

# THE KATHLEEN C. CAILLOUX CITY CENTER FOR THE PERFORMING ARTS

## Rental Information and Policies

(revised September, 2019)

Thank you for your interest in the Kathleen C. Cailloux City Center for the Performing Arts, a Performing Arts Center managed on behalf of the City of Kerrville, Texas by Playhouse 2000, Inc., and a memorial to service in war by residents of Kerr county, including the VK Garage Theater, the Kathleen Cailloux Theater, and The Kit Werlein Annex.

These magnificent facilities are available to individuals and organizations interested in producing events that enhance arts accessibility for all residents of Kerrville and the surrounding area. As Managers, Playhouse 2000 is indebted to the Kathleen C. Cailloux Family, The Floyd A. and Kathleen C. Cailloux Foundation, and the City of Kerrville for their initial and continued support. Please take seriously your responsibility to protect the Cailloux Theater for the community's long-term enjoyment.

In order to rent the Cailloux Theater, we ask that you first complete the application process described below. The calendar dates and Theater equipment are reserved, subject to availability, on a first come, first served basis.

If you wish to rent the Cailloux Theater, follow these steps:

- Take some time to review this **Rental Information and Policies** booklet.
- Discuss your event with staff, or fill out the **Facilities Rental Application Form** as completely as possible and return it to the Theater office.

*Please note that the Application Form is not a rental contract, and you should not publicize your event until your agreement is complete.*

When your application is received:

- We will confirm that your event can be accommodated, and send you a **Letter of Rental Agreement** with rental costs based on the services and schedules you have requested. Please read the letter carefully and, if you agree with the particulars, sign and return it, along with your non-refundable deposit.
- We will contact you to schedule a time to confirm all of your arrangements and your event information.
- After arrangements are confirmed, you may publicize your event - Good Luck!

If you have any questions, please don't hesitate to contact us. Our contact information can be found on page 14.

# CAILLOUX CITY CENTER RENTAL INFORMATION AND POLICIES

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# CAILLOUX CITY CENTER RENTAL INFORMATION AND POLICIES

## GENERAL GUIDELINES AND REQUIREMENTS

### WHO CAN RENT:

- The Cailloux Theater facilities are available for rent to individuals and organizations interested in producing an event for all residents of Kerrville and the surrounding area.
- We reserve the right to determine your eligibility to rent the facilities, and to determine the appropriateness of all proposed performances to our facility, our market and our overall programming.
- Events in the Cailloux City Center must not detract from the positive public image of the facility or the City of Kerrville.
- During your discussions with staff and/or along with your application form, you will be asked to provide detailed information about your event (an official technical rider is preferable if available) to determine if we can meet all of your expectations. If we determine that your requirements exceed our capacity, we will ask for a change in your technical needs or, if that isn't possible, decline your application.

### BOOKING CALENDAR:

Our calendar is based on a January to December cycle, and you may request a specific date as early as 18 months in advance. Dates and programming may be restricted by the needs of the production calendar and our ability to support and market a complete season. Earliest requests will have priority.

### DEPOSITS, RENTAL FEES, and SETTLEMENTS:

- We require payment of a non-refundable security deposit of \$250 per rented day or the total fee of your rental, whichever is less, to be paid when you submit your signed Letter of Agreement. This deposit confirms your date on the calendar.
- Deposit may be paid by cash, check, credit card (MasterCard, Visa, American Express or Discover). Future ticket revenue will not be considered as a deposit.
- Rental fees and any additional fees for services, equipment, or personnel not paid within the time provided in your agreement may impact our ability to provide future rentals. A late fee of 5% per 30 days or any portion thereof will apply.
- For non-ticked events, the rental fees determined in the rental agreement must be paid to Playhouse 2000 30 days before the event unless other arrangements have been made in writing. For ticketed events, we will deduct your rental fees from Box Office proceeds before distributing those proceeds to you.
- Should ticket sales be insufficient to cover rental fees and box office fees, an invoice of excess fees will be mailed to the renter. These fees must be paid with cash, certified cashier's check, or money order.
- **Playhouse 2000 is the sole Box Office agent for the Cailloux City Center**, and reserves the right to sell tickets for all events. **A Box Office Service Fee and Preservation Fee will be assessed in addition to rental fees on all ticket sales.**
- All settlements, whether invoice or net proceeds check, will be mailed within 10 business days (from the last performance day) to the address on this application. A detailed daily transaction list and schedule of applied rental fees will be provided if requested.

