2400 Flora Street
Dallas, TX 75201

FY27 Rental Agreement-**Kalita Humphreys Theater Campus**

[Date]
[Name]
[Address]
[City, State, Zip code]

[Name]

This letter will serve as the entire Facilities Use Agreement between Dallas Theater Center (DTC) and _____ (Renter) regarding the use of certain portions of the Kalita Humphreys Theater (KHT), located at 3636 Turtle Creek Boulevard, Dallas, TX 75219-5598, for the sole and express purpose of tech and performance. Rental reservations will be held for fourteen (14) days, after which, if the signed contract and deposit are not received, the desired dates may be released to another renter.

A) TERM:

This Facilities Use Agreement will be defined as a Single Event for the usage of [the Kalita Humphreys Theater or Heldt Building] (KHT). The term of this contract is contingent upon the Renter providing a current 501(c)(3) status that remains valid from Contract Acceptance through the final day of rental. his term, between DTC and Renter, will be on **[date or date range]**. DTC cannot confirm rental dates outside of this agreement.

B) USE OF THEATER PROPERTY:

DTC agrees to make available to the Renter the agreed-upon spaces when available as outlined and detailed in Schedule A, attached, and will be referred to collectively as the "Production Space." The wardrobe area and the prop storage on the third floor, and the designated corner in the basement, may be used for appropriate storage during production period(s), but not guaranteed. No other space may be used to produce, store, or otherwise be occupied by any of the Renter's personnel, physical equipment, and/or property. No place should be housing a Renter outside the agreed-upon timeframe. If such use of space is desired, it shall come at an additional expense to the Renter to be negotiated in good faith prior to contract signing. Additional fees will be outlined in Schedule A to this contract.

DTC has the right to make use of any space at KHT for DTC activities or rent to outside parties as requested, upon notification to the Renter during non-performance days and upon approval of the Renter during performance days.

C) USE OF THEATER EQUIPMENT:

DTC agrees to make available to the Renter equipment needed to prepare and produce their event/production as outlined and detailed in Schedule C, and will be referred to collectively as "DTC Equipment". Availability of DTC Equipment is subject to change, and DTC reserves the right to refuse the use of any or all items listed in Schedule C. Only authorized persons approved by DTC will have access to and use of all instruments provided by DTC. Responsibility falls on the Renter if the instruments are misused or damaged. If further accommodation is required that is not included in Schedule C, DTC is not responsible for securing the availability of requirements. An additional fee may be incurred by the Renter if requested equipment is made available.

Renter is allowed to provide their own or additional equipment as long as the following guidelines are followed:

1. All equipment must be inventoried, submitted, and approved by DTC

2. If installations are required, they must be supervised by a representative of DTC.

3. There will be no permanent or temporary mounting of any kind that involves drilling, cutting, adhesives, or anything that may cause damage to any part of the building, partitions, or furniture.

4. All equipment brought in by the Renter will live on KHT premises exclusively within the duration of their Rental period.

5. An in-depth rider for technical specifications is required to be submitted a minimum of 4 weeks prior to access to the facility.

The Technical rider includes:
- Stage design/Ground plan
- Audio: Board file & Patching Sheet
- Lighting: Plot/Design

Once all installations are complete, a member of the DTC production team will inspect for safety.

The Technical Rider will be finalized with a production meeting to ensure all rider requirements are met. If the rider is not provided, the event may be canceled and all rental fees paid will be forfeited. These guidelines also apply to DTC Equipment if the Renter decides to rearrange the setup that has been made available before the Rental. Further details regarding structural modifications are outlined in Schedule E. If a DTC representative is required for any installations, setups, supervision, or troubleshooting, there may be an additional fee.

D) BUILDING ACCESS:

The rental of the Kalita Humphreys Theater during the term for the date ranges in Schedule A, "Building Access and Payment Schedule," will include:

- The daily parameters of 9:00 AM and 11:00 PM
- A maximum total of ten (10) hours per Rental Day unless granted written permission with a notice of no later than forty-eight (48)hours.
- Schedules requesting additional hours beyond the ten allotted hours will be billed at a rate of $62 per hour. Any overage of the scheduled hours will be billed at $80 per hour.
- A Rental Occupation Schedule provided by the Renter due no later than four (4) weeks before the rental date. With no maximum "dark: period prior to opening to the public, and will not include production builds on site.

