# BEEKAY RENTAL WORKSHEET
## GOVERNMENT/SCHOOL/NON-PROFIT

THEATRE RENTAL

| | | | |
|---|---|---|---|
| | Cleaning | = | $40.00 |
| | Energy | = | 25.00 |
| Building usage @ $25/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 | = | _____ |
| Follow Spot & Operator | $15/hr X ___ hrs | = | _____ |
| Theatrical lighting (set up as is) | $15/hr X ___ hrs | = | _____ |
| Labor for changes to existing set up | $15/hr X ___ hrs | = | _____ |
| Early access/set up 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)
__ mic stands (2 avail)
__ cordless mics, lavaliere style (6 avail)
__ podium
__ projection screen
__ table on stage
__ chairs on stage

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.