

BEEKAY RENTAL WORKSHEET

Commercial Event/Hourly Rental

THEATRE RENTAL

	Cleaning	=	\$40.00
	Energy	=	25.00
Building usage @ \$45/hour X _____ hours		=	_____
	SUBTOTAL	=	_____

This estimate includes one technician (mandatory) and standard overhead lighting. Renter may provide music to be played prior to or during event.

The following items are at extra charge:

Mandatory House Manager for paid admission events from 30 minutes prior to doors

opening to end of event.	\$15/hr X ___ hrs	=	_____
Labor for changes to existing set up	\$15/hr X ___ hrs	=	_____
Theatrical lighting (set up as is)	\$15/hr X ___ hrs	=	_____
Follow Spot & Operator	\$15/hr X ___ hrs	=	_____
Box Office Cashier	\$15/hr X ___ hrs	=	_____
Early access/set up and all additional labor time will be billed	\$10/hr X ___ hrs	=	_____

TOTAL ESTIMATE OF CHARGES _____

The following items are available at no extra charge, but must be requested in advance

- | | |
|---|-----------------------|
| ___ corded microphones (2 avail) | ___ projection screen |
| ___ mic stands (2 avail) | ___ table on stage |
| ___ cordless mics, lavalier style (6 avail) | ___ chairs on stage |
| ___ podium | |

Any sales of food and beverage items will be conducted by the BeeKay, which will provide staffing and supplies, and retain all revenue. Renter may retain all revenue for event-related merchandise sales, but Theatre will not provide staffing or cash box services.

Renter _____ Date _____
 BeeKay Agent _____ Date _____

When signed and dated, this estimate becomes part of the rental agreement and is binding on both parties. The final billing statement will not be less than the total shown above. Additional charges will be applied for additional hours of labor or building usage as requested by the renter.