
 - 11) Submit any marketing documents or event programs for approval to the Box Office Manager. This process is in place to verify that the CAC and its participation in the event is properly identified and information is accurate.
 - 12) At least one week before the first event or performance, submit to the Box Office Manager your list of any complimentary tickets you wish for the box office to hold. Please include the full name of each person picking up the comp ticket(s), the date the person will attend your event (if you are producing multiple shows), and the number of tickets they are being comped.
 - 13) Return any consignment tickets or consignment sales revenue to the Box Office according to the schedule you coordinated with the Box Office in Step 7.
 - 14) Your rental fee balance must be received by the date indicated on the contract.
 - a. If the rental fee is not paid in full prior to the required date, you will NOT be permitted to use the facility for your scheduled event or potentially future events. This is a firm policy.
 - 15) It's time for your event! According to the schedule outlined in the contract, load-in, execute your event or performances, and load-out.
 - 16) After the closing an event or performance, a settlement report will be ready for you to review. It will include a comprehensive list of revenues and expenses related to your event or performance. On the revenue side, all ticket sales volume and income will be listed, broken down by method of payment. The expense side will include the rent paid, credit card and internet processing fees, and any other fees which may have arisen during the production process. Review this report, and discuss any questions or concerns.
 - 17) (*For ticketed events*): Within 10 business days of the receipt of your signature on the settlement report, the CAC will have a check prepared in the amount of your net revenue (gross ticket sales, processing fees, and other fees). Take your well-earned money!
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Private or Public (noncultural) Entities

Cary Residents (private rentals):

\$600/6 hour minimum + \$100/each additional hour

Cary-based nonprofits (noncultural):

Receive 10% off the Cary resident rates M-F, 9am-4pm. To qualify for the non-profit discount, you must provide proof of your 501-C3 status.)

Non-Cary Residents (private rentals):

\$900/6 hour minimum + \$150/each additional hour

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INCLUDED IN THEATRE RENTAL

Dressing Rooms & Green Room
Backstage areas
Basic cleaning costs (Note: Excessive cleaning costs will be passed along to the renter.)
House Manager
Box Office Personnel
Bar and Concessions Services (if hours coincide with event; depends on contract)

ADDITIONAL FEES

Technical Assistants	\$20/hour (base rate – overtime charges additional)
Security (if required)	\$30/hour (rates are subject to change without notice)
Piano turning	\$100

EQUIPMENT INCLUDED IN THEATRE RENTAL

Lighting

The Cary Arts Center features a comprehensive lighting package. All control and dimming are achieved via ETC console on a NET3 network. With the exception of the 1st electric, all overstage distribution is achieved through 6cct multi-cable originating from the SL and SR Midrails. All inventory subject to change. A rep plot, available from the technical coordinator, is the standard light hang in the CAC, all additions and changes for any production must be approved in advance. No color media, beyond what is in the current Rep plot, is provided as part of a rental.

Lighting Console: ETC Ion 1500

A Dimmer/Circuit Plot, Instrument Inventory, and Multicable Inventory is available by request from the Technical Coordinator

Sound

The Cary Arts Center is equipped with a high quality, 2 channel sound system in a left/right configuration designed to support a wide variety of events. The system is controlled through a Yamaha M7CL 48 – ES. Inputs are available at the console, and onstage as listed.

Any company wishing to use their own console may provide a L/R signal, however all signal will be sent through the house console. Direct connections to the speaker system are not available.

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Rigging and Softgoods

The CAC stage features a single purchase counterweight rigging system. All sets have 5 lift lines. All head blocks and lift blocks are under hung from the roof steel.