  See Schedule B for the Rental Occupation Schedule example..

E) PAYMENTS:

Payment schedule determined by use outlined in Schedule A.
The total rental fee must be paid in full before the rental period begins. Failure to do so will result in the loss of reservation.

The remaining balance and additional fees are due upon completion of the rental.

For Rental Periods longer than 3 days, the Renter agrees to pay the refundable key deposit of $100. At the completion of the rental, the deposit will be refunded if all keys have been returned. If the keys are not returned, a Replacement Key fee of $100 per key will be added to the final balance.

If, for any reason, additional costs are incurred by DTC, DTC will invoice all expenses/wages accrued, accompanied by a detailed account of any charges against said invoice no later than five (5) business days after the end of the rental. Such expenses include, but are not limited to, requests by the Renter for additional personnel, equipment, and/or cleaning services. Expenses may also include excess utility charges incurred and billed to DTC specifically for overages incurred by the Renter

F) CONDITIONS OF PREMISES:

DTC agrees to provide, and Renter agrees to return to DTC in the same condition, the "Production Space " of the KHT, as well as Basement, Frank's Place, Wynne Studio, Offices, and Wardrobe/Props Rooms, in usable condition as defined by DTC:

1.No items shall be left or stored in or on the premises of the KHT after completion of a performance. Complete load-out of all performance items must happen within the load-out schedule following completion of the performance.

2. The stage must be clean and bare at the end of the rental period. Unless otherwise arranged, the stage flooring must be removed, and walls must be painted black, the original color, at the end of the rental period. Any repairs or maintenance of the mainstage will be the financial responsibility of the renter. The rep plot for Audio, Lights, and Electrics, established by DTC's Production staff, must be restored at the completion of the rental period. DTC will schedule a walk-through with the Renter prior to load-in and after the load-out process to assess and ensure the KHT is left in the same condition as it was found.

3. Each day of the rental period, should an incident occur, a report of the day's events will be sent to **eapreports@dallastheatercenter.org** detailing the incidents during the rental period. The report is to be filled out with details, and the renter agrees to notify the Technical Operations Supervisor. The report is due no later than 11 pm each rental date. This report is sent in the event of any incidents that require repairs, or if there were emergency/first responders involved. Whenever there is an issue, notify the Tech Ops Supervisor as soon as possible. Failure to comply will result in issues not being resolved or a delay in the event's schedule.

G) HEALTH, SAFETY, & CLEANING:

DTC is concerned about the health and safety of everyone working in the KHT. The parties recognize that it is in their mutual best interest to promote safe and healthy conditions in all spaces in the KHT. The Renter and DTC shall use their best efforts to confer, at the reasonable request of either, and endeavor to improve and/or correct any conditions to affect such purposes.

See Schedule D for a list of janitorial services provided weekly, monthly, and on performance days, as part of this agreement.

H) STAFFING AND PERSONNEL:

DTC will arrange for the Technical Operations Manager, who will assist the Renter's personnel in facilitating access to and operation of any and all DTC inventory and equipment as may be available and ready for use prior to the first production. The Technical Operations Manager is an employee of DTC and remains at all times under DTC's direction, serving to protect DTC's property and interests. Renter agrees to compensate the Technical Operations Supervisor or any additional DTC staff members who are needed for the facilitation of this rental if accumulated hours exceed the minimum work week of 40 hours per week. No other DTC personnel will be available as part of this agreement except as outlined in the next paragraph. Their schedule is determined by the Daily Itinerary, Schedule

