



# Friends of the Farris, Inc.

The Farris Theatre • 301 West Main,  
Richmond, Missouri 64085 816 776-6684

*A community effort to restore, own and maintain the historic Farris Theatre.*

## Building Use Application

Name of organization: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

What describes your organization: (Check all that apply)

- For Profit       Not-for-Profit       Individual       Business  
 School       Church       Service Organization       Production Group

Billing name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Brief explanation of building use:

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Requested usage date(s) and time(s): (Include performance and rehearsal, attach list as needed.)

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## Calculation of Fees

### Building Use Fee

- \_\_\_\_\_ Rehearsals @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- \_\_\_\_\_ Performances @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- Advance for \_\_\_\_\_% of box office receipts  
(Attach Production Company Settlement Sheet.) \$ \_\_\_\_\_

### Production and House Staff Fee

- Stage Lighting Control Technician
- \_\_\_\_\_ Rehearsals @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- \_\_\_\_\_ Performances @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- Sound Equipment Control Technician
- \_\_\_\_\_ Rehearsals @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- \_\_\_\_\_ Performances @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- Ticket Window Operator \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- Ushers \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- Custodial Fee \$ \_\_\_\_\_
- Other Fees/Damages \$ \_\_\_\_\_

Sub Total \$ \_\_\_\_\_

Less Deposit Paid on: \_\_\_\_\_ \$( \_\_\_\_\_ )

Add for final settlement charges \$ \_\_\_\_\_

Total Amount Due \$ \_\_\_\_\_

- Send bill as agreed       Deposit enclosed       Full payment enclosed

*Friends of the Farris, Inc. will always issue a receipt and provide a copy of this information.*

Will admission be charged?  Yes  No If yes, list amount: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Will you be bringing in special equipment, etc.? If so, please describe:

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Will you need assistance from the Farris Production/House Staff?

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Additional Information:

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**ACKNOWLEDGMENT:**

I have read the contract/fee schedules/applications. I agree to follow all rules and regulations as set out in the above mentioned documents.

I hereby agree to defend (with attorneys acceptable to the Friends of the Farris, Inc.), indemnify, protect and hold harmless the Friends of the Farris, Inc. and its officers, agents, representatives and employees from and against any and all damage loss, claim, liability and expense including but not limited to actual attorney's fees and legal costs incurred directly or indirectly by reason of the use of occupancy of the Friends of the Farris, Inc. property, the act or omissions of me/us, our agents, employees, licensees or invitees or any claim, demands, damage suit or judgment brought by or on behalf of any person or persons for damage, loss, or expense due to, but not limited to bodily injury or property damage sustained by such person or persons which arise out of, are occasioned by, or are in any way attributable to me/us, our agents, employees, licensees or invitees or our use of the Friends of the Farris, Inc. properties.

In order to confirm your event, you must return this Acknowledgment signed along with the security deposit two weeks prior to the event. The balance of the rental fee is due before the event begins.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_ Title: \_\_\_\_\_

**Received for Friends of the Farris, Inc.:**

By: \_\_\_\_\_ Date: \_\_\_\_\_

# Building Use Fee Schedule

Revised October 2012

<b>Standard Fee Minimum</b>	<b>\$500</b>
Includes eight hour usage, beginning at time of building opening	
<b>Not-for-Profit Fee Minimum</b>	<b>\$400</b>
Includes eight hour usage, beginning at time of building opening	
<b>RCCAA</b>	<b>\$300</b>
Hourly Rental after eight hour usage	<b>\$25</b>
<b>Production Group/Company Fee Minimum</b>	<b>35% of box office</b>
\$500 minimum.	
Includes eight hour usage, beginning at time of building opening	

## Off Peak Hours

Includes four hour usage, beginning at time of building opening. Start and end time must occur within the following hours:

Monday, Tuesday, Wednesday, Thursday, Friday: 6:00 AM – 4:00 PM	<b>\$150</b>
Saturday: 6:00 AM-3:00 PM	<b>\$200</b>
Sunday: 6:00 AM – 12:00 PM and 6:00 PM -10:00 PM	<b>\$200</b>
Hourly Rental after four hour usage	<b>\$25</b>

**ANY EVENT AFTER 4:00 P.M. ON WEEKDAYS AND 3:00 P.M. ON SATURDAY WILL BE AT THE PEAK HOUR RATES**

*No admission may be charged, no free-will offering or donations may be accepted, no advance ticket sales, no reserved seating, general admission seating only, no rehearsals, no advance set-up. Event may be open to the public or a private party, selected group, etc.*

## Rehearsal and Set-Up

**\$25 per hour**

*All rehearsal and set-up times are scheduled at the discretion of Friend of the Farris, Inc. Rehearsals are not scheduled during typical movie or live performance show times. Discounts may apply for multiple rehearsal dates.*

