



On behalf of the E.E. Bass Education and Development Foundation we would like to thank you for considering the E.E. Bass Cultural Arts Center as the location for your event. The E.E. Bass building is one of the historical treasures of Greenville and serves as a hallmark to all types of special events.

We have enclosed the “Request for Usage” and the “Policy Statement” for you to review. Please sign and return to us with your refundable \$150.00 deposit. We are currently holding your date on our calendar. If we have not received your deposit and signed contract within fifteen (15) business days of when the contract was sent, we will drop the pending date from our calendar.

We look forward to having you host your event at the Jake and Freda Stein Hall of the E. E. Bass Cultural Arts Center. If you have any questions, please do not hesitate to contact us.

Sincerely,

Sandra Lane
Special Events Coordinator

323 South Main Street h Greenville, MS 38701

Telephone: 662-332-2246 h Fax: 662-332-9290 h Email: execadmin@greenville-arts-council.com

***E.E. BASS CULTURAL ARTS
CENTER***

***Policy
Statement***

***323 South main street
Greenville, Mississippi 38701
662-332-2246***

REVISED: MAy 2008

DEFINITIONS

1. **Professional:** Of or pertaining to an organization conducting business in professional performance occupations with scaled fees paid for all of the production, staff, artist(s), musicians, or orchestra.
2. **Non-Professional:** Of or pertaining to an independently organized company in amateur standing where most of the participants (artists, musicians, orchestras, or production staff) are not paid scaled wages.
3. **Profit:** Of or pertaining to a company **not** possessing the IRS tax status 501[c]3 that gains a profit from patronage or is an organized for-profit company.
4. **Non-Profit:** Of or pertaining to a chartered member board of directors possessing the IRS tax status 501[c] 3. **Please include a copy of your 501[c] 3 IRS designation.**
5. **Performance:** A performance is a contractually stipulated period of time in any block-of-time in the Jake and Freda Stein Hall when used for an event attended by persons other than the principal production staff, performers, and directors. An admission fee may or may not be charged.
 - a. An “open” rehearsal or “dress” rehearsal and/or workshop will be treated as a performance if people other than the production staff, performers, and directors are present – with or without an admission fee.
 - b. Any contractually stipulated period of time becomes a performance if it is open to the general public.
6. **Rehearsal:** A rehearsal is defined as a contractually stipulated period of time in any block-of-time when the Stein Hall is used for the purpose not defined as a “performance.”
7. **Production Staff:** The production staff includes people other than the performers who perform a variety of tasks to ensure the success of a performance. The production staff may be expanded to include chaperones for minor children (under 18 years of age) not to exceed one (1) chaperone for every ten (10) minors.
8. **Load-in:** Shall mean moving items into the Hall necessary for a production.
9. **Set-up:** Shall mean the assembly of or erection for adjustment of properties, sets, lighting instruments, sound equipment, and stage hardware necessary for a production within the Hall.
10. **Strike:** Shall mean the tear-down of a production.
11. **Load-out:** Shall mean the removal of all items used in the production.
12. **Lessor:** Is the E. E. Bass Cultural Arts Center.
13. **Lessee:** Is the person(s) or organization to which the E. E. Bass Cultural Arts Center is leased for use during a specific period of time.
14. **Management, E. E. Bass Cultural Arts Center:** Employees and agents specifically assigned to the E. E. Bass Cultural Arts Center and/or anyone contracted who represent and are responsible to the Cultural Arts Center.

CONTRACT FEES

Deposit:

1. **A REFUNDABLE DEPOSIT OF \$150.00** is required with the **signed and executed contract**. The deposit will be refunded to you **after** your event, unless extra expenses were incurred, such as additional security hours or clean up. Those charges will be deducted from the \$150 deposit and the remainder will be refunded to you.

2. If the deposit does not accompany the signed and executed contract, the date is no longer considered reserved. It becomes an "open" date.