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### CANCELLATION

- Once a signed agreement and deposit are in place, the event may only be cancelled by mutual agreement or by *force majeure* (see below)
- in the event of cancellation of this performance by the renter:
  - if cancellation occurs more than 31-days prior to the event, deposits will be forfeit, but all additional payments will be waived;
  - if cancellation occurs within 31 days of the event, full rental payment will be immediately payable;
  - in either case, all patron ticket purchases will be refunded, and a refund fee of \$2 per ticket outstanding at the time of cancellation will be charged to the renter;
- in the event that specified services become impossible or impractical to provide by reason of any cause beyond Playhouse 2000's control, such as acts of God, acts of war, earthquake, fire, flood, defaults by third parties, or acts of government or other prevailing authorities, a refund of related rental and ancillary fees will relieve Playhouse 2000 of all obligations under this agreement.

### PREMISES

- By signing this agreement you agree to take and leave the premises as you find them, and to take every reasonable precaution to protect the health and safety of the public and your employees, agents, invitees, licensees, subcontractors and their employees.
- We are not responsible for the injury of, loss of or damage to any items belonging to you, or to your guests, invitees, licensees, employees, contracted agencies or personnel, or volunteers during your event.

### INSURANCE:

- You may be required to provide us with proof of general liability insurance of at least \$1,000,000 for your event, listing both Playhouse 2000 and the City of Kerrville, Texas as "additional insured."

### DISPUTE RESOLUTION

If you have a specific complaint regarding your rental experience or the management of the Cailloux City Center, you should first address the issue in written form directly to the management within 30 days of the receipt of the invoice/wrap sheets using the contact information on page 14. If your issue is not satisfactorily resolved within a reasonable time period, you may then address, in written form, the Board of Directors of Playhouse 2000 (P.O. Box 290088, Kerrville, TX, 78029.) The matter will be taken up at their next scheduled business meeting.

### THE FACILITIES

- **Hours of Operation:** The Cailloux Box Office is open Monday through Friday 10:00 am to 1:00 pm and Saturdays 10:00 am to 3:00 pm - or, if necessary, on a schedule to be set from time to time. Production offices are available by appointment Monday through Friday 10:00 am to 4:00 pm. All offices are closed Thanksgiving, Christmas, New Year's Day, Memorial Day, Independence Day, and all other government holidays. The theatre or portions thereof may be unavailable from time to time to address operational and/or facility needs.
- **Cleaning:** Basic cleaning, including cleaning the auditorium, lobbies, public bathrooms, and dressing rooms will be considered part of all facility rentals. If an unusual need for cleaning or trash removal is caused by your event – especially if your event includes glitter, feathers, flowers, or resin – **you may be charged the excessive cleaning fee of \$250.** In any case, an additional fee of \$250 will be assessed if food or beverages are served in any area of the theater other than greenrooms.

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- **Security:** We will provide minimal security for your event. Specifically, we will lock and unlock doors at your request and limit access to only those approved by you. Security beyond this may be desired by you or required by us, and the cost of that security will be your responsibility.

### **GREEN ROOMS AND DRESSING ROOMS:**

There are two artist areas on the campus, a small green room and two dressing rooms at the back of the Cailloux Theater facility, and a larger greenroom and two “star” dressing rooms in the adjacent Kit Werlein Annex . The Cailloux dressing rooms are equipped with multiple electrical plugs, sinks, two toilets and one shower stall; all of these are wheelchair accessible from the stage. The Cailloux green room has a full-sized refrigerator for your use; please leave it as clean as you found it. The Annex dressing rooms include sinks, counters, electrical outlets and water closets. The Annex green room is furnished and includes an area for food service. An additional cleaning fee (see above) will be charged if we determine that excessive clean up of these areas is necessary.

### **USHER ROOM / STORAGE CABINETS:**

As a Renter, you will have access to the Usher Room next to the lobby which houses the extra chairs, usher vests, hearing devices, and the two lockable cabinets that come with each rental. The door and the cabinets will be equipped with a separate key; one set will be given to the House Manager and the other to the Contact Person listed on your rental agreement. Your keys must be returned to the House Manager at the end of the night; if they are not, payment will be withheld until the keys are returned.

### **FURNISHINGS:**

- The Cailloux Theater maintains a limited inventory of 6-foot tables (with accompanying black tablecloths) and chairs which are available for rental. You are responsible for all tables, chairs, linens, tableware, tents, and other additional materials you need beyond this.
- You may not move furnishings or objects belonging to us without prior written approval.
- The lobby furniture is placed in designated locations and **may not** be rearranged except by Cailloux staff as arranged in advance. Any tables or displays you bring in should be placed around the furniture.