Number of lines: 24

In Trim: 4' – 0"

Out Trim: 39' – 2"

Stage floor to Grid: 41' – 0"

Line Set Schedule

Line No.	Distance from PL	Capacity	Notes
1	0' – 8"		Main Drape
2	1' – 4"		Open
3	2' – 8"		No. 1 Electric – Permanent
4	4' – 0"		Orchestra Shell
5	4' – 8"		Open
6	5' – 4"		Open
7	6' – 8"		Open
8	8' – 0"		Border
9	9' – 4"		Legs
10	10' – 0"		Black Traveler
11	11' – 4"		No. 2 Electric
12	12' – 8"		Orchestra Shell
13	14' – 0"		Open
14	15' – 4"		Border
15	16' – 0"		Legs
16	17' – 4"		Open
17	18' – 8"		No. 3 Electric
18	20' – 8"		Orchestra Shell
19	22' – 0"		Border
20	22' – 8"		Legs
21	24' – 0"		Black Traveler
22	25' – 4"		Black Sharktooth Scrim
23	26' – 8"		No. 4 Electric
24	28' – 0"		Cyc

Softgoods Inventory

Description	QTY	Dimensions (W,H)	Color	Notes
Main Drape	2 Panels	24' 6" x 19' 6"	Lots	Permanently on Line 1 – Can not be relocated, 100% Fullness
Borders	4	46' x 8'	Black	IFP Velour
Legs	6	8' x 20'	Black	IFP Velour
Black Travelers	4 Panels	24' 6" x 19'6"	Black	IFP Velour, 100% Fullness
Scrim	1	45' x 20'	Black	Sharktooth
Cyclorama	1	45' x 20'	White	Cotton Muslin

Other Equipment Available to Use

Please request the following equipment no less than one month prior to your rental date.

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- Piano: The Cary Arts Center houses two upright pianos, and a baby grand piano (7-ft. Steinway, Model B (Black)): *Facility reserves the right to determine the piano most suitable for your event.*
- Podium
- Music Stands: the Town owns 48
- Projector & Projection Screen

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THEATRE RENTAL PAYMENT PLAN

Payment Plan

A \$500 refundable damage deposit is required to secure your rental. The deposit is due with receipt of your signed contract.

- If no additional charges were incurred, your deposit will be processed within 48 hours and sent to you within two weeks.
- Should damages occur, an itemized statement of repairs will be provided along with any refund due.
- Should damages exceed your damage deposit, an invoice for any overage will be sent with an itemized statement of repairs. Payment for overage will be due 15 days following the receipt of your itemized statement.

Your final balance is due within sixty (60) days prior to your scheduled use.

Cancellations

- Cancellations may be initiated by the party up to ninety (90) days prior to scheduled use without liability.
- Cancellations made within ninety (90) days of the scheduled use will result in forfeiture of the damage deposit. Changing the rental date within ninety (90) days of the reserved date is processed as a cancellation.
- No cancellations will be accepted within five (5) working days of the scheduled usage. A renter making a cancellation within five (5) working days of usage will be liable for payment of all rental fees and other charges in full.
- All cancellation notices must be submitted in writing to the Performing Arts/Operations Coordinator (email is acceptable).

TECHNICAL SERVICES AND GENERAL POLICIES

1A. Access: All show personnel are required to check in with the Technical Coordinator at the Stage Door. No equipment or show-related materials may be delivered before the load-in or first scheduled date in the theatre unless prior approval has been granted by the Technical Coordinator. All equipment and show-related materials must be removed immediately after the final performance unless approval has been obtained from the Technical Coordinator prior to load-out. All access must be mutually agreed upon in advance. No activity will be allowed on the stage, grid, fly loft, loading galleries, "pit", control booths, sound booths, dimmers rooms, amp rooms, or other technical support areas unless there is at least one member of the House stage crew present. (CAC house crew rates, listed on page 11).

1B. Children: Any performance with children under the age of 18 will require chaperones; one competent responsible adult for every 10 children. Performers and/or crew cannot work as chaperones. The CAC does not provide chaperones.

1C. Capacity: Please adhere to maximum capacity.

2. Alterations: Building structure alterations of any kind are not permitted without the written approval of the CAC Supervisor. Alterations include holes, traps, additional projection booths, and supports. The presenter, at the conclusion of the performance run, must restore any approved alterations to its original condition.

3. Booths: Production areas are for working personnel only. Due to the sensitive nature of the equipment food and drink are not permitted in these areas. Contact the Technical Coordinator or any member of the house stage crew to gain access to the booths. These booths cannot be used for "dead case" storage. All empty cases must be stored back stage.

4. Clearance: At all times, aisles, hallways, doorways, and stairwells must remain clear of obstruction. Consult with the Technical Coordinator or the House Crew for specific requirements.