3. The contract is due no later than ten (10) business days after the date the contract is sent to the **Lessee**.

1. **Rental Fees** (A rental day is considered 8:00 a.m. to 12:00 midnight)

Enter Amt.

· **Full Weekend Rental (Friday-Sunday)**

\$1400.00 _____

· **Commercial:** For profit businesses and organizations **\$ 900.00/**
day _____

· **Special Events:** For weddings and receptions **\$**
700.00/day _____

· **Non-Profit:** Any organization recognized by the IRS as
not for profit and exhibiting credentials 501[c] (3) **\$ 650.00/day**

2. **Rehearsal, Auditions, Meetings & Additional Set-Up Time**

· **Four (4) hour per day minimum**
\$ 75.00 /

1st 4 hours

· **Plus \$25 for each additional hour or part of an hour**

3. **Security**

· **Four (4) hour per day minimum** **\$**
96.00 /

1st 4 hours

· **\$24.00 for each additional hour**

4. **Kitchen**

\$ 100.00/day _____

5. Additional Rooms

· Meeting Rooms

\$ 50.00/day _____

· Small Side Rooms

\$ 25.00/day _____

· Large Back Hall (DCS) with permission

75.00/day _____ \$

6. Set-Up/Clean Up Fees

50.00 each _____ \$

· This is an additional fee if more set-up or cleaning is

needed than usual

7. Technical – Sound and/or Lighting

25.00/hour _____ \$

TOTAL \$ _____
Lights, Sound & Stage

1. The **Lessee** is required to use the services of the E.E. Bass Technical Director for any lighting or sound needs above and beyond the chandeliers and cordless microphone.
2. The Technical Director represents and is responsible to the E. E. Bass Executive Director.
3. Other technicians who are qualified may work with the Technical Director's written permission.
4. Volunteer technicians must meet the qualifications established by the Technical Staff and be covered by **Lessee's** liability insurance.
5. **Lessee's** technical arrangements are to be made independently with the Technical Director. Neither the E. E. Bass Cultural Arts Center nor its staff is responsible for the **Lessee's** technical arrangements.
6. Failure to schedule technical services **in advance** nullifies the reservation and contract.
7. Rates for sound and lighting are based on the event requirements. All payments for the use of sound and lighting equipment are paid to Greenville Arts Council.
8. **USE OF THE STAGE** is permitted **ONLY** with the signed consent of the Technical Director.

Security

1. There is a minimum four (4) hour security fee. The rate is \$12.00 per hour per officer. *This is for each police officer.*
2. Two officers are required for all evening performances when curtain time is after

5:00 p.m., for all student/children's performances, and for anticipated large crowds.

Two officers are required if alcohol is being served.

3. Security must be scheduled to begin one hour prior to the starting time of the event and until the building is cleared after the function.
4. At the discretion of the E. E. Bass Cultural Arts Center Management, the **Lessee** may be required to add more security.
5. More security may be requested by the **Lessee** and added at the discretion of the E. E. Bass Cultural Arts Center Management.
6. **Lessee** is responsible for all security fees.

Payments

Contract Fees: Fees are paid by cashier's check, money order, bank draft or personal check.

1. Rental fees are payable to "**Greenville Arts Council**" no later than **fifteen (15) business days before load-in.**
2. Fees for the Technical supervision and lighting/sound needs are payable to "Greenville Arts Council" as independently arranged with the Technical Supervisor.

Damage Fees

1. The E. E. Bass Cultural Arts Center will determine if damage above normal use has occurred.
2. The E. E. Bass Cultural Arts Center will estimate or secure professional estimates of repair costs.
3. **Lessee** will be charged for the repairs if they are over and above the \$150 refundable deposit.
4. **Lessee** will forfeit further use of the facility and face legal action if damage charges are not paid.