### **PROPERTY:**

- You may not alter any Cailloux City Center facility with any picture hangers, thumb tacks, push pins, tape, or similar, nor with any sort of construction.
- We are not be responsible for or liable to you for any loss resulting from any act of God which may cause a lack of heat, water, light or air conditioning, nor for any failure of equipment to operate or function properly through no fault or act of ours.
- You must remove all show materials (including leftover programs) and equipment from the property immediately after your event, unless you have previously made other arrangements. If your equipment is not removed we will attempt to notify you and then reserve the right to have it removed at your expense or charge you the hourly rental rate.
- Because storage is limited, your property and equipment should be delivered and picked up on the day of your rental unless alternative arrangements have been made in advance. In all cases, you must inform us in advance when your items are to be delivered and picked up.
- Items that have been rented/procured by the renter through a separate vendor (other than P2K) must be removed within 24 hours of the event unless other arrangements have been made in advance.
- You must not impair the function or visibility of exit doors, exit pathways, EXIT signs, or fire extinguishers and hoses with any scenery or equipment; at no time will items be placed in aisles or other avenues of audience egress.

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- No exterior signage, including signs placed on strategically positioned vehicles, or anything materials intended to draw attention to the theatre may be installed or used without prior written consent from Playhouse 2000.

### **DECORATIONS AND DISPLAYS:**

- All displays, decorations or special equipment must be approved in advance of your event.
- You may not use tape, staples, tacks, nails, screws, paint or similar on any Cailloux City Center property when decorating for your event.
- Lobby displays, banners, etc. may not be attached to walls, ceiling or floor. We can help you ensure that items are properly displayed without damaging Cailloux Theater property.
- Candles/Open Flame are not permitted, with the exception of small birthday candles, votive candles, or “canned heat” for warming food, all of which must be approved in advance. This applies to all areas, including stage performances.
- All approved decorations must be fireproofed in accordance with industry standards.

### **OTHER FACILITY ISSUES:**

- Smoking is not permitted in any of the buildings and only in designated areas outside of the buildings.
- Except for service animals or animals that are part of a performance, no animals are allowed in the facilities of the Cailloux City Center.
- We retain the right to determine issues of public safety and to take action accordingly when necessary.

### **STAFFING YOUR EVENT**

#### **Required Staff:**

- A member of our staff will be assigned as liaison to your event, and must be on hand for the duration of your rental.
- We will provide a trained house manager for all events which utilize the audience chambers.
- If our specialized equipment is used during your event, technicians hired to run the equipment must be approved by our Technical Director (see page 13 for a description of available staff).
- We reserve the right to determine the reasonable number of staff needed to properly control and present your event and we will provide that estimate to you in advance. If necessary for the safety of participants, audiences, or the facilities, during the actual event, we may adjust the number of staff needed on-site, and additional personnel and/or equipment costs will be incurred.

#### **Ushers:**

- Unless arranged in advance, we will provide trained ushers for your event. If you would like to provide your own ushers (usually volunteers), we will request a training meeting immediately prior to the event, and will ask that you provide the name and contact information of a “head Usher” in advance.
- We will adjust the number of ushers to the anticipated audience:
  - For an expected audience of 200 or fewer, 6 ushers;
  - If you expect an audience of between 200 and 400 guests, 10 ushers;
  - For audiences of between 400 and 600, 12 to 14 ushers,
  - If you are anticipating a full house we will provide 16 ushers.
- Ushers must be provided with complimentary seating during the performance. Unless other arrangements are requested, we will reserve Center Section, Row ZZ, Seats 1 through 15 as Usher seats.

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## **Work Rules**

For reasons of safety, our employees/ employees hired by us on your behalf, are covered by the following work rules which assure that staff are reasonably rested. Failure to consider these rules when scheduling can lead to substantial problems and penalties.

- At a minimum, a one hour meal break for staff and crew is required every 5 hours. A labor penalty of two times the prevailing hourly rate will be charged if a one hour break is not given after five hours. This double time rate will continue until a one-hour break is given.
- Hours will be calculated in quarter-hour increments. Any portion of a quarter hour will constitute the entire quarter hour.
- If the workday extends past midnight (regardless of the total hours worked), a labor penalty of two times the prevailing hourly rate will be assessed for each hour or any portion of an hour after midnight.
- Crew break times may be staggered so long as the above rules are followed.
- We maintain a zero tolerance drug and alcohol policy for all personnel working in our space, whether we hired them or you did. We reserve the right to eject any staff member who appears intoxicated or otherwise impaired or who is otherwise acting in an unsafe manner.

