

TERMS of Rental Agreement (the terms below apply to all renters/user-groups of RAW SPACE PERFORMING ARTS VENUE)

1. Renter Responsibilities:

As a renter of RAW SPACE, you are renting the space only. This includes use of the room and use of equipment (see "Equipment Use" below for details on equipment use and applicable fees). Renters are responsible for providing their own personnel to take tickets, setup the venue, take care of janitorial duties (see §1.1), as well as security personnel. A minimum of two (2) people are needed to cover security/ticket-taking duties, however, three (3) or more are recommended to secure both entrances to the venue. Renters are responsible for cleaning the venue after use and returning the space to its default configuration (tables, chairs, and all equipment returned to their standard locations). A printed map of the default configuration is available in the sound booth at the venue. The renter may setup the tables and chairs in practically any configuration they deem necessary for the success of their event. Moving or adjusting any other equipment/furniture/fixtures (including cafe furniture, sound/video and other tech equipment, stage and house lighting, staging pieces, etc.) requires the prior approval of the **venue producer**.

Any of the above mentioned services (janitorial, security, ticket taking, setup/reset) can be performed by or supplemented by RAW SPACE personnel for an additional fee. If the renter chooses to use RAW SPACE personnel to perform ALL of these duties, a minimum of two personnel must be paid for at a rate of \$10 per hour (5 hour minimum, with the exception of a \$20 flat fee for janitorial). This fee is added to and becomes part of the rental fee.

1.1 Janitorial Details: The renter is responsible for the following janitorial duties after the event: sweeping the floor, removal of all trash created by the event organizers and patrons, emptying all garbage receptacles in the venue, removal of any cafe kitchen ware (cups/glasses, water pitchers, etc.) (return these item to the cafe). As stated above, these services can be performed by RAW SPACE for an additional fee (\$20 flat fee for janitorial duties).

2. Rental Pricing:

Prices are guidelines and subject to modification depending on circumstances. Weekdays = Sun-Wed. Weekends = Thu-Sat.

- \$25/hour during the day on weekdays (rentals between the hours of 9am and 7pm) + refundable damage deposit*.
- \$200/night on weekdays (for rentals that start at 5pm and after and last more than 2 hours) + refundable damage deposit*.
- \$400/event on weekends + refundable damage deposit*.

*Amount of damage deposit is negotiable and depends upon the nature of the event.

3. Equipment Use:

Full equipment listing and specs available at www.rawspacemusic.com/mainstage

3.1 House Sound Equipment: A sound technician is required to use house sound equipment. For a list of house-approved, local sound techs, contact the **venue producer/tech manager**. The standard fee to hire a house-approved sound tech is \$100 for an evening event, or \$20/hour for a daytime event (minimum \$50, not to exceed \$150). **This fee is to be paid directly to the sound tech and is not included in your rental fee**. Sound techs are required to be on site from the time sound equipment is setup until the end of the event. If the sound equipment is used when a sound tech is not present, the renter will forfeit their damage deposit. If providing your own sound tech, they must be qualified by the **venue producer** prior to the day of the event.

3.2 Stage Lighting System: Use of the stage lighting system is necessary for any event that uses the stage (with the exception of those only using the on-stage projector screen). Use of the stage lighting is available at no additional cost. All house-approved tech have been trained to operate the stage lighting system. There is also a quick-start guide available at the venue with instructions on operating the lighting console.

3.3 HD Data Projector: Renters may use the house data projector for a fee of \$20 per hour of use.

3.4 Chairs and Folding Tables: Chairs and folding tables are available to all renters at no additional cost.

3.5 Bringing Your Own Equipment: Renters may bring their own equipment to supplement the equipment available at RAW SPACE or to use in place of RAW SPACE'S equipment. If the renter plans on hanging/mounting any equipment/decorations from the venue ceiling/rafters or on the venue walls, this will require the prior consent of the **venue producer**.

4. Promotion:

4.1 Basic Promotion: Upon request, RAW SPACE will provide *Basic Promotion* free of charge for any rental event. *Basic Promotion* entails: 1.) creation of a Facebook event by the RAW SPACE page and 2.) one or more "wall" postings on the RAW SPACE Facebook page during the week leading up to the rental event.

4.2 Additional Promotion: For an additional fee, RAW SPACE can provide *Additional Promotion*. *Additional Promotion* can include 1.) posting on the main page of www.rawspacemusic.com 2.) printing and posting posters on the CWU campus and/or around Ellensburg, 3.) handing out flyers at public events and/or on the CWU campus 4.) having an advertisement placed in the Daily Record (local newspaper) 5.) posting on community websites. Fees are assessed on a case by case basis.

5. Ticketing:

5.1 Ticket Pricing: The renter is responsible for determining ticket pricing for their event. The renter keeps all proceeds from ticket sales, after deducting any remaining amount of the rental fee to be paid to RAW SPACE (if not paid in advance), and paying any necessary personnel (sound tech, janitorial, security, ticket taking, setup personnel).

5.2 Credit Card Presale Ticketing: RAW SPACE can sell tickets in advance (prior to the day of the event) to patrons who pay with a credit card over the phone. If the renter chooses to make tickets available for presale using RAW SPACE'S credit card over-the-phone ticketing system, the renter is responsible for covering the credit card surcharge incurred by RAW SPACE for the use of this service.