



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:

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

Calculation of Fees

Building Use Fee

_____ Rehearsals @ \$ _____ = \$ _____
 _____ Performances @ \$ _____ = \$ _____

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:

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

Additional Information:

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 March 2018

Standard Fee Minimum	Eight-hour usage	\$550
	Four-hour usage	\$300

Not-for-Profit Fee Minimum	Eight-hour usage	\$450
	Four-hour usage	\$250

RCCAA		\$300
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**Hourly rate over the 8- hour/4- hour usage per contract: \$25.00/hour

Off Peak Hours:	Four-hour usage	\$200
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Start and end time must occur Monday-Thursday 6:00 a.m.-4:00 p.m.

\$50.00 minimum

Hourly rate over 4- hour usage per contract: \$25.00/hour

During off peak hours usage 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
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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.

RCCAA Rehearsal fee	\$25
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Rehearsal Hall Rental-Flat Fee with Farris Theatre Rental	\$75
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Rehearsal Hall Rental (Only the hall-4 hour) Minimum \$50.00	\$100
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Clean up and Damage Deposit must accompany building use form to complete rental-\$200

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

Production and House Staff

Stage Lighting Control Technician	\$20 per hour
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Sound Equipment Control Technician	\$20 per hour
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External plug-ins to our light and sound boards	\$20.00
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(This will include one hour of our technician's time)

Reserve Seat Ticket Sales	\$10 per hour
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Ushers	\$10 per hour
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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 event date will not be added to the calendar until this form has been filled out. Cancellations are subject to penalty and, must be received by ten business days in advance of an event.

RENTAL RATES: individuals, businesses and organizations can rent the theatre based on a rate schedule approved by the Board of Directors.

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 at the time of signing the building use form and will be deducted from the building use fee 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.