Insurance

The E.E. Bass Foundation encourages Renter to obtain its own Liability Insurance and any special events insurance necessary to conduct its event as the E.E. Bass Foundation accepts no responsibility or liability for any claim, loss, damage or injury incurred or suffered by any guest, attendee, agent, employee or other associate of Renter. Further, Renter agrees to fully indemnify and hold harmless E.E. Bass Foundation of and from any and all liability, claims, third-party claims, damages, expenses or other losses, including the cost of attorney's fees incurred in defending E.E. Bass Foundation for any such claims for enforcing this Indemnity Agreement.

Cancellations

1. **All cancellations must be made in writing.**
2. **Lessee** forfeits the deposit when a scheduled event is cancelled by the **Lessee** less than thirty (30) working days before the event, resulting in the following:
 - a. The **Lessee** shall forfeit the deposit.

- b. One-half (1/2) of all rental fees paid will be payable (or retained by the E. E. Bass Cultural Arts Center) unless extenuating circumstances can be proven.
- c. Payment will be due with the written cancellation notice.
3. **Lessee** must be on site at least one-and-a-half (1-1/2) hours before the scheduled start of the show/event. Failure to do so will result in the following:
 - a. The E. E. Bass Management will consider the event cancelled.
 - b. The deposit shall be forfeited.
 - c. All estimated rental fees shall be due and payable.
 - d. NO fees already paid will be returned--without liability to the E. E. Bass Cultural Arts Center.
5. An event will be cancelled if fees are not paid on schedule.
6. E. E. Bass Cultural Arts Center reserves the right to cancel productions in the event of disasters including but not limited to fire, flood, weather conditions, civil disobedience, or any causes that are beyond the control of the Center and pose a threat to public safety.

Hours

Office Hours

- a. Monday – Friday: 9:00 a.m. to 5:00 p.m.
- b. Closed Saturday and Sunday.
- c. Hours may vary during performances/events.
- d. Access to the building must be arranged with the Management of the Center.

Box Office Hours

- a. **Lessee** may not schedule ticket sales in the Bass office.
- b. **Lessee** is responsible for all box office personnel. The E. E. Bass Management will not accept responsibility for ticket sales.
- c. **Lessee** is responsible for providing change for the box office.
- d. **Lessee** will have access to the box office only during the times stated on the rental form.

Rehearsals/Tech Days/Work Days

- a. Rehearsals, Tech Days, and Work Days must be scheduled through the E. E. Bass office.
- b. Rehearsal times must be arranged and stated on the contract form.
- c. **Lessee** will have access to the building for rehearsals, Tech Days, and Work Days only during the times stated on the rental form.

Performances

- a. Performances may be scheduled for any time.
- b. Access to the building is two (2) hours prior to the scheduled curtain time or as arranged with management.

Load-in

- a. Load-in times are discussed with the Management.
- b. Load-in times must be stated on the contract form.
- c. **Lessee** will have access to the building only during time stated.
- d. After load-in is complete, **all vehicles must be moved** to the parking area to ensure that the handicap and loading docks are not blocked.

Strike/Load-out

- c. Strike must follow final performance unless special arrangements are made in advance with management.
- d. An additional charge will be assessed if Strike/Load-out is at a later date or time.

Capacity

1. The occupancy load of Jake and Freda Stein Hall at the E. E. Bass Cultural Arts Center is 550. No more than this number of individuals is permitted in the auditorium.
2. If the number exceeds 550, the performance/event will be temporarily delayed by the security officials until the occupancy load is satisfied.
3. *Security officers' decisions are final.*

Accessibility

1. **Lessee** will have access to the building only during the hours specified on the "Request for Use" form.
2. If the **Lessee** requires access to the building by an outside company for the purposes of videotaping, catering, etc., these times are arranged in advance with the Management.
3. The front doors in the lobby will remain locked until one (1) hour prior to the performance/event.
4. The **Lessee** will instruct employees, performers and support staff to **enter through the South Portico Doorway** next to the Hall.
5. The front doors in the lobby will remain locked until security officers are on the premises. Security officers grant permission to open the front doors.

