



# JOHNSTON COMMUNITY COLLEGE

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## JOHNSTON COMMUNITY COLLEGE

PAUL A. JOHNSTON AUDITORIUM

PO BOX 2350

SMITHFIELD, NC 27577

(919) 209-2112 Phone

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### RENTAL AGREEMENT TERMS AND CONDITIONS OF USE

EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_

This agreement, made and entered into the \_\_\_\_\_ day of \_\_\_\_\_ 2016 by and between Johnston Community College and \_\_\_\_\_, hereinafter referred to as the Licensee:

Name of User: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (residence) \_\_\_\_\_ (office) \_\_\_\_\_

Email Address: \_\_\_\_\_

Organization or fund-raising charitable event represented, if any: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Organization Telephone: \_\_\_\_\_

Chief Officer of Organization: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Tax-exempt nonprofit organization? \_\_\_\_\_ Fed. ID#: \_\_\_\_\_

Person Responsible for Payment: \_\_\_\_\_ Telephone \_\_\_\_\_

Credit Card: \_\_\_\_\_ Acct. No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

#### 1. THIS CONTRACT IS FOR THE FOLLOWING SPACES:

Auditorium Stage  Lobby  Green Room  Other or combination thereof: \_\_\_\_\_

#### 2. DAY, DATE AND TIME (Day):

(Date): \_\_\_\_\_

(Load-In): \_\_\_\_\_ til \_\_\_\_\_

(Curtain): \_\_\_\_\_ (Intermission) **15 minutes** (End-of-Show) \_\_\_\_\_

(Load-Out): \_\_\_\_\_ til \_\_\_\_\_

#### 3. DESCRIPTION OF EVENT:

Performance Event       Reception       Banquet       Exhibit  
 Fund-raising Gala or Dance       Meeting/Conference       Other

Brief Description of Event: \_\_\_\_\_

**4. ADMISSION CHARGES AND SEATING:**  Reserved  General Admission

Banquet Seating  Conference Seating  Other.

Admission Charge Per person: \_\_\_\_\_, JCC sells for \_\_\_\_\_ or online @ [www.jccperformingarts.com](http://www.jccperformingarts.com) for \_\_\_\_\_.

**Tix go on sale at 1:30pm. Box Office Hours are Mon-Fri, 1:30-5:00pm, visit or call**

**919.209.2099.**

Scaled admission \_\_\_\_\_ # of total seats at each price \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Maximum attendance permitted **1000**

Additional equipment fee charges applicable?  Yes

Additional personnel fee charges applicable?  Yes

Green Room access required?  Backstage load-in/out?  Front-of-house load-in/out.

Admission by: Advance purchase hard ticket  at-door purchase hard ticket

Prepaid advance reservation only  C.O.D. advance reservation

Invitation only  (Invitation to be presented for admission?)

Free/open admission  Other  Forms payment: Cash  Check

Credit Card \_\_\_\_\_ (MC/Visa) \_\_\_\_\_.

**5. CATERING:** In-house concession services provided? \_\_\_\_\_ or catered meal for banquet/dinner

Name of caterer: \_\_\_\_\_

Caterer address: \_\_\_\_\_

Caterer telephone: \_\_\_\_\_ Contact: \_\_\_\_\_

Brief description of menu: \_\_\_\_\_

**6. BASE USE FEE RENTAL RATES:** Prices are good for 1 year from date of contract. "Daytime" rates permit up to six hours use including breaks/mealtimes from 8:00am-5:00pm. "Evening" rates denote a maximum of six hours use between 5:00-11:00pm. **All rates are exclusive of personnel service charges which may apply.** Aud.