*PLEASE NOTE: Once a crew call has been established on your behalf, you may not alter the call within seven days of the event without approval from our Technical Director. A change to crew call without this notice may result in your full obligation for fees already agreed upon.*

## **TECHNICAL INFORMATION**

- All tech needs for your event must be coordinated through Playhouse 2000 Technical Director Nicholas Boland (Contact Information is on page 14.) You MUST provide complete information related to any performance tech, including the official Tech Rider and contact information for the event road manager or other appropriate person responsible for show tech.
- A technical packet for your contracted space is available on request.
- You are responsible for all additional equipment and/or personnel which may be required for your event, and you must provide accurate contact information for all contractors and/or individuals who may be provided access to the facility;
  - We are happy to estimate the additional cost of your event based on the Tech Rider and other information you provide to us, but we are not responsible for the final cost of these items.
  - This additional equipment and/or personnel can then be arranged on your behalf by Playhouse 2000 if requested on a cost +15% basis;
- Our earliest load-in time is 8:00 am; our latest load out time is 12:00 midnight. Any load-in/out required outside of these times must be arranged in advance, and overtime labor and rental fees will apply.

## **EQUIPMENT:**

- Basic use of sound and light boards, including operators for them, are included in the base rental rate. If your event requires more than basic support in these areas, you must hire Playhouse 2000 approved personnel unless personnel you provide can demonstrate a sufficient proficiency in the operation of these systems in advance. Any need for specialized design of Sound or Lighting systems should be discussed, and an appropriate fee set, well in advance.
- While the rigging system itself is included in your base rental rate, if your event requires that rigging be moved during the performance you must hire a Playhouse 200 approved rigging operator unless personnel you provide can demonstrate sufficient proficiency in the operation of this system.

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- Your rental includes our standard lighting plot (details available in the Technical Specifications).
  - You can request changes to this standard lighting plot, for which you will be charged a time-and-materials rate along with any cost to restore to the standard lighting plot.
- Some specialized equipment may be available for an additional fee (see page 13). If your event requires equipment beyond what we offer, you may ask our staff to help you find, contract for, and operate that equipment, on a cost+ 15% basis.
- If a need for additional equipment is discovered on the day of performance, it may be used only if our staff is available and able to provide said equipment and you agree to add the rental cost of the equipment to your agreement.
- The use of fog or haze can trigger the fire protection system. If your event requires a fogger or similar equipment, fire panel monitoring by the Kerrville Fire Department may be required for the duration of rehearsals and performances, and you agree to incur the associated cost (see page 13).
- You must provide a complete list of equipment and stage needs at least two weeks in advance of your event (earlier, if possible.) This is especially true of the “technical rider” for any third party performers.
- All equipment or scenery you bring into the Cailloux City Center must be fireproofed according to industry standards.
- Any pyrotechnics or similar effects must be approved by us in advance and be performed by a licensed pyrotechnician. No pyrotechnic displays will be permitted without proof of the proper licenses as required by the State of Texas and the City of Kerrville.
- “Lagging” or other attachment of items to the stage deck using screws, nails, staples or similar is strictly prohibited.
- Our stage piano is a Steinway Model D (see page 13 for rental rate) which is in excellent condition and is tuned regularly. You may request additional tuning(s) which will be billed to you separately at the rate charged by the piano technician.

### **PERFORMANCE RIGHTS**

- When you sign this rental agreement, you represent that all musical performance rights for your event have been (or will be) obtained and that all required fees have been (or will be) paid to all appropriate agencies such as ASCAP and BMI.

### **RECORDINGS AND BROADCASTING:**

- You must make specific advance arrangements with the technical director when any performance or rehearsal is to be recorded or broadcast, whether by an outside party or by Playhouse 2000 staff hired under a separate agreement, in order to allow for necessary additional preparation.
- When you sign this rental agreement, you represent that you are solely responsible for securing all rights and licenses associated with any recording or broadcasting.
- Additional fees for stage labor may apply for some types of recording or broadcasting.
- Any commercial use of recordings or broadcasts done at the Cailloux City Center must include appropriate language identifying the location in wording that we have approved.

### **PHOTOGRAPHY AND MEDIA:**

Flash photography and video recording are permitted in the Cailloux Theater, but is up to you whether or not you will permit them during your event. Our house manager can be asked to assist you in enforcing your decision.