Safety

1. The E. E. Bass Cultural Arts Center controls Jake and Freda Stein Hall. The E. E. Bass Executive Director and/or their agents, in consultation with proper officials, have the final word in regard to safety.
2. **Lessee** will maintain order and will practice all reasonable safety measures.
3. All minors under 18 years of age who may or may not be a part of a production/event must be carefully supervised by the **Lessee's** chaperones. The number of chaperones is to be a minimum of one (1) adult for every ten (10) children.

4. **Lessee** will be asked to escort unsupervised or unruly minors from the building.
5. Usage areas for any **Lessee** are defined to the area of the lease. No other areas within the building may be used without being defined by contract and the required fees for the area.
6. During rehearsals, the balcony is a restricted area.
7. At the discretion of the management and in consultation with proper E. E. Bass officials, any other areas deemed unsafe will be restricted.
8. Scenery, props, tripods, sound equipment, etc. may not be placed in the aisles or hallways of any portion of the building or Hall.
9. No one is allowed to stand or sit on the floor in the aisles, or sit in the aisles in folding chairs or wheel chairs.
10. At no time are the Exit signs within the building to be blocked or removed by equipment, draping etc.
11. The E. E. Bass Cultural Arts Center staff, its agents, employees, contractors, maintenance workers, and security and fire officers shall have access to all areas of the building at all times.
12. No **Lessee** shall in any way obstruct or hamper the business conducted in the building.
13. No **Lessee** will be permitted to have keys to the building without signing for the necessary keys. Any/all keys misplaced and/or lost will result in a \$100.00 fine.
14. The **Lessee** shall not place or cause to be placed additional locks on any areas of the building, or in any way tamper with the locks.
15. The E. E. Bass office will maintain the master keys to all locks in and around the building.
- 16. THE E.E. BASS CULTURAL ARTS CENTER IS A SMOKE-FREE BUILDING. NO SMOKING IS ALLOWED IN ANY PORTION OF THE BUILDING AT ANY TIME.**

Sets/Props

Sets, Stage, Floor, Drapery

1. **Lessee** must remove all sets and props from the building and parking lot at load-out.
2. Anything left will be discarded unless arrangements are made in advance.
3. Attaching anything to the stage curtains by any method is strictly prohibited.
4. Pinning, nailing, screwing, or any method of attaching anything other than specified theatrical (gaffer's) tape to the stage floor or walls is prohibited.
5. Banners, drapes and other objects shall not be hung from conduits, light fixtures, etc., without the permission of the Management.
6. No changes, alterations, repairs, painting, staining or any other action that will change the finish, appearance or contours of any portion of the building will be permitted,
7. There shall be no displays or exhibits outside the building without prior permission of the Management.

8. Heavy items which are not on wheels or dollies, must not be dragged, pushed or slid across the floors of the facility. The moving of any items within the building must not damage any doorways, walls or floors within the Center.
9. Nails, brads or other sharp hardware will not be driven into any portion of the building.
10. No object, flyer, message, etc., may be attached to any wall in any part of the E. E. Bass Cultural Arts building. Cork boards are provided for notices or messages.
11. All large items are to enter the Hall through the back of the stage or through the South Portico doorway.
12. There may be no temporary or permanent signage placed on any portion of the building or grounds of the E. E. Bass Cultural Arts Center without prior approval to signage and location of the signs.

Tape

1. Only approved theatrical (gaffer's) tape may be used on the stage floor.
2. **No masking tape, duct tape or any other kind of tape may be used on walls, columns, floors, partitions, doors, windows, glass or any fixtures of the building.**
3. Signs must be placed on stands or easels.
4. **Lessee** is responsible for removing the approved gaffer's tape at the time of load-out.

Pyrotechnics

No pyrotechnics are allowed on the grounds or in the building.

