

**CHARLES R. WOOD THEATER  
RENTAL REQUEST FORM**

Name of organization or producer: \_\_\_\_\_

501(c)(3) status: YES or NO If yes, tax exempt #: \_\_\_\_\_ or Charities Bureau #: \_\_\_\_\_

Organization address: \_\_\_\_\_

Organization phone number: \_\_\_\_\_ Organization website: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Contact's email address: \_\_\_\_\_ Contact's phone number: \_\_\_\_\_

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**Please provide a short description of the activity or event for which you are requesting space**

\_\_\_\_\_

Ticket price: \_\_\_\_\_ For tickets and information call: \_\_\_\_\_

**Please indicate your space requests for ALL days and times: (please use back if necessary)**

**THEATER:**

Set-up or Load-in date and time: \_\_\_\_\_

Rehearsal Dates & Times: \_\_\_\_\_

Performance Dates & Times: \_\_\_\_\_

Load-out date and time: \_\_\_\_\_

Other activities in THEATER (ie meetings or reception): \_\_\_\_\_

**REHEARSAL HALL:**

Set-up or Load-In date and time: \_\_\_\_\_

Rehearsal Dates & Times: \_\_\_\_\_

Performance Dates & Times: \_\_\_\_\_

Load-Out date and time: \_\_\_\_\_

Other activities in REHEARSAL HALL (ie meetings or reception): \_\_\_\_\_

**BOX OFFICE:** Date(s) & Time(s) of use: \_\_\_\_\_

**OTHER SPACE** requests (activity, date and time): \_\_\_\_\_

**Organization will serve refreshments: YES or NO Organization will serve alcohol: YES or NO**

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- WRITTEN CONTRACT** This form is a request application – No rental dates are guaranteed until a written contract is executed between the Wood Theater and Lessee.
- INSURANCE** Lessee must provide a certificate of insurance naming the “Charles R. Wood Theater at 207 Glen Street, Glens Falls NY 12801 as primary and non-contributory additional insured with respect to general liability”
- ALCOHOL** Alcohol is not permitted on premises without prior authorization from the Wood Theater. Lessee is responsible for all permitting and insurance required for the distribution, sale and/or consumption of alcohol as outlined in the contract.

PLEASE RETURN THIS FORM TO THE CHARLES R. WOOD THEATER  
207 GLEN STREET, PO BOX 3494, GLENS FALLS, NY 12801 FAX #518-798-0516

## CHARLES R. WOOD THEATER GENERAL RENTAL POLICIES

### **SUMMARY**

The Wood Theater is a "4-wall rental with equipment" and Lessees are completely responsible for any and all activity associated with their production. At the end of the contract Lessees are completely responsible for restoring the theater to the condition it was in at the beginning of the contract.

### **SCHEDULE**

The Lessee must request space for EVERY day that Lessee's property and/or personnel are going to use the space. Please don't assume that the space will be available the day or even the hour before your event. LESSEE MUST SUBMIT A REQUEST FOR EVERY DAY LESSEES WANTS TO USE THE SPACE

### **TECHNICAL ISSUES**

The Theater provides no technical staff; Lessees are responsible for securing staff. Prior to using any of the theater's equipment, furniture or other resources Lessee must secure permission from Wood Theater Staff. Lessees are required to restore the stage and equipment to the standard set-up by the time specified in the contract. This includes restoring light and sound plots to "standard house" configuration and restoring all furniture and equipment to theater's "standard" set-up.

### **CUSTODIAL SERVICES**

The Theater provides all cleaning implements, products and paper goods for the facility. At beginning of the contract the theater will be clean and fully stocked. Lessees are responsible for custodial upkeep through the duration of the contract. This means removing all trash, keeping the bathrooms neat and stocked, sweeping, mopping and vacuuming where necessary. Lessees are responsible for leaving the theater as it was in the beginning of the contract.

### **HOUSE MANAGEMENT**

Lessees are responsible for providing house management in accordance with "Wood Theater House Responsibilities" provided with contract. This includes securing a house manager and ushers.

### **MARKETING**

The Wood Theater will display Lessees posters in a front window 2 weeks prior to an event. Additionally, the theater will list Lessee's performance dates and ticket information on the Wood Theater's website and listed on the theater's calendar of upcoming events. But Lessees are solely responsible for all other marketing of their production.

### **TICKET SALES**

Lessees are required to sell tickets through WOOD Tickets, the contracted ticket agent at the Charles Wood Theater. A detailed contract for this service will be included with your contract.

### **INSURANCE**

As outlined in the contract, Lessees must provide a certificate of insurance naming the Charles R. Wood Theater at 207 Glen Street, Glens Falls NY as "primary and non-contributory additional insured with respect to general liability."

THIS DOCUMENT IS INTENDED AS A SUMMARY OVERVIEW OF THE RENTAL POLICIES OF THE WOOD THEATER FOR INFORMATIONAL AND PLANNING PURPOSES. COMPLETE RENTAL POLICIES AND PROCEDURES ARE DETERMINED BY THE WRITTEN CONTRACT BETWEEN THE WOOD THEATER AND THE LESSEE. NO RENTAL DATES OR SERVICES ARE GUARANTEED UNTIL A WRITTEN CONTRACT IS EXECUTED BETWEEN THE WOOD THEATER AND THE LESSEE.