### **FRONT OF HOUSE:**

- The lobby doors will open one-hour in advance of, and auditorium seating areas of the theaters should open to the public 30 minutes in advance of the scheduled show time unless otherwise

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arranged in advance. For the safety of audience members, you must consult with the staff House Manager before opening the auditorium,

- No food or beverage is allowed in the seating area of The Cailloux Theater at any time; both food and beverage may be allowed in the VK Garage Theater auditorium if requested in advance.
- Whether recruited by you or provided by Playhouse 2000, an adequate number of reliable ushers to ensure smooth operation before, during, and after your event is required. The House Manager will instruct the ushers each night in their duties. If you are providing ushers, we require you to have a designated usher coordinator who can communicate directly with our House Manager (see above.)
- For the safety of the audience, before beginning the performance you must consult with the staff house manager.
- Performances must be finished no later than 11:00 pm unless arranged with us in advance.
- We reserve the final authority on lighting intensities for the auditorium, lobby, and backstage spaces at all times.
- We reserve the final authority on audio levels for the auditorium, lobby, and backstage spaces at all times. At no time will the sound volume level be allowed to exceed 96 decibels in any area of the Theater.
- We reserve the right to remove from the premises any person who becomes objectionable or who significantly fails to conduct his or her duties appropriately.

### **SPECIAL SEATING POLICY:**

- **THE CAILLOUX THEATER** contains a total of 822 seats, of which **795 are available to you.** Total seating capacity will not be exceeded for any reason.
  - We retain the 6 House Right box seats during all events and performances. Playhouse 2000 may sell these 6 seats to any requesting patron, or may release them to your use in special circumstances for which you agree to pay additional rental fees. The income from these sales will go to Playhouse 2000 for the maintenance and preservation of the Cailloux Theater.
  - Unless otherwise arranged, we will reserve Upper Center, Row ZZ, Seats 1 to 15 for use by event Ushers.
  - The Cailloux family retains right to use the 6 House Left box seats during all events and performances, to be used as they see fit.
  - We will hold 1% of available seating, or 8 seats, selected at random from a variety of sections, as “House Seats” to be used by Box Office and Front of House staff in emergencies. Unused house seats will be returned to available inventory on the day of your event.
- **THE VK GARAGE THEATER** has flexible capacity that is dependent on the arrangement of the seating area.
  - Unless otherwise arranged we will reserve 4 seats for use by event Ushers.
  - We will hold 4 seats as “House Seats” to be used by Box Office and Front of House staff in emergencies. These seats will be returned to available inventory on the day of your event.
- Both theaters offer wheelchair accessible seating in accordance with the ADA. Our policy on these seats is posted at the box office and on the web site.

### **TICKETING AND SALES**

#### **TICKET SALES:**

- ALL tickets, whether reserved or general admission, **MUST** be printed and sold through the Cailloux Box Office. No other tickets will be accepted by ushers or other staff.

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- Complimentary tickets will only be issued at your direction, and must also be printed through the Cailloux Box Office. In most cases, complimentary tickets will be assessed minimal Box Office fees.
- Each ticket sold or otherwise printed for your event will incur a Box Office Service Fee and a Preservation Fee (see price schedule), which may be reduced for Complimentary tickets issued for promotional purposes, or if a group of tickets are requested and printed in a single sale.
- In some cases, including any case in which the cost of tickets exceeds \$50.00, all ticket sales completed by credit card will incur a 3% processing fee, which will be deducted at settlement.
- You are responsible for any sales taxes owed due to your activities.
- Tickets may be removed from sale, and then released for sale, at your direction. Instructions for reserving and returning ticket to sale should be provided in writing.
- Except in unusual circumstances, there will be no refunds on tickets sold to the general public. At no time will we offer refunds to purchasers of tickets to your event without your permission.
- Except in unusual circumstances, we do not offer exchange of tickets once purchased. The Cailloux Box Office will accept tickets donated back for resale up to 24 hours prior to your event. Within the 24 hour period, the tickets will not be resold, but given to you for your use.

### **BOX OFFICE POLICIES:**

- Standard box office hours are Monday through Friday from 10am – 1pm; and Saturday from 10am-3pm, or if necessary, on a schedule set from time to time.
- The box office will open one and a half hours before a scheduled performance for sales related to that event only. On weekend days with two performances, a one-hour break will be given between the shows.
- We will provide a scheduled opportunity for you to set up your event with our box office; to discuss coupons, reserve seating, establish policies on sponsor or complimentary tickets and so forth. If additional, formal meetings with the box office are required, an hourly meeting fee may be incurred.
- To ensure the smooth operation of sales, admission to the box office is reserved for Cailloux Theater and Playhouse 2000 staff only.