Any additional personnel who would be required for access to or alteration of the space or equipment set-up shall be the sole responsibility of the Renter, but such personnel must obtain prior written approval and specifications for usage from DTC when accessing DTC spaces or equipment. The DTC House Technician(s) will not be available to run any portion of a show, except in circumstances in which DTC requires that specific equipment be operated solely by DTC. Direct costs for any staffing from DTC on-site as per the following schedule:

Each of these DTC employees has a minimum work call of four (4) hours and is entitled to a one (1) hour meal break after five (5) consecutive hours of work. Time worked in excess of forty (40) hours is charged at an overtime rate of time and a half (150%) of the original rate; after fifty (50) hours of work, the double overtime rate increases to double time (200%) of the original rate. Security Officers have a minimum work call of four (4) hours. Renter agrees to notify DTC at least three (3) weeks prior to the event if they desire any DTC staff members for their event. Renter further understands that additional staff members may not be available, and that DTC will notify them at least one (1) week prior to the event if the request cannot be fulfilled.

Additionally, any DTC employee made to work outside the daily parameters listed in Schedule A is subject to time and a half (150%) of the original rate.

Optional Additional Staffing and Labor Costs, per person:

House Manager	$38.00 per hour
Board Operator	$38.00 per hour (Audio/ Lighting/Automations)
Front of House/ Box Office Associate	$38.00 per hour
Usher	$22.00 per hour

I) SECURITY:

All Renters understand and agree that a security detail must be present at all times while the Renter occupies space AND the building is open to the public. Renter agrees to cover the cost of any and all security officers as follows:

1. The Rental Fee covers (1) security officer for a maximum of four (4) hours during the producing period as defined from the first public performance until the closing of each production during the term of the rental agreement.

a. Every renter with a public event agrees to adhere to the ratio of one guard for 150 guests or less and two guards for 150 guests or more. However, the need for the second guard will take into consideration whether or not another renter has a simultaneous public event on the campus. For example, if another renter has a simultaneous public event on the campus, then there should be no additional cost to the Renter for a second guard.

b. The Renter agrees to contact the Rentals Manager with the expected audience count seven days before the public event. If the Renter decides not to adhere to the guidelines of this rental agreement, the Renter is responsible for any liabilities. If the Renter requires additional hours outside of public performances, the cost will be the Renter's responsibility.

c. If the Renter requires additional hours per public performance, the cost will be the responsibility of the Renter. If a Renter extends their programming to include events not outlined in Schedule A, the additional cost for the officer(s) and extended weeks will be solely that of the Renter.

2. Security will be arranged and scheduled by DTC through Absolute Security as per the Renter's needs, which will be provided to DTC by Anchored Tenants/Renter no later than two (2) weeks before the date/time of need. The Renter also agrees to notify DTC if they desire additional security hours or officers within this same time frame. If the Renter gives notice of security needs less than 2 weeks before the beginning of the rental period, a 'last-minute rate' will be charged as defined in Section 3 below.

3. The Renter agrees to pay DTC $50.00 per hour for each additional security officer required during performances, with a minimum work call of four (4) hours. If security hours or officers are needed within those two (2) weeks, a "last-minute" rate is applied at $62.00 per hour per officer. DTC will invoice the Renter following the event, as stated above.

4. Parameters of Security schedule: Arrive 90 minutes before performance, and the end of the shift is 60 minutes after the performance is completed. Additional hours will be added to the final invoice after the rental period. See the Security Addendum.

J) CONCESSIONS AND FOOD SERVICE:

Dallas Theater Center, the managing company of the Kalita Humphreys Theater, will provide all concessions for any events that have a public, paid audience. This does not include private events, such as fundraisers, private dinners, weddings, or similar events.

Renters may sell any merchandise they wish, other than food or beverage items. Items not permitted in the auditorium or audience chamber, no exceptions:

- Glass or porcelain
- Cups without lids
- Metallic dishware/utensils for patron use in the KHT building.

