



GASTON SCHOOL OF THE ARTS

Bringing the Arts to Life

Gaston School of the Arts Playhouse Usage Contract and Agreement

This Playhouse Usage Contract and Agreement between

_____ (name) and the

Gaston School of the Arts Playhouse has been entered into and agreed upon

on for _____ (production name)

during the following

dates: _____ (dates).

Both parties have agreed to the following terms:

1. Any funds allocated from the Playhouse for any reason, including and not excluding, theatrical and musical rights to material, set material, costumes and any hardware needed for the theater such as lights and sound, is firmly and unalterably considered a loan. As such, any money received must be reimbursed to the exact amount, no matter the circumstance.
2. Any usage of lighting and sound equipment owned by the GSOA Playhouse and its employees can only be controlled by the trained Playhouse Technical Director.
3. Any usage of set materials contained inside the premise of GSOA must be used with express permission of the Artistic or Technical Director of the Playhouse. Any material, including but not excluding, lumber, paint and hardware, can only be used by the trained Playhouse Technical Director.
4. Any usage of costumes must be checked out with permission of the Artistic Director. The costumes are to be kept in the condition they were before being loaned out for any production. After the production, all costumes and costume pieces should be cleaned and/or washed. All costumes must be checked back in by the Artistic Director before the production is considered officially closed.
5. Any usage of props must be checked out with permission from the Artistic Director. The props are to be kept in the condition they were before being loaned out for any production. All props must be checked back in by the Artistic Director before the production is considered officially closed.
6. There is to be absolutely no structural changes to the theater of any kind, including but not excluding the stage, the wings, the balconies, the backstage area and the house.

7. There is to be absolutely no food or drink, including chewing gum, inside the theater at any time. This includes both production staff and any cast or crew.
8. There shall be no weapons, alcohol, drugs or tobacco of any kind on the premise of Gaston School of the Arts.
9. All subject matter may be reviewed by the Artistic Director at any point in time to ensure that the values and beliefs of the GSOA Playhouse are being upheld.
10. The Playhouse at GSOA closes by nine o'clock PM every night. There should be no one on the premises after those hours without express written permission from either the Artistic Director of the Playhouse or Executive Director of GSOA.
11. General upkeep is required: all lights in the theater, the green room or any bathroom should always be left off. Trash should never be left out. If there is a problem that cannot be fixed, Playhouse staff should be notified immediately.
12. During a production, a Playhouse Staff member is required to attend all performances in order to be of assistance and to take the cash box by the end of the night.
13. Any and all paperwork involving in any production must be turned into the theater before a production is considered officially closed.
14. Strike is mandatory and must be done within one full week of closing night before the production is considered officially closed by the Artistic Director of the Playhouse. Failure to strike completely or in a timely matter is grounds for expulsion and will prevent any further contracts between the above signatory and the Playhouse.
15. No momentary compensation is to be allotted until after the production has been officially closed by the Artistic Director. Monetary compensation is 30% of the net profit of the production, after the Playhouse has been completely repaid their initial loan. The Technical Director is to be compensated 15% of the net profit of the production. Any additional funds will be given to the Playhouse to cover the cost of facilities, including the stage.
16. Gaston School of the Arts, along with the Playhouse, reserves all rights to terminate a production for any reason.
17. Should any of the aforementioned terms be violated, the Playhouse reserves all rights to withhold compensation to cover any damages. If the cost of repair exceeds that compensation, the above signatory hereby agrees to cover any and all damage cost.

If all parties can hereby approve of these terms, then the below signatures signify that an agreement has been fully reached and shall be completely and correctly fulfilled.

Signature

Date

Artistic Director of the GSOA Playhouse

Date

Executive Director of Gaston School of the Arts

Date