### **CATERING / CONCESSIONS:**

- Playhouse 2000 reserves the right to provide concession sales at all Cailloux City Center events, and proceed from sales benefit Playhouse 2000.
- All other catering services and contracts are solely your responsibility. Note that all caterers used for events at the City Center must hold current and appropriate licenses.
- The Cailloux Theater has a catering area for small food prep and plating. There are no facilities for cooking, chilling, or freezing large quantities of food.
  - Set-up and clean-up – including the removal of trash to the dumpsters – whether or not you have arranged for such to be handled by your catering staff, are your responsibility.
  - We ask that the catering area be reserved for use by employees or event volunteers only.
- Regardless of arrangements made, food should not be allowed in any carpeted areas. An automatic \$250 cleaning fee will be assessed if food or beverages are consumed on any carpeted area.
- Guests should be advised that food and beverages may not be brought onto or removed from the premises by anyone other than the caterer.
- Food and beverages (with the exception of bottled water) are prohibited from the auditorium.
- Cooking is not permitted inside the facilities. Cooking outdoors may be permitted upon meeting specific conditions. Please ask for details.
- Open flame of any kind is not permitted, with the exception of small birthday candles, votives, or “canned heat” for warming food, all of which need to be approved in advance.

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- Even when specially approved, all open flame must be kept at least twenty feet from buildings, and must be attended to at all times. A Cailloux City Center staff member must certify that all cinders have been properly extinguished.

### **MERCHANDISING:**

You may request permission to sell merchandise related to your event during your rental period. You agree to pay us a facility commission share of 15% of receipts net of any tax for all merchandise sold by you and/or your guest artist including all video, CD and DVD sales, though this fee may be waived under certain circumstances. If we provide staff for these sales, the facility commission share will increase to 20% of gross receipts, and this fee cannot be waived. You should inform your guest artist of this charge.

### **ALCOHOL:**

We do not have liquor or beer/wine licenses. While alcohol may be served during your event, unless you have arranged for and provided us proof of official, legal permission, no alcohol may be sold on our premises.

If we give permission to serve alcohol at your event:

- you will be required to have at least one server per distribution station with a Texas Alcoholic Beverage Commission serving license;
- you will be required to hire, or ask us to hire on your behalf and at your expense, sufficient security personnel to ensure the safety of your guests;
- you must take all precautions necessary to avoid serving alcohol to underage or otherwise restricted patrons, and to guard against guests driving from the facility in an impaired condition.

### **MARKETING YOUR EVENT:**

We provide a **basic marketing** service with which to help you publicize your event. Once we have received your approved rental agreement, the following complimentary services will be provided based on availability:

- Display space for one or more 11” by 17” poster(s) in the lobby with other rental event posters at least four weeks in advance of your event date;
- Mention on the Information Recording of our automatic telephone answering system at least four weeks in advance of your event date;
- Listing on the Main Street lighted sign at least four weeks prior to your event;
- As available, placement in the “On Stage at the Cailloux” newspaper advertisement in the local daily newspaper’s “Spotlight” section or similar (usually beginning four weeks prior to your event.)
- Picture & Description of your event on the Cailloux City Center Website ([www.CaillouxPerformingArts.com](http://www.CaillouxPerformingArts.com));
- Mention and/or listing in at least one City Center eBlast sent to the Cailloux Theater Events email list.

### **Upgrade Marketing Package - \$200:**

- Poster, flyer, postcard and/or online placard design;
  - Printing available at cost +15%
  - Direct mail distribution available at cost+15%
- Specialized email promotion (can be increased at cost);
- Social Network (Facebook) promotions design
  - ad placement or post “boosting” can be provided at your request and billed at cost.

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Additional listings or other marketing avenues, including radio give-aways, print placement in non-Kerrville publications, and ad creation may be available at an additional fee. Please ask about these possibilities if you are interested.

*Please note that, while we are happy to help you publicize your event, we cannot assume any responsibility for marketing your event beyond these services, and we make no claim as to the outcome.*

### **USING THE CAILLOUX NAME, IMAGE, OR LOGO:**

- Once your rental agreement is confirmed, we encourage you to put the Cailloux City Center or individual theater logo and web-site link on your event promotion materials. We will provide digital copies of the logo to you or your graphic artist at no cost.
- No event may use the Cailloux City Center name, image, or logo without first entering into a rental agreement.

### **BASIC RENTAL RATES AND FEE INFORMATION**

THE CAILLOUX THEATER works on a multi-tiered rental-rate system reflecting the uses our renters have for the facility. Generally, **Tier One** events are full productions and **Tier Two** events include meetings and lobby-only activities (see complete definitions below.) Final determination of an event's tier status is based on the information presented in the application and will be determined by City Center Staff. All requests for the Not for Profit rate must include a copy of the 501(c)3 determination letter from the IRS.