Catering for private events requires an insured catering company that must be approved in writing in advance by the Dallas Theater Center. The catering company must provide:

- Certificate of Insurance listing Dallas Theater Center as an additional insured
- Catering Event Order
- TABC license to sell and distribute all alcoholic beverages

These items are due prior to the start of the event, no exceptions.
Catering companies must comply with all local and state laws and regulations for food and alcohol service. Cooking on site is prohibited due to there not being a kitchen on site to prepare/cook in a safe environment. Warming appliances, display set up, and clean-up are the sole responsibility of the catering company, and all items must be removed at the completion of the event.

Dallas Theater Center and the Renter mutually agree that the third-party food service of the Renter is not the responsibility of Dallas Theater Center, and that Dallas Theater Center will not be held liable for any disputes, claims, or legal issues that may arise.

K) ADVERTISING:

Renter agrees to give DTC advertising space in any printed program, free of charge to DTC, to promote activities of the Dallas Theater Center (ad copy and layout will be provided by DTC at its expense) OR Renter agrees to include a program stuffer, supplied by DTC, promoting activities of the Dallas Theater Center. Renter further agrees that DTC may erect or maintain lobby displays

and handouts that promote Dallas Theater Center activities. DTC agrees to allow the Renter to use street banner towers for advertising its shows during its production rental weeks.

DTC must approve in advance any and all usage of DTC's name and image by Renter in all circumstances, including, but not limited to, advertising, press releases, printed/digital materials, and social media. Renter will make its best effort in all promotions to convey that the production is being presented by the Renter and not the Dallas Theater Center. Any and all advertising and notices, printed or otherwise, relating to the event must be approved by DTC before any use of any kind.

In addition, the Renter must abide by the following guidelines regarding all printed and/or broadcast material:

1. Renter may publicize the event as "At Kalita Humphreys Theater". Any other use of "Dallas Theater Center" must be approved by DTC.

2. In all circumstances, Renter will present in a clear manner, a contact number and/or website for ticketing information that in no manner implies either directly or indirectly that tickets are sold through any auspice of DTC.

L) LOSS AND DAMAGES:

Notwithstanding any other section of this agreement, Renter assumes full responsibility for any loss or damage caused to DTC property, including, but not limited to, building, equipment, furniture, grounds, and parking lots. DTC makes no guarantee and assumes no liability for damage to person or property or loss of property.

Renter agrees to indemnify and defend DTC against any and all claims for injuries, damages, costs and expenses to persons or property that may arise out of, or be occasioned by, the use, occupancy and maintenance of the leased premises by Renter or from any negligent act or omission of any representative, agent, invitee and/or employee of Renter. This agreement shall also cover any claim for damage that any utility or communication facility, whether publicly or privately owned, may sustain or receive by reason of Renter's use of DTC's premises or Renter's improvements and equipment located thereon. Renter shall not make any claim of any kind or character whatsoever against DTC for damages that it may suffer as a result of Renter's use herein.

It is the intention of this indemnity agreement that Renter shall have full and total responsibility for any kind or character of claim whatsoever, except in situations addressed under section M that do not fall under Renter's control of the building, that may be asserted against DTC by reason or as a consequence of having granted permission to Renter to use the space described above.

Renter hereby agrees to defend any and all suits, claims or causes of action brought against DTC on account of same, and discharge any judgment or judgments that may be rendered against DTC in connection therewith, except for any and all claims for injuries, damages and expenses (including reasonable attorney fees), to persons or property arising out of, or in connection with any act of omission or commission by DTC or its agents, employees, or any other person solely and directly under DTC's supervision during Renter's use of the KHT.

M) LIABILITY AND INSURANCE:

DTC's comprehensive general liability insurance will cover the physical buildings and improvements on the premises and any third-party vendors working on-site, while the Renter is using the facility. Third-party vendors will also be personally insured through their own company and/or the City of Dallas, and are not the responsibility of the Renter.

Renter shall procure and maintain insurance during the entire term of this Agreement against claims for injuries to persons or damages to property which in any way relate to, arise from, or are connected with use of the Facility and any acts or omissions of Renter. The insurance will be provided upon signing of this contract. This insurance shall meet the following specifications:

1. Insurance will be from a company authorized to do business in the State of Texas and satisfactory to DTC, naming DTC as additionally insured to protect DTC against any and all claims for damages to persons or property as a result of or arising out of the act or inaction of the Renter during use of facilities, and equipment in connection therewith and located therein.