Caterer/Decorations Guidelines

1. **Caterers** are to be approved by the Management of the E. E. Bass Cultural Arts Center and **must be insured**.
2. The kitchen shall be left clean as found. A \$100.00 fee will be assessed if the kitchen area is left unclean.
3. The Center is not responsible for dishes, trays, silverware and table arrangements left at the Center.
4. All trash must be in plastic garbage bags with tops securely tied and placed in the outside garbage containers on the porch at the South End at the completion of each event.
5. All paper, boxes and any other items used for decorating must be removed from the tables, floors, stage, kitchen and lobby. **All boxes must be hauled away** and not placed in city garbage containers.
6. All **extension cords must be covered** to meet all Fire Marshall Regulations.

7. The **Lessee** will maintain sole responsibility of the Caterer/Decorations staff and ensure that all persons involved comply with all rules set forth in these policies.

Alcoholic Beverages

1. Additional police/fire security may be required.
2. All applicable rules and regulations of the State of Mississippi must be followed.
3. All bar stations are to be closed (“last call”) thirty (30) minutes prior to the end of the event.
No alcohol may be served after that timeframe.

Vending

1. Commercial vendors, merchants, or any other entity selling any product, with or without a percentage of the profit donated to the **Lessee**, will **not** be allowed.
2. The **Lessee** will not make any arrangements with any commercial business or vendor to sell items in the E. E. Bass Cultural Arts Center, on the sidewalk in front or on the sides of the building, or in the parking lot.
3. A **Lessee** may sell T-shirts with the organizational logo(s). Videos, tapes or CDs produced by the Lessee may be sold.
4. **Lessee** must restrict items to one (1) table located on the north side of the lobby.
5. The table may not obstruct the lobby or exits in accordance with the fire codes.

Reservations

1. Reservations are considered in the order in which they are received.
2. The “Partners of the Arts” events take precedence.
3. To make a reservation, call the E.E. Bass office (662-332-2246) to discuss the open dates with the Rental Agent.
4. If a desired date is reserved, the Rental Agent will place a “hold” on the date(s). **Lessee** will have fifteen (15) business days after the contract mailing date to return the forms with the \$150 refundable security deposit.
5. If the contract rental forms, accompanied by the \$150 refundable security deposit, are not returned during the specified time, the date will be considered open and available.

6. **Lessee** may reserve dates two years in advance for the current deposit fee. Rehearsal and performance fees are subject to change.

Advertising

1. NO performance or event may be advertised using the “E. E. Bass Cultural Arts Center” in any copy or announcement until the contracts and deposits have been returned.
2. The Executive Director determines placement of advertisements on the premises.
3. The Bass Center does not provide posters, poster materials, etc. for the **Lessee**.
4. The event will be included on the E. E. Bass Cultural Arts Center website calendar if possible and appropriate.

Compliance with Laws and Regulations

1. **Lessee** will comply with all ordinances, laws, rules, and regulations of the City of Greenville, Washington County, the State of Mississippi, and the United States of America, and all agencies and authorities in connection with copyrighted materials in the E. E. Bass Cultural Arts Center.
2. **Lessee** will assume, bear, and pay all costs from the use of patented, trademarked, franchised, and copyrighted music, materials, devices, processes, or dramatic rights used on or incorporated in the performance.

Donations

1. **Lessee** may not collect cash or goods, donations for raffle/door prizes, etc., for any cause, organization, or reason without prior written consent from the Executive Director.
2. The E. E. Bass Cultural Arts Center accepts donations and tips for the Restoration Fund of the Center.

Miscellaneous

1. The E. E. Bass Cultural Arts Center is not responsible for property of the **Lessee's** left in the building.
2. Lost and found items are kept for thirty (30) days.
3. Unclaimed sets, props, costumes, programs, decorations, etc., will be discarded after ten (10) business days.
4. **Lessee** is responsible for ushers, ticket takers and box office personnel as needed. These persons should be on hand before the front doors are opened.
5. The physical condition of all areas, including dressing rooms, stage, and backstage areas, are the responsibility of the **Lessee**. Cleaning crews will remove trash that is bagged. All areas must be returned to their original condition following each event.
6. If **Lessee** fails to return dressing rooms, stage, backstage and other areas to their original condition, an additional fee will be assessed.