*Note: all prices are provided for estimation purposes only, and may be affected by the scope of your event. You will be offered a package price based on information provided in your application.*

### **TIER ONE**

A **Tier One Event** is defined by any of the following:

- An event that includes a presentation with an audience, whether on the stage or in the lobby;
- An event for which tickets are sold to the public; or
- An event for which the technical requirements demand significant lighting or sound support or which has other potential need for outside labor.

### **TIER ONE HOURLY RENTAL RATES ~ LOBBY, AUDITORIUM AND STAGE**

	<u>STANDARD RATE</u>	<u>NOT FOR PROFIT RATE</u>
MONDAY - THURSDAY	\$ 920 1 <sup>st</sup> 4 hours, then \$300/hour	\$690 1 <sup>st</sup> 4 hours, then \$230/hour
FRIDAY - SUNDAY	\$1,080 1 <sup>st</sup> 4 hours, then \$380/hour	\$810 1 <sup>st</sup> 4 hours, then \$290/hour

#### Box Office Fees

General	\$2.00/Ticket	\$1.50/Ticket
Complimentary Tickets	\$0.25/Ticket	\$0.05/Ticket
Bulk Comp/Promo Ticket	\$0.15/Ticket	\$0.00/Ticket
Preservation Fee	\$1.00/Ticket	\$1.00/Ticket

Add the Board/Meeting Room to the above rental ..... \$60/event

### **Your Tier One rental package includes:**

- Operating staff consisting of:
  - a house manager (required for all events that utilize the audience area);
  - an on-site facility representative (which may or may not be the house manager), and
  - box office staff available during regular box office hours.
  - ushers

**CAILLOUX CITY CENTER RENTAL INFORMATION AND POLICIES**

- Full use of all public areas in the rented theatre, including Lobby, Auditorium Seating, Public Restrooms, and other areas.
- Full use of all performance areas of the auditorium, including the stage, wings, Green Room and Dressing Rooms, and loading dock (Cailloux Theater only).
- Standard equipment to include Lectern, up to 8 tables/cloths (black), up to 25 chairs, up to 10 music stands, and all lobby furniture,
- Standard House Lighting, Stage Lighting and Sound support, including a Light/Sound Board Operator, but not including any specialized lighting design, hang or focus, nor any specialized sound reinforcement or microphone placement,
- One secure storage cabinet for personal effects.

**TIER TWO**

**Tier Two Events** are meetings and private events that do not include a full stage production, are not promoted to the general public, and have no ticket sales.

**TIER TWO HOURLY RENTAL RATES ~ LOBBY ONLY**

	<u>STANDARD RATE</u>	<u>NOT FOR PROFIT RATE</u>
MONDAY – THURSDAY	\$430 1 <sup>st</sup> 4 hours, then \$130/hour	\$320 1 <sup>st</sup> 4 hours, then \$90/hour
FRIDAY - SUNDAY	\$650 1 <sup>st</sup> 4 hours, then \$170/hour	\$370 1 <sup>st</sup> 4 hours, then \$100/hour

**TIER TWO HOURLY RENTAL RATES ~ LOBBY, AUDITORIUM AND STAGE**

	<u>STANDARD RATE</u>	<u>NOT FOR PROFIT RATE</u>
MONDAY – THURSDAY	\$700 1 <sup>st</sup> 4 hours, then \$180/hour	\$530 1 <sup>st</sup> 4 hours, then \$120/hour
FRIDAY - SUNDAY	\$780 1 <sup>st</sup> 4 hours, then \$200/hour	\$590 1 <sup>st</sup> 4 hours, then \$150/hour

*Note: This rate does NOT include technical staff support*

Add the Board/Meeting Room to the above rental ..... \$60/event

**Your Tier Two rental package includes:**

- Operating staff consisting of:
  - a house manager (required for events that utilize the audience area);
  - an on-site facility representative (which may or may not be the house manager)
- Full use of contracted public areas in the Cailloux Theatre, including Lobby, Public Restrooms, and, if contracted, the full stage, green room and dressing rooms, and loading dock.
- General house and auditorium lights, but not stage lighting, nor sound reinforcement.
- Standard equipment to include Lectern, up to 8 tables/cloths (black), up to 25 chairs.
- Secure storage cabinet for personal effects.

**In addition to your space rental**, your event may have specific needs for other equipment, services, and personnel, which we can provide at additional cost. The full list follows on the next page.

**PLEASE NOTE:** The rental rates of the Cailloux Theater are based upon a reasonable work period in any ONE calendar-day. Time in excess of 12 hours (or beyond the contracted time) during a calendar day WILL incur overtime facility rental fees of \$200 per hour or portion thereof. Different rules may apply to multi-day events. Your Letter of Agreement will have more details.