5. Damage: Presenters are responsible for all damages to the facility and its equipment during the engagement.

6. Dressing Rooms: Dressing Rooms will be cleaned prior to performances. If you would like an alternate cleaning schedule or if you do not want the dressing rooms cleaned, please inform the Performing Arts/Operations Coordinator of your preferred cleaning schedule. Backstage halls, stairways and public spaces are also cleaned regularly. Please let us know in advance of any special request regarding custodial services.

7. Equipment: All CAC equipment shall be operated in a safe manner by technicians trained in the proper and safe handling of said equipment. Technicians who operate equipment in an unsafe or inappropriate manner will be asked to leave the facility and will not be allowed to work on future CAC stage crews. The Technical Coordinator will have final determination in the qualifications of any stagehands working in the facility. Any operation of CAC equipment by guest technicians must be negotiated in advance.

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8. Fire Pyrotechnics and Radiation: The use of fire, pyrotechnics, radiation (lasers) and other potentially dangerous effects must be approved in advance by the Technical Coordinator and the Fire Marshal. The Technical Coordinator or a designee must be in attendance during the Fire Marshal's inspection and permit approval. It is the responsibility of the presenter to secure all applicable permits and schedule the inspection with the Technical Coordinator. Liability for these effects is solely the presenter's responsibility. A copy of all permits pertaining to the Pyrotechnics or Radiation effects must be provided to the Technical Coordinator before the effects can be used. A Fireman will be on premises when the pyrotechnics occur at the Renter's expense.

9. Food and Drink: No food or drink is allowed in the auditorium unless it is specifically used as part of a Theatrical Presentation. All food products used in a Theatrical Presentation must be approved by the Technical Coordinator and proper cleaning supplies must be provided by the presenter in case damage is done to the stage/floor.

10. Personnel: All crew positions will be filled by the Technical Coordinator unless approved by the Performing Arts/Operations Coordinator and/or Technical Coordinator. **The number of Crew positions will be determined by the Technical Coordinator.** All presenters reimburse the CAC for all personnel expenses related to their event in the CAC. All events or activities on stage in the CAC require at least one House crew member. If any equipment, such as the house curtain or electrics, are needed, additional personnel may be required. Only the CAC personnel or an approved fully insured contractor are permitted to operate CAC equipment. For the purposes of scheduling crew, a work week starts Sunday at 12:01 am and ends on Saturday at 11:59pm or at the conclusion of the last call started before 11:59pm on Saturday.

A copy of the stage hands' work rules and rates can be obtained by contacting the Technical Coordinator or the Performing Arts & Operations Coordinator.

11. Restore: All Users of CAC are responsible for restoring the Theater and its equipment to the same location and condition in which the equipment was found, unless prior arrangements have been made with the Technical Coordinator. The Presenter will be responsible for both rental and personnel charges during the period that the restore is occurring.

12. Safety: It is the responsibility of everyone to ensure a safe work environment. The CAC House Crew will not allow activity that they deem to be unsafe.

13. Scheduling: It is the responsibility of the presenter to provide the CAC Technical Coordinator with the production schedule and other important show-related information in advance. Changes to crew calls after they have been set are at the discretion of the technical coordinator.

14. Smoking: Smoking is prohibited throughout the CAC, except in those areas designated as a smoking area.

15. Painting and Set Construction. Renter's sets must be built and painted offsite (not in the theatre) and broken into sizes that will fit into the CAC's Loading Dock before

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loading into the CAC Theater. Basic assembly/repair may occur in the scene assembly area. The CAC may have tools available for renters, but the tools must be used under the supervision of the Technical Coordinator. For an inventory of tools available, please contact the Technical Coordinator. Exemptions to this policy are allowed with permission of the Technical Coordinator.

16. Tools Usage: All CAC Tools are available for use at the discretion of the Technical Coordinator.

17. Waiver Request: Any waiver requests to the above rules should be addressed in writing to the CAC Performing Arts/Operations Coordinator.

18. Merchandise Sales: Renters are permitted to sell merchandise onsite. Renter must provide CAC twenty (20) percent of gross sales.

