



Saenger Theatre – Rates and Rules

170 Reynoir Street, Biloxi, MS 39530

**Booking Agent: Tina Cowart
Phone: (228) 388-2443/Email: tcowart@biloxi.ms.us
www.biloxi.ms.us**

RENTAL FEE SCHEDULE:

Rental Fee	\$500.00
Deposit	\$500.00
Rehearsal/1 hour min.	\$50.00 per hour

Any rehearsal over eight hours will be considered a full day rent and full rental cost for that day will be charged. There is a \$30.00 NSF fee on all returned checks.

Storage Fee (if available)	\$100 per day
Marliee Floor Cover	\$150.00
Clean-up	\$400.00 (per day)

PIT COVER CHARGES:

Pit Cover Full Removal	\$250.00
Front section removal only	\$125.00
Back Section removal only	\$125.00

We will allow a partial removal Front section \$125.00 or back at \$125.00 there will be no further prorate of this charge over and above two sections. The pit cover will remain up at all times, unless the renter does not need it. If not needed he/she will pay to have it taken down and put back up.

TECHNICAL INFORMATION SHEET

All information will need to be discussed with the technician which is used by the lessee. The following is a licensed technician and may be called for discussions:

Dan McElhinny

Cell 228-380-5235

Addendum 7

Effective November 26, 2019

There will be a \$50.00 cancellation fee, which will be paid to the Technical Director at the time of load in. The Technical Director will hold this deposit until he has completed all load-in requirements. If the event is cancelled, then the \$50.00 cancellation fee will be forfeited to the city. **NO EXCEPTIONS.**

Jell	\$1.00 to \$6.00	Replacement
Fog Machine	\$50.00	Per Event
Hayes Machine	\$50.00	Per Event
Body Pack	\$20.00	Per Event
Black Scrim	\$100.00	Per Event
Lighting Design	\$100.00	
Technical Director	\$20.00 per hour (4hr. minimum)	Mandatory
Stage Hand	\$20.00 per hour (4hr. minimum)	Mandatory
Sound Technician	\$18.00 per hour (4hr. minimum)	
Follow spot Operator	\$18.00 per hour (4hr. minimum)	

ALL FINAL DECISIONS WILL BE MADE BY THE TECHNICAL DIRECTORS, WHICH WORK AT THE SAENGER THEATRE.

Any and all equipment used by lessee will be the responsibility of the lessee and anyone affiliated with their organization to repair or replace equipment which is damaged or broken. We will go by case by case bases and will introduce to the lessee a bill to which he/she/they will then reimburse the City of Biloxi. The City of Biloxi is not responsible for broken/downed equipment. We will try to ensure that the equipment is available for rent/usage at all times, but for unforeseen reasons, if equipment is not available to the lessee, it is the lessee responsibility to ensure they bring or rent said equipment from an outside individual/business at a cost to themselves.

STAGE MEASUREMENTS:

Proscenium Arch = 36 Foot 4 Foot width
 Back curtain to front of Apron = 39 Foot deep
 Movie screen to front of Apron = 18 Foot deep
 Back curtain to front of stage = 25 Foot

Stage Measurements: 253 inches long/192 inches high 16 feet wide/21 feet high.

DESCRIPTION OF SERVICE PERFORMED BY THE TECHNICAL DIRECTOR(S):

1. Establish and publish operating safety standards for technical personnel working at the theater.
2. Insure that only properly qualified personnel operate the theatre's equipment.
3. Coordinate with the City and assign/arrange for technical personnel services for all productions in the theater.
4. Approve all user organization technical personnel who desire to use the theater's technical equipment.

IF YOU ARE ASKED TO PAY ANYTHING OVER AND ABOVE WHAT IS LISTED IN THIS PERMIT YOU MUST GET WITH TINA COWART, RESERVATIONIST PRIOR TO MAKING SAID PAYMENT. I WILL THEN INSTRUCT YOU AS TO WHAT WILL NEED TO BE DONE.

If you are interested in someone selling your tickets at the Saenger in advance of the show you may do so if the date(s) are available at \$50.00 per hour not to exceed eight hours.

We do not provide an employee to do this service so you will have to hire someone outside to sell for you or your company.

If you are interested in getting Ticket Master involved in helping with the sale of your tickets, it is your responsibility to call them and make arrangements for this.

PERMIT POLICIES:

The person signing the Facility Rental Agreement agrees:

1. To personally accept responsibility for any damages done to the facility or equipment by persons in his/her group during the reserved period of time, to maintain order and control over person(s) in their group.
2. To abide by all policies and procedures of the City of Biloxi Parks & Recreation Department as directed by the instructions in the contents of this contract as well by the employee on duty.
3. Set, start and closing times of the center will be enforced. If you choose to clean the facility, you must clean and exit facility by 2:00 a.m. (NO EXCEPTIONS) If your time frame changes, it must be brought to the attention of the Reservationists in advance. You may not change your decision for clean-up the day/night of your function. Failure to comply with all the terms of these regulations or violation of any federal, state or municipal law, ordinance or regulations in conjunction with the use of this facility will result in immediate cancellation of the privilege of using this facility and will be grounds for future denial of similar reservations or permits.

