

## Thinking About Renting A Venue?

### ***Types of Events***

- The Orlando-UCF Shakespeare Festival welcomes all types of events from meetings to concerts to theatrical productions.
- All events are expected to harmonize with the character and mission of the Orlando-UCF Shakespeare Festival, and must be approved by the Festival.
- Because of the character of the Festival as an educational and charitable institution, the Festival reserves the right to refuse to make its facilities available to a prospective renter for any use it deems inappropriate at its sole discretion.

### ***Securing the Event Date***

- In order to secure a facility rental date, the Licensee must sign the venue contract and pay a 25% deposit. A Licensee is not guaranteed a date until the contract and deposit are received by the Festival. All Licensees are required to comply with the policies and procedures outlined in this document and the facility contract.
- Events that continue over an extended period of time, such as a theater production, may qualify for a payment plan that is acceptable to the Festival.

### ***General***

- It shall be the policy of the Orlando-UCF Shakespeare Festival in considering requests for rental to give first priority to the needs of the Festival to accommodate its own activities. The Festival shall decline rentals for the use of its facilities for any activity, event or other use which, in the best judgement of the staff:
  - Will cause or be likely to cause material conflict with the normally anticipated use by the Festival of its facilities for its own activities (i.e. date conflicts or scheduled use extending for such duration and may preclude use for events likely to be scheduled by the Festival)
  - May be reasonably expected to result in a significant burden to the facilities because of physical wear and tear, overcrowding, use in violation of building or safety codes or other rules or regulations applicable to the facilities.
  - Identifies the Orlando-UCF Shakespeare Festival with intent to create the implication that such use or event is sponsored or endorsed by the Festival, or that any business or organization conducts its business from the Festival's location.

### ***On Site Approval***

- An On Site Approval shall be required two weeks prior to the event and shall include the Event Manager, Licensee, and caterer (if applicable). All final arrangements for the planned event will be confirmed at this time. Any additional setup arrangements must be approved and arranged through the Event Manager.

### ***Press Coverage, Invitations and Printed Materials***

- Any press coverage must include the location as the John & Rita Lowndes Shakespeare Center.

### ***Catering***

- All caterers permitted to work at the Shakespeare Center are responsible for materials brought into the building, preparation, and clean-up of the kitchen and service areas. A list of kitchen equipment for use by professional catering companies is available in the Venue Rental Package. All required licensing is the sole responsibility of any caterer utilizing the Shakespeare Center's facility.
- No food or drink may be taken into the Margeson or Goldman Theaters.
- The kitchen is equipped as a catering kitchen and the Event Manager, prior to the On Site Approval, must approve any additional preparation of food.

### ***Concessions***

- The Orlando-UCF Shakespeare Festival Guild reserves the right to have first refusal on concessions for any event. In the event that they choose not to handle concessions, the Licensee may provide and sell its own concessions.
- If Licensee plans to sell alcohol at the event, a valid license must be provided.

### ***Smoking***

- Smoking is prohibited throughout the building.

### ***Décor***

- Plans for décor, including floral arrangements, table centerpieces, signs, and banners are subject to the Festival's approval. Décor must be removed from the venue prior to your departure. No live animals are permitted in the Shakespeare Center.
- All décor items and placement thereof must meet all fire and life safety codes.

### ***Music and Recording***

- The Licensee is responsible for the selection of background music and musical entertainment. It is also the responsibility of the Licensee to provide any background music on CD format.
- Musical equipment requiring electrical connections of voltage higher than 110 Volts will not be permitted at the Shakespeare Center.
- The Licensee must provide all equipment needed for recording. All additional cable and adapters must be provided also.

### ***Electrical***

- Any equipment (i.e. projectors, lighting, sound system) requiring electrical connections of voltage higher than 110 volts will not be permitted in the Shakespeare Center. Theatrical events needing additional electricity will be subject to approval by the Event Manager.
- It is the responsibility of the Licensee to provide all necessary extension cords, power strips, or other electrical cable.

## ***Storage***

- The Festival at no time guarantees the use of storage space for multi-day events. As the amount of storage space is limited, items will only be allowed to be stored on a case by case basis. Typically, the Festival cannot store items such as pianos, drum kits, riser systems, or tables and chairs overnight. These items will need to be removed from the building at the end of each day.

## ***Janitorial***

- The Licensee is responsible for the removal of all trash from the facility at the end of the daily rental period. Trash dumpsters are located at the north and south ends of the Shakespeare Center for disposal of items. Janitorial services can be hired at the rate of \$18 per hour for the event.

## ***Security***

- The Festival will provide additional security and maintenance personnel it deems appropriate for the event. If the event requires additional personnel, the Festival will provide the personnel at an additional cost to the Licensee.

## ***Parking***

- The parking lot in front of the Shakespeare Center is owned by the City of Orlando and shared with other Orlando Loch Haven Park entities. Therefore, parking arrangements for the Licensee need to be coordinated with other park entities. Any additional cost of shuttling guests shall be the responsibility of the Licensee.
- If there is more than one event scheduled for the same time, the lot may be shared. If prior arrangements have been made for use of the lot by one or more of the park entities, off-site parking for the Licensee's event must be arranged. The Event Manager can provide recommendations for off-site parking. Entity events will take precedence in parking availability. Timing for Licensee's events will be subject to approval by the Event Manager.

## ***Time Limitations***

- All rentals are based on an hourly rental rate. Four (4) hours is the minimum rental time.
- All rental charges will start from the time the first person enters the building until the last person leaves.

## ***Billing***

- A 25% non-refundable deposit to reserve the venue is required upon execution of the contract. Two weeks prior to the event, the balance of the proposed rental fee must be paid. Any additional charges will be billed to the Licensee at the end of the rental period and are due to the Festival within five (5) business days.

## ***Cancellation***

- The Festival will keep the 25% deposit if the Licensee cancels at any time after the signing of the rental contract. Fifty percent (50%) of the rental fee shall be forfeited should the Licensee cancel its event within ten (10) business days of the event. Seventy five percent (75%) of the rental fee shall be forfeited should the event be cancelled within five (5) business days of the event. Should the event be cancelled within twenty-four hours (24) of the rental period, one hundred percent (100%) of the rental fee shall be forfeited.

## ***Insurance Coverage***

- Renters are to provide proof of adequate insurance coverage (liability insurance), with the Orlando-UCF Shakespeare Festival named as additionally insured within two (2) weeks of the event.

### ***Liability***

- The Licensee shall be responsible for all injury or damage of any kind to persons or property (regardless of who may be the owner of the property) arising out of or suffering through any act of omission of the Licensee, its employees, agents, contractors, or guests, in connection with its use of the Shakespeare Center. The Licensee further assumes the obligation to indemnify and hold harmless the Orlando-UCF Shakespeare Festival, its board of directors, officers, agents, and employees against any and all damages, claims, expenses, or other liability due to the personal injury or death, damage to property of others, arising out of or suffered through any act of omission of the Licensee, its employees, agents, contractors, or guests, in connection with use of the Shakespeare Center. All events must comply with the Orlando Loch Haven Park Board rules and regulations and all city and state laws. A copy of these rules and regulations may be obtained by calling (407) 246-2287.

### ***Damages***

- Any type of damage to the Shakespeare Center property or equipment must be reported immediately to the facility rental personnel present at the event. The Licensee and/or his representative shall meet with a representative of the Festival prior to load-in and immediately after move-out to determine any damages resulting from the event.