RCCAA Rehearsal Fees (3 hour maximum-\$10/hr over the max) \$25.00

*Contracted rates available for 10 or more usages within a 12-month period.*

## Production and House Staff

<b>Stage Lighting Control Technician</b>	<b>\$20 per hour</b>
<b>Sound Equipment Control Technician</b>	<b>\$20 per hour</b>
<b>External plug-ins to our light and sound boards</b>	<b>\$20.00</b>
(This will include one hour of our technician's time)	
<b>Reserve Seat Ticket Sales</b>	<b>\$10 per hour</b>
<b>Ushers</b>	<b>\$10 per hour</b>

*Friends of the Farris, Inc. reserves the right to require a pre-determined number of ushers, ticket booth operators, or production staff for any event.*

## **Friends of the Farris, Inc. Building Policies**

The clean up of concession related items in the auditorium and general housekeeping is included in the building use fee.

**An additional custodial fee of \$100 for the backstage area, downstairs restrooms, dressing rooms, and the green room will apply as needed.**

**The building must be opened and closed by an employee or volunteer of Friends of the Farris, Inc.**

Application for use must be received 10 days prior to building use. Building is available on a first come, first served basis. Cancellations must be received five business days in advance to avoid \$50 cancellation fee.

*The Concessions are operated by and at the discretion of Friends of the Farris, Inc.*

### **Friends of Farris, Inc. Farris Theatre Use Policy**

The Friends of the Farris, Inc. is a member based, not-for-profit Corporation, which owns and operates the Farris Theatre. The Farris Theatre is a turn of the century treasure and many individuals worked very hard to restore it. We are very proud of the theatre and we ask that you please respect it. Here are the guidelines for renting the Farris.

**BUILDING USE FORM:** The theatre will only rent to those who fill out the proper Building Use Application form. The date of your event will not be put on the calendar until this form has been filled out. Cancellations are subject to penalty and must be received ten business days in advance of an event.

**RENTAL RATES:** The theatre can be rented by individuals, businesses and organizations based on a rate schedule approved by the Board of Directors. The rental rate structure, effective January 2005, is included at the end of this section.

**CLEANUP AND DAMAGE DEPOSIT:** Cleanup is to be provided by the group, individual or organization renting the theatre. A deposit check of \$200 is required and will be returned after the event if cleanup is sufficient. Additional charges, if any required, will be deducted from this deposit. A cleanup requirement sheet is included at the end of this section.

**LABOR:** In order to ensure the protection of all in-house equipment, the theatre may require a renter to utilize the house maintenance and technical staff of the theatre for their event. The renter will be billed at rates listed in the building use form. The Board of Directors shall have the right to waive this requirement if the renter has trained employees and/or volunteers to provide technical services.

**DISCRETIONARY BOOKING:** Two weeks prior to a live performance, which is in rehearsal at the Farris, the Board of Directors reserves the right to limit scheduling of another live performance event.

**INSURANCE:** All theatre renters will be required to provide general liability insurance to cover their activities in the theatre, including load-in, load-out, rehearsals, and any time spent by their participants on the premises.

**PRODUCTION EQUIPMENT:** Renters of the theatre will be provided basic sound services and basic stage lighting at no additional charge. Additional equipment, technical services, sound and stage lighting are available upon request for an additional fee.

**THEATRE CONCESSIONS:** The Farris reserves the exclusive right to operate the concession area.

**USHERS:** The Farris reserves the right to require clients using the theatre to supply their own ushers for an event. If the client wishes, the Farris will supply ushers at an expense- see fee schedule.

**CLEAN UP:** The renter is responsible for clean up and trash removal. This generally would not include the audience area. Renter is responsible for clean up of the stage area and downstairs, including decorations, garbage, tape, drinks and food. An additional fee may be required when, in the judgment of the Board of Directors, janitorial services in excess of normal clean-up, or utilities other than normal may be needed, or the possibility of damage to the facility is greater than normal.

## **CLEAN UP/STRIKE**

1. Please put everything back in its proper place. This includes: backstage, onstage, downstairs, lobby, house, and above stage.
2. You may use the Farris vacuums, brooms, and cleaning supplies.
3. Vacuum and sweep all areas. This includes onstage, backstage, stairs, downstairs.
4. Mop bathroom and stage floors.
5. Clean bathroom, dressing room and green room mirrors
6. Remove all trash and trash bags from building and place in dumpster on west lot near fire escape.
7. Clean kitchen area in greenroom.
8. Clean downstairs bathrooms.

## **OTHER RULES AND REMINDERS**

You are responsible for batteries, decorations, and anything associated with your event.

Do not lend your key to any others. Anyone else who needs a key must check one out from the office.

No glitter or glitter spray is allowed in the Farris Theatre.

Do not touch costumes, hats, and props, etc. that do not belong to you. Inform your group of this rule. Please respect the theatre and respect others.

Alcoholic beverages and tobacco use not permitted in the theatre.

This usage policy is an addendum to the Building Use Application.