2. Commercial General Liability insurance shall include, but is not limited to: (1) Premises/Operations, Personal & Advertising Injury, Products/Completed Operations, Independent Contractors and Contractual Liability, with minimum combined bodily injury (including death) and property damage limits of $500,000 per occurrence, $1,000,000 annual aggregate.

3. Renter shall maintain all employee-related insurances, in the statutory amounts, such as workers' compensation and employer's liability, for its employees involved in performing services pursuant to this Agreement.

4. If valet parking is provided, GARAGEKEEPERS LEGAL LIABILITY with a limit of $100,000 is required. Renter shall carry said insurance at its expense and shall furnish to DTC a certificate of such coverage upon the execution of this agreement showing Dallas Theater Center as an additional insured. Said policy shall bear an endorsement to the effect that no cancellation will be effective without first giving ten (10) days written notice to DTC as required herein. In the event Renter shall allow said insurance coverage to lapse during the term hereof, this agreement shall automatically be terminated.

N) OUTSIDE RENTALS:

As a 501(c)(3) organization, DTC is unable to rent space to individuals and/or organizations whose activities in connection with the rental at DTC consist of carrying on propaganda or otherwise attempting to influence legislation. Renter understands that it may not do any of the following in connection with its rental of space at DTC:

1. Engage in or intervene in, including publishing or distributing statements, any political campaign on behalf of or in opposition to any candidate for public office;

2. Contact or urge the public to contact members of a legislative body for the purpose of proposing, supporting, or opposing legislation; Advocate the adoption or rejection of legislation.

Should Renter violate any provision of this paragraph as determined by DTC, it shall be grounds for immediate termination of this agreement with no further obligations of DTC to the Renter. DTC will not refund any money to the Renter should the agreement be terminated.

O) CANCELLATION:

In the event either party cancels this rental agreement:

- Cancellation by Renter:
  - Should Renter cancel the rental sixty (60) days or more before the rental, DTC shall refund fifty percent (50%) of the Rental Deposit previously paid by Renter. Should the Renter cancel the rental thirty (30) to fifty-nine (59) days before the rental, DTC shall refund twenty-five percent (25%) of the Rental Deposit previously paid by the Renter. Should the Renter cancel the rental less than thirty (30) days before the rental, the refund will be forfeited by the Renter. In addition, Renter shall compensate DTC for all previously unreimbursed expenses for equipment, personnel, or services incurred by DTC in connection with this Agreement.

- Cancellation by DTC:
  - DTC reserves the right to cancel any rental and terminate this Agreement for the protection of public health and safety, or for reasons arising from events outside of DTC's reasonable control. In the event of such termination, DTC shall refund to Renter the entire Rental Deposit previously paid by Renter, less all reasonable expenses in connection with this Agreement prior to the date of termination.

- Any failure to comply with the agreed terms will result in cancellation due to the Renter's inability to follow the Rental Agreement Terms & Conditions, in which case all payments will be forfeited.

No refunds will be issued after the event is completed. No exceptions. _____

P) GOVERNMENT AGENCIES AND LAWS:

Renter shall comply with all the fire, health, and sanitary laws, ordinances, rules, codes, and regulations of appropriate governmental authorities. Candles or open flames are not allowed. There shall be no articles or things of a dangerous, flammable, or explosive character that might increase the danger of fire in or around the KHT. If a production calls for fire, fog, or haze, the Renter needs to gain approval from the fire department prior to using such effects and have supervision from an authorized operator. Renter agrees to pay any attorney fees incurred by DTC in enforcing the terms of this agreement.

Q) AMENDMENTS:

This Agreement may be amended or modified from at any time by DTC to cure any ambiguity or mistake, to correct any defective provision herein or to supplement any provision herein which may be inconsistent with any other provision herein, to add duties of the Renter, to add any other provision with the respect to matters to questions and to modify, alter, amend, add or rescind any terms or provision contained in this agreement. Any amendments will be made in written form to the Renter and signed by both parties.