19. Cameras and Recording Devices: As a courtesy to other members of the audience, photographic and recording equipment will not be permitted in the auditorium during the performance. Exceptions may be made for Presenter requests, news media or other production media when advance arrangements are made with CAC. The CAC reserves the right to confiscate equipment for the duration of the performance or evict violators when this rule is violated.

20. Copyright Laws: All clients are responsible for obtaining and maintaining any copyright permissions necessary for their performances.

21. Accessibility: No portion of the sidewalks, entries, passages, halls, stairways and/or elevators shall be obstructed by the Presenter, nor are these areas permitted to be used for any purpose other than entry and exit to and from the buildings. Exit lights and/or any other lights necessary for the safe occupancy of the buildings shall not be obstructed in any way.

ROOM USAGE GUIDELINES

1) Service of food and beverage must be pre-approved prior to the completion of this contract. No Outside Food or Beverages are allowed within the Facility. Alcoholic beverages consumed anywhere on Premises must be purchased through the CAC, served by licensed alcoholic-beverage servers and end 30 minutes prior to the conclusion of your event or at the conclusion of your intermission whichever occurs first. All alcoholic beverages purchased on Premises must be consumed on Premises. When serving alcohol, an application fee of \$50 will be charged.

2) Any and all decorations and set-up plans must be submitted to the Performing Arts/Operations Coordinator no less than four weeks prior to the Event and approved in writing prior to the Event thereby. In addition, any subcontracted vendors (i.e. florist, musicians, rental company, etc.), including contact names and numbers, should be provided to the Performing Arts/Operations Coordinator at least two weeks in advance of rental date. Renter is to abide by the following decoration policies:

- Weapons of all kinds (except for special historical or military presentations pre-approved by the Arts Center Supervisor) are not permitted.
- All illegal drugs and other substances or any other illegal activities are not permitted.
- Unsafe behavior detrimental to the health and welfare of the public or the historic building are not permitted.
- Use of loud, profane or indecent language is not permitted.
- Disorderly conduct, breach of peace, or lewd, immoral or improper entertainment, conduct or practice is not permitted.
- Helium balloons are not permitted.
- Live animals are not permitted, unless required for ADA.
- Hanging signs on the outside of Premises is not permitted.
- Sales of goods (without proper permits) are not permitted.
- Candles and open flames are not permitted.
- Smoke effects, fog machines, explosives or pyrotechnics are not permitted. (See pg 13-14.)
- Confetti, rice, glitter, and birdseed are not permitted – this includes glitter on scenery and costumes.
- Live plants and trees are not permitted inside the CAC. Cut flower arrangements, silk greenery and silk plants are permitted.
- All décor and signs must be freestanding; taping or tacking signs on walls, floors or exhibitions are not permitted

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- Renter is responsible for bagging and taking all trash outside and placing it in the dumpster. For events requiring multiple days, this shall be done at the end of each performance/day.
- Renter is responsible for their own set-up and clean up, including tables and chairs. Renter/s will return any Town-owned property to its designated location as directed by Town staff on duty.

3) Any and all food distributed or sold at the event must be prepared and provided by a CAC Preferred Caterer: **TBD**

Should neither Preferred Caterer be available for the Event, an alternative vendor may be engaged by renter with written permission of CAC center supervisor, which may assess additional fees.

CAC CONTACT SHEET

Contact the Performing Arts/Operations Coordinator FIRST for all theatre rental inquiries.

SARAH PRESTON, PERFORMING ARTS/OPERATIONS COORDINATOR

sarah.preston@townofcary.org

919.462.3969

Contact the Technical Coordinator to arrange your production meetings and to coordinate technical and logistical aspects of your event.

CAILEN WADDELL, TECHNICAL COORDINATOR

cailen.waddell@townofcary.org

919.481.5191

Contact the Box Office Manager to coordinate ticketing for your event, including complimentary and consignment tickets.

CONNIE DIGRAZIA, BOX OFFICE MANAGER

connie.digrazia@townofcary.org

919.481.5190

The CAC is open M-Th, 9 a.m.-10 p.m., F-S, 9 a.m.-11 p.m. and Sun, 1-6 p.m. (June, July & August, the facility will be closed on Sunday.)