HOURS: Office hours: Monday through Friday 8 a.m. until 5 p.m.
Lunch: 12 p.m. until 1 p.m. (Center closed for lunch)

MISCELLANEOUS:

1. **MANDATORY:** Any person or persons using the Greenroom for change of clothes or changing in and out of outfits between productions must stay behind the curtain at all times. The Greenroom is used as the Saenger Office and the Manager/Staff will have access at all times.
2. **Activities in the center must be completed by 12 a.m. If the renter elects to clean, then you must shut the function down at 12 p.m. (midnight) and exit by 2 a.m. If the City is scheduled to clean for you, you may stay in the center until 2 a.m. continuing to load out.**
3. Regularly scheduled activities of the Parks & Recreation Department and the City are not cancelled in order to provide room for a permit.
4. Technical arrangements are to be made independently with the Technical Director. The City of Biloxi Parks & Recreation Department is not responsible for the technical arrangements.
5. The control of the Saenger Theatre is held by the City of Biloxi and its employees and agent. No keys will be given out to anyone renting the Saenger Theatre. No one shall in any way obstruct or hamper the business conducted in the Saenge Theatre.
6. The City of Biloxi, its agents, employees, contractors, maintenance workers, and security shall have access to all areas of the building at all times. No one shall place or cause to be placed

additional locks of any kind on any areas of the Theatre or in any way tamper with locks.

7. **Security is MANDATORY** at any and all functions, unless otherwise stated by said division. All decisions made by Security are final. Please see City of Biloxi Facility Rental Contract for details.
5. All groups using the Saenger Theatre are **required** to carry Blanket Public Liability Insurance naming the City of Biloxi as additional insured as follows: **Bodily Injury \$500,000.00 each occurrence, \$1,000,000.00 aggregate.** A Certificate of Insurance must be forwarded to the Reservationists, General Manager of Saenger Theatre no later than **14 days** prior to the performance.

OCCUPANCY LOAD:

Seating capacity is **943 (671 Ground and 272 Balcony)**. No more than 943 persons are permitted in the theater at one given time. Renter should keep all performers and staff backstage unless an area is specifically blocked off for them in the auditorium.

If more than 943 patrons, performers, etc., are in the auditorium, the performance will be shut down by the fire guard and you will jeopardize renting the facility in the future. (NO EXCEPTIONS)

DECORATION:

1. Decorating is to be done during the period of time reserved by the permit group (Set up time). Any exception must be approved and/or paid for prior to signing and shall be recorded on the permit request.
2. The Center Supervisor must approve decorating plans and materials. Tacks, nails and staples **may not** be used to attach decorations. Only scotch tape is approved for such tasks. **NO TAPE OF ANY KIND WILL BE USED ON ANY FLOOR SPACE IN THE FACILITY. (NO EXCEPTIONS)**
3. All decorations and any materials used to affix decorations to rails or tables must be completely removed by permit group following use of facility.
4. It is hereby agreed that the undersigned will comply with the following City Fire Ordinance: That any material used for display or decoration in City facilities must be confirmed as fire retardant. In addition, a letter of Certification from the manufacture of said items will be provided if needed to the Biloxi Fire Department.
5. **NO CONFETTI OR GLITTER ALLOWED ON STAGE OR FLOORS. NO CAN GLITTER SPRAY ALLOWED IN FACILITY. FIREWORKS AND PYROTECHNICS ARE NOT ALLOWED IN OR OUTSIDE FACILITY. This includes the snaps, pops and sparklers. NO Styrofoam, 6 foot or 8 foot coolers allowed in the building. (NO EXCEPTIONS)**
6. **ALL MATERIALS WHICH ARE USED IN THE FACILITY MUST BE FIRE RESISTANCE, IF NOT THE CARETAKER OR FIREMAN ON DUTY WILL HAVE THEM REMOVED. (NO EXCEPTIONS)**
7. **No one may use any materials that are the property of the City of Biloxi, such as our ladders, extension cords, etc. (NO EXCEPTIONS)**

8. Marquee measurements are: 30 inches by 52 inches. It will be left up to the Manager to arrange the installation of advertisement. He will let you know when they will be hung and for how long. Also, he will inform you when it will be moved from outside to inside or inside to outside.

ALCOHOLIC BEVERAGES:

1. No person(s) or group(s) renting the Saenger Theatre will be permitted to sell alcoholic beverages in the building or on the premises. **NO EXCEPTIONS.**
2. All other request for use of alcohol must be put in writing and approved by the Parks and Recreation Director or Assistant Director.
3. THERE IS NO HOUSE MANAGER CHARGE. IF YOU WANT CONCESSIONS AVAILABLE YOU MAY REQUEST ONE TO THE SAENGER MANAGER ON DUTY. CONCESSIONS ARE NOT MANDATORY. THEY WILL THEN CALL "THE FRIENDS OF THE SAENGER" AND HAVE A REPRESENTATIVE COME AND SELL DURING YOUR FUNCTION. THE FRIENDS OF THE SAENGER ARE REQUIRED TO PAY FOR THEIR HOURS, NOT THE RENTER.
4. Food may be provided for the cast and crew backstage at no cost to them. Food may not be sold. No outside or commercial vendors allowed. An organization may sell T-shirts and novelty items.

CLEANING:

Upon vacating the Saenger Theatre premises, you will be responsible for cleaning the facility. It is also your responsibility to walk through the center with the caretaker prior to leaving to ensure the facility is left in satisfactory condition. Cleaning is to include:

1. Lobby: Pick up, swept, trash emptied, mopped, vacuumed
2. Lobby Bathroom: picked up, swept, trash emptied, mopped
3. Auditorium/balcony: picked up, swept, trash emptied, mopped, vacuumed
4. Greenroom: chairs/tables put up and wiped down. You will sweep, trash must be emptied and area mopped.
5. Dressing rooms/bathroom: picked up, swept, trash emptied, mopped
6. Green room/bathrooms: picked up, swept, trash emptied, mopped
7. Sweep and pick up trash from front entrance.

The booking manager must be contacted for availability and full contractual details. Facility rental contracts are not listed on the city's website, only information. Any contracts and/or deposits mailed in without first contacting the booking manager will not be considered.