R) NOTICES:

All notices to any party hereunder shall be in writing and shall be deemed given when personally delivered or when mailed by first-class mail or express courier in the continental United States (postage prepaid) or when transmitted and confirmed by facsimile.

All notices to the Renter shall be addressed to:	All notices to DTC shall be addressed to:
[Name] [Company] [Address] [City, State Zip]	Dana Landers Dallas Theater Center 2400 Flora Street Dallas, Texas 75201

DALLAS THEATER CENTER

S) ARBITRATION:

Any controversy or claim arising out of, or relating to this Agreement or any alleged breach thereof, shall be settled by arbitration before a single neutral, mutually agreed upon arbitrator in Dallas, pursuant to the then existing rules of the American Arbitration Association and judgment upon the award rendered by the arbitrator may be entered in the highest court of the forum, state or federal, having jurisdiction thereof.

T) MISCELLANEOUS:

This agreement supersedes all prior agreements, oral or written, between the parties with respect to the subject matter hereof; constitutes the entire understanding of the parties; shall be construed in accordance with the laws of the State of Texas; may be modified only by a writing signed by all of the parties; and shall be binding upon and inure to the benefit of the respective heirs, executors, administrators, successors and assigns of the parties.

Please sign below to acknowledge your acceptance of the terms of this letter and return one fully executed original with the required deposit payment. Accepted and Agreed:

Renter

_____

[Name] Date
[Title]

DTC

_____

Dana Landers Date
Chief Financial Officer
Dallas Theater Center

_____

Shaundra Gabriel Date
Technical Operations & Rentals Mgr.
Kalita Humphreys Theater

DALLAS THEATER CENTER

SCHEDULE A

Building Access and Payment Schedule

The following schedule outlines the specific times and/or days Renter is granted access to the "Production Space" of KHT, provided it falls within the appropriate daily time parameters of no earlier than 9:00 AM and no later than 11:00 PM, while not exceeding ten (10) hours on any given single day. Access to the facilities outside of this schedule must be approved at least forty-eight (48) hours in advance and may be subject to additional fees.
"Production Space" includes **[areas of use]** of the **[Kalita and/or Heldt]** together with the basement for Load-In and Load-Out purposes. Dressing Rooms are for staff/talent only and are not to be open to the public. Additional spaces rented will appear below under Total Rental Costs.

Renter must present a Rental Occupation Schedule along with staff/equipment needs no later than four (4) weeks before the start of the rental. Changes to this schedule after this point and/or during rental that is not to DTC's favor will result in a penalty fee.

It is mutually agreed that Renter may utilize the space for rehearsal, load-in, and strike according to the above-mentioned dates with mutual approval from DTC and insofar as those dates do not conflict with DTC programming. In the event Renter requests to use the space during such times as may conflict with DTC's programming, Renter will get prior written approval for such use; such approvals not to be unreasonably withheld. Additionally, any/all use of supplemental space on the Kalita Humphreys Campus (whether in the Heldt Building or the Kalita Humphreys Theater) must be approved in writing prior to such use (for any purpose). Supplemental space is defined (by way of example, but not limited to) as any office, office suite, studio, lobby, and exterior location, not otherwise included in Sections A and B of this Rental Agreement.

Total Rental Costs:

[What is being rented, i.e., Theater Production, Lobby, Conference, etc. - total amount]

Payment schedule -

- The total balance, including any additional services due, must be paid in full before the rental period begins. Failure to pay will result in the cancellation of the event per Section O of this Rental Agreement.

- Overage costs will be invoiced to the Renter (as outlined in Sections E, H, and I) no later than seven (7) days after the final day of rental. The overage invoice will be due seven (7) days from the issuance of the invoice.

DALLAS THEATER CENTER

SCHEDULE B

Daily Itinerary Schedule Example

The following schedule is to be used to submit your schedule for each day of your rental period. If the schedule set is modified in any way, please submit