7. Business telephones in the E. E. Bass Cultural Arts Center office are not available for the **Lessee's** use.
8. Special requests must be submitted in writing to the Executive Director who will forward requests to the appropriate individuals for approval or disapproval.
9. E.E. Bass Cultural Arts Center leases the Jake and Freda Stein Hall in "as is" condition. Every effort will be made to maintain the building, lighting system, sound system, HVAC (Heating, Ventilation, and Cooling) system, and other systems.
10. In the event that the Jake and Freda Stein Hall becomes unfit for safe occupancy by the **Lessee** during the period covered by the agreement, by reason of, but not limited to, fire, flood, weather conditions, energy shortages, civil disobedience, or other causes beyond the control of the E. E. Bass Cultural Arts Center, the **Lessee** will be offered an open date to reschedule the production or a refund.
11. **Lessee** shall not assign equipment. No refunds will be made for mechanical or structural failure of the lighting system, or transfer the contract.
12. The Center is entitled to make announcements in the interest of public safety. The **Lessee**, with all agents, production staff, performers, and guests, will cooperate with the delivery of announcements for public safety.
13. The **Lessee** will not discriminate against a person due to race, color, creed, gender, or origin and will assist in complying with the Americans with Disabilities Act.
14. All items to be stored at the E. E. Bass Cultural Arts Center must be approved by the Executive Director.
15. No equipment, furniture, or furnishings may be removed from the building.
16. The **Lessee** will be responsible for the Center during the tenure of the agreement. All doors are to be locked, lights turned off, heat/air conditioning turned off, and all equipment checked to ensure the building is safe at time of closing.
17. Any keys signed out to the **Lessee** must be returned within twenty-four (24) hours of the event. Failure to return the keys within the established timeframe will be fined \$100.00. For any keys lost or never returned, the **Lessee** will be fined \$250.00.
NO COPIES OF ANY KEYS MAY BE MADE BY ANY LESSEE FOR ANY PURPOSE.
If the E.E. Bass Management determines that duplicate keys have been made without the written approval of the E.E. Bass Office, the Lessee will forfeit all use of keys and will only be allowed entry to the building through the E.E. Bass office, and/or they will be denied use of the building for future events.
18. From time to time, multiple events take place concurrently at the Center. Every effort is made to assure that no one passes through your designated area during the time of your event.

The person(s) requesting use of the E. E. Bass Cultural Arts Center:

1. Agrees to personally accept responsibility for any damage done to the E.E. Bass facility or equipment by persons in his/her group during the reserved period of time, and will hold the E. E. Bass Cultural Arts Center harmless of any damage done to the **Lessee** or **Lessee's** equipment.
2. Agrees to maintain order and control over persons in the group at all times.
3. Agrees to abide by all policies and procedures of the E. E. Bass Cultural Arts Center, and all agents and employees as directed by the policy statement.
4. Will at no time permit the occupancy load to be exceeded.
5. Understands that this completed and signed Application for Permit accompanied by the deposit fee constitutes an agreement between **Lessor**, the E. E. Bass Cultural Arts Center, and **Lessee**, the person(s) or organization named in the application requesting use of the facility.
6. Understands that failure to comply with all the terms of the aforementioned policy as well as violation of any federal, state, or municipal law will result in the revocation of this permit.

Lessee's Signature
Date

Position

***OFFICE USE ONLY**

Deposit amount	\$	date
receipt #		
Janitorial amount	\$	date
receipt #		
Rental amount	\$	date
receipt #		
receipt #	\$	date
receipt #		
receipt #	\$	date
receipt #		
Rehearsal amount	\$	date
receipt #		
Miscellaneous fees	\$	date
receipt #		

NAME OF ORGANIZATION (Does this organization have 501[c] 3 IRS tax exemption?)

Signature
Date