THE VK GARAGE THEATER and KIT WERLEIN ANNEX, including the Studio and Green Room, are also available for rent. Rates are determined on a case-by-case basis depending on the desired use. Basic Rates include:

## CAILLOUX CITY CENTER RENTAL INFORMATION AND POLICIES

### The VK Garage Theater

	<u>STANDARD RATE</u>	<u>NOT FOR PROFIT RATE</u>
Lobby and Auditorium	\$ 500 1 <sup>st</sup> 4 hours, then \$100/hour	\$400 1 <sup>st</sup> 4 hours, then \$ 80/hour
Lobby only	\$ 300 1 <sup>st</sup> 4 hours, then \$100/hour	\$250 1 <sup>st</sup> 4 hours, then \$ 80/hour

### Box Office Fees

General	\$2.00/Ticket	\$1.50/Ticket
Complimentary Tickets	\$0.25/Ticket	\$0.05/Ticket
Bulk Comp/Promo Ticket	\$0.15/Ticket	\$0.00/Ticket
Preservation Fee	\$1.00/Ticket	\$1.00/Ticket

### The Kit Werlein Annex

	<u>STANDARD RATE</u>	<u>NOT FOR PROFIT RATE</u>
Studio	\$ 200 1 <sup>st</sup> 4 hours, then \$ 60/hour	\$150 1 <sup>st</sup> 4 hours, then \$ 50/hour
Green Room	\$ 100 1 <sup>st</sup> 4 hours, then \$ 30/hour	\$ 90 1 <sup>st</sup> 4 hours, then \$ 25/hour

### OPTIONAL ADDITIONAL SERVICES

Special setups for stage, seating areas, rehearsals or the lobby;.....	\$25/hour, 4 hour min.
Special custodial or trash removal services* .....	\$250.
Special fire alarm panel monitoring* .....	\$50/hour, 4 hour min.
Security detail* .....	Market Rate + 15%
Enhanced Marketing Package.....	\$200 or as Negotiated
Please see page 11 for a complete description.	
Rental of Board Room (separate from facilities rental package).....	\$100/day

*Items marked with a \* may be required in certain circumstances.*

### AVAILABLE EQUIPMENT

Stanchions & Ropes .....	\$20/event
6' Tables w/black tablecloth (as available) .....	\$10 each/event
Chairs .....	\$1 each/event
Steinway "D" Grand Piano (can be used on-stage only).....	\$250/Day
Additional Tuning for Steinway Piano .....	\$235
Digital Projector .....	\$100/day
Rear Projection Screen (12'X16').....	\$50/day
Orchestra Shell* .....	\$300/day
Orchestra Chairs (80 available) .....	\$1 each/day
Music Stands (65 available) .....	\$1 each/day
Stand Lights (15 available) .....	\$2 each/day
Conductor's Podium.....	\$20 /day
Risers* .....	\$40/day
Marley Dance Floor* .....	\$375/event

Please see page 8 for a more complete list of policies for using this equipment

*Items marked with an \* may require hiring approved staff for set-up and/or operation.*

### AVAILABLE STAFF

In addition to the staff provided in your rental, you may need to hire additional staff to perform certain activities requiring specialized training and knowledge (please see page 6 for a full discussion of staffing needs.) We insist that all personnel employed in these jobs either be Playhouse 2000 employees or be otherwise approved in advance to ensure that they can safely and effectively operate sensitive equipment. In the event you have little or no personnel, we can provide additional technicians on your behalf according to the following schedule:

## CAILLOUX CITY CENTER RENTAL INFORMATION AND POLICIES

	<u>4 hour Minimum</u>	<u>Hours 5 - 12</u>
Light Board Operator (includes hourly fee for light board) .....	\$120	\$35/hour
Master Electrician (specialized cueing or patching).....	\$200	\$50/hour
Sound Board Operator (includes hourly fee for sound board).....	\$120	\$35/hour
Sound Engineer (specialized equalizing, mixing) .....	\$200	\$50/hour
Stage specialists, lighting and audio assistants.....	\$100	\$25/hour

- Please note that we reserve the right to require a reasonable number of technicians and front of house staff be on hand to properly control load in, set up, focus, performance, and restoring the space to its original configuration. This number will be on your rental contract, and Playhouse 2000 reserves the right to call in extra stagehands at the renter's expense for safety reasons.

CAILLOUX CITY CENTER RENTAL INFORMATION AND POLICIES



The Kathleen C. Cailloux  
City Center for the Performing Arts

[www.caillouxperformingarts.com](http://www.caillouxperformingarts.com)

**Managed on behalf of the City of Kerrville  
by Playhouse 2000, Inc.**

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