	W'day Day Mo-Fr	W'day Even' Mo-Th	W'end Day Sa-Su	W'end Even' Fr-Sun	Add'l & Rehearsals \$100/hr	Add'l Lobby \$50/hr
<b>Paul A. Johnston Auditorium</b>						
Non-Profit/No Admiss	<input type="checkbox"/> \$300	<input type="checkbox"/> \$350	<input type="checkbox"/> \$350	<input type="checkbox"/> \$400	_____	_____
Private/No Admiss.	<input type="checkbox"/> \$400	<input type="checkbox"/> \$450	<input type="checkbox"/> \$450	<input type="checkbox"/> \$500	_____	_____
With Alcohol	<input type="checkbox"/> \$500	<input type="checkbox"/> \$550	<input type="checkbox"/> \$550	<input type="checkbox"/> \$600	_____	_____
Non-Profit/For Profit with Admiss.	<input type="checkbox"/> SEE SLIDING SCALE NEXT PAGE				_____	_____

	W'day Day Mo-Fr	W'day Even' Mo-Th	W'end Day Sa-Su	W'end Even' Fr-Sun	Add'l & Rehearsals \$100/hr	Add'l Lobby \$50/hr
<b>Auditorium Lobby/Grounds</b>						
Non-Profit/No Admiss	<input type="checkbox"/> \$250	<input type="checkbox"/> \$275	<input type="checkbox"/> \$275	<input type="checkbox"/> \$300	_____	_____
Private/No Admiss	<input type="checkbox"/> \$350	<input type="checkbox"/> \$375	<input type="checkbox"/> \$375	<input type="checkbox"/> \$400	_____	_____
With Alcohol	<input type="checkbox"/> \$450	<input type="checkbox"/> \$475	<input type="checkbox"/> \$475	<input type="checkbox"/> \$500	_____	_____
Non-Profit/For Profit with Admiss	<input type="checkbox"/> SEE SLIDING SCALE NEXT PAGE				_____	_____

	6-Hrs	1-Week	4-Wks	5-Wks	Add'l \$25/hr	Commission Sells
<b>Frank Creech Art Gallery</b>						
<b>Rent vs. Commission, whichever is greater</b>						
Non-Profit/No Admiss.	<input type="checkbox"/> \$150	<input type="checkbox"/> \$750	<input type="checkbox"/> \$2250	<input type="checkbox"/> \$2750	_____	<input type="checkbox"/> 30%
Private/No Admiss.	<input type="checkbox"/> \$200	<input type="checkbox"/> \$1000	<input type="checkbox"/> \$3000	<input type="checkbox"/> \$3750	_____	<input type="checkbox"/> 40%

	6-Hrs	1-Week	4-Wks	5-Wks	Add'l \$25/hr	Commission Sells
<b>With Reception Area</b>						
Non-Profit/No Admiss.	<input type="checkbox"/> \$200	<input type="checkbox"/> \$750	<input type="checkbox"/> \$2250	<input type="checkbox"/> \$2750	_____	<input type="checkbox"/> 30%
Private/No Admiss.	<input type="checkbox"/> \$250	<input type="checkbox"/> \$1000	<input type="checkbox"/> \$3000	<input type="checkbox"/> \$3750	_____	<input type="checkbox"/> 40%

	6-Hrs	1-Week	4-Wks	5-Wks	Add'l \$25/hr	Commission Sells
<b>Reception Area only</b>						
Non-Profit/No Admiss.	<input type="checkbox"/> \$75	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A	_____	<input type="checkbox"/> 30%
Private/No Admiss.	<input type="checkbox"/> \$100	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A	_____	<input type="checkbox"/> 40%

**Wilson Lobby**

Non-Profit/No Admiss	<input type="checkbox"/> N/A	<input type="checkbox"/> \$150	<input type="checkbox"/> \$150	<input type="checkbox"/> \$200	_____	_____
Private/No Admiss	<input type="checkbox"/> \$200	<input type="checkbox"/> \$250	<input type="checkbox"/> \$250	<input type="checkbox"/> \$300	_____	_____

**Green Room**

All Groups	<input type="checkbox"/> \$50	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A		
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**Student Lounge**

	<input type="checkbox"/> \$300	<input type="checkbox"/> \$300	<input type="checkbox"/> \$300	<input type="checkbox"/> \$300		_____
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**Classrooms \***

Non Profit (All Times)	<input type="checkbox"/> \$50
Profit (All Times)	<input type="checkbox"/> \$100

**Computer Lab**

Non Profit (All Times)	<input type="checkbox"/> \$150
Profit (All Times)	<input type="checkbox"/> \$300

**\* Includes JCC Main Campus, Work Force Development Center, and the Cleveland Campus; Howell Woods operates under its own policy.**

**Auditorium Facility Use Non-Profit/For Profit with Admission at highest ticket price:**

- When admiss. is \$.01 - \$4.00 per seat, \$400 flat fee + service cost
- When admiss. is \$4.01 - \$5.00 per seat, \$500 flat fee + service cost
- When admiss. is \$5.01 - \$6.00 per seat, \$600 flat fee + service cost
- When admiss. is \$6.01 - \$7.00 per seat, \$700 flat fee + service cost
- When admiss. is \$7.01 - \$8.00 per seat, \$800 flat fee + service cost
- When admiss. is \$8.01 - \$9.00 per seat, \$900 flat fee + service cost
- When admiss. is \$9.01 - \$10.00 per seat, \$1,000 flat fee + service cost
- When admiss. is \$10.01 - \$11.00 per seat, \$1,100 flat fee + service cost
- When admiss. is \$11.01 - \$12.00 per seat, \$1,200 flat fee + service cost
- When admiss. is \$12.01 - \$13.00 per seat, \$1,300 flat fee + service cost
- When admiss. is \$13.01 - \$14.00 per seat, \$1,400 flat fee + service cost
- When admiss. is \$14.01 - \$15.00 per seat, \$1,500 flat fee + service cost
- When admiss. is \$15.01 - \$16.00 per seat, \$1,600 flat fee + service cost
- When admiss. is \$16.01 - \$17.00 per seat, \$1,700 flat fee + service cost
- When admiss. is \$17.01 - \$18.00 per seat, \$1,800 flat fee + service cost
- When admiss. is \$18.01 - \$19.00 per seat, \$1,900 flat fee + service cost
- When admiss. is \$19.01 - \$20.00 per seat, \$2,000 flat fee + service cost
- When admiss. is \$20.01 - \$21.00 per seat, \$2,100 flat fee + service cost
- When admiss. is \$21.01 - \$22.00 per seat, \$2,200 flat fee + service cost
- When admiss. is \$22.01 - \$23.00 per seat, \$2,300 flat fee + service cost
- When admiss. is \$23.01 - \$24.00 per seat, \$2,400 flat fee + service cost
- When admiss. is \$24.01 - \$25.00 per seat, \$2,500 flat fee + service cost

**\*AD INFINITUM\***

**7. DEPOSIT, FEE AND PAYMENT SCHEDULE:**

Not considered to be part of the total contracted cost a security deposit of \$100.00 minimum is required or 20% of total contract cost, whichever is greater, is due upon contract signature which will be refundable by check within (10) working days of event if no damages or additional personnel cost are incurred. **All money must be paid with certified funds for out-of-county residents. For every fifteen (15) minutes Licensee should go over load-out time Licensee will be subject to one (1) hour of personnel costs to be deducted from security deposit.** (Please Initial)\_\_\_\_\_

Security Deposit 05-701-00-231703-75101	_____	<b><u>(To be returned with signed contract.)</u></b> <b>(Not to be subtracted from total cost.)</b>
PAJA Base Rental Fee	05-701-00-494301-75101	_____
FCAG Base Rental Fee	05-712-00-494302-75505	_____
Other Facilities Rental Fee	01-70500-494302-75004	_____
Sign Rental Fee	05-701-00-494412-75101	_____
Box Office Ticketing	05-701-00-494409-75101 <b>\$3.00/tix</b>	_____
Personnel Fees:		
Technical	05-701-00-494402-75101	_____
Custodial	05-701-00-494403-75101	_____
Security	05-701-00-494404-75101	_____
Sound	05-701-00-494407-75101	_____
Stagehand	05-701-00-494407-75101	_____
Ushers	05-701-00-494407-75101	_____
Equipment	05-701-00-494405-75101	_____
<u>Facilities Rental Coordinator</u>	<u>01-70500-494302-75004</u>	_____

.....Total Contracted Cost: \_\_\_\_\_

*\* Note: Total due to be deducted from tixsales (less \$3.00/tix sold in house and \$4.00/tix online) if collected by \_\_\_\_\_, if not realized, balance will be due by \_\_\_\_\_. Ticket revenue realized over rent, box office fees and personnel cost to be payable to \_\_\_\_\_ within 10-20 business days after event.*

8. Signature on this Rental Agreement constitutes agreement to all terms and conditions of use as outlined in the Paul A. Johnston Auditorium Use Policy.

AGREED:  
Licensee:  
Name of User: \_\_\_\_\_  
Address: \_\_\_\_\_  
                  \_\_\_\_\_

Licensor: Johnston Community College  
By:

\_\_\_\_\_  
Type or Print Name & Title

\_\_\_\_\_  
Performing Arts Manager  
Paul A. Johnston Auditorium

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

***Only in-house concessions allowed in Auditorium. Food and Drinks are allowed in the Green Room. No Helium Balloons in buildings.***

**PERSONNEL HOURLY SERVICE FEES**

**Base Fee:** \_\_\_\_\_  
**Additional Hours:** \_\_\_\_\_  
**Sign Rental Fee:** \_\_\_\_\_  
**Box Office Ticketing:** \_\_\_\_\_

<b>Personnel</b>	<b>Performance</b>	<b>Rehearsal</b>	<b>#Hours</b>	<b>@\$/hr</b>	<b>\$Total</b>
Hse. Mgr	_____	_____	_____	\$25.00	_____
Ast. Hse. Mgr.	_____	_____	_____	\$20.00	_____
Tech. Dir.	_____	_____	_____	\$25.00	_____
Stagehands	_____	_____	_____	\$15.00	_____
Security Offcr.	_____	_____	_____	\$20.00	_____
Custodians	_____	_____	_____	\$20.00	_____
Follow-Spot	_____	_____	_____	\$15.00	_____
Lighting Tech.	_____	_____	_____	\$20.00	_____
Sound Tech.	_____	_____	_____	\$20.00	_____
Flyman	_____	_____	_____	\$15.00	_____
Ushers (x2)	_____	_____	_____	\$15.00	_____
Pre Event Set-up & Post Event Clean-up (min. 2 hrs)			_____	\$20.00	_____
Technical set-up & strike time (min. 2 hrs)			_____	\$20.00	_____
Orchestra shell set-up and remove			_____	\$100.00	_____
Pit removal and replacement			_____	\$250.00	_____
(16) Channel Snake			_____	\$50.00	_____
Intellabeams (Moving Lights)			_____	\$100.00	_____
Mirrored Ball			_____	\$25.00	_____
Fog Machine			_____	\$50.00	_____
Concert Grand Piano (Tuning additional charge)			_____	\$250.00	_____
Roland FP-7 Keyboard			_____	\$75.00	_____
Slide Projector on Cyc. Backdrop(if applicable)			_____	\$25.00	_____
Data Projector			_____	\$50.00	_____
Overhead Projector			_____	\$25.00	_____
Partitions			_____	\$5.00	_____
Banquet Tables 3' x 8', seats 8/table			_____	@\$1.00	_____
Stacking Cushioned Chairs			_____	@ .25	_____
Speaker's Podium			_____	\$25.00	_____
Speaker's Podium with internal speaker and corded mic			_____	\$50.00	_____
Music Stands			_____	\$1.00	_____
Choral Risers (4 risers, 40 people)			_____	\$100.00	_____
P.A. System (in Aud. includes 1 wireless mic and CD)			_____	\$75.00	_____
P.A. System (in Lobby includes 1 wireless mic and CD)			_____	\$75.00	_____
Corded Microphones			_____	@\$15.00	_____
Wireless handheld microphones			_____	@\$25.00	_____

**TOTAL ESTIMATE PROVIDED TO CLIENT**

**Total Fees: \_\_\_\_\_**

Other Needs: \_\_\_\_\_

Please Complete an Event Diagram for Placement and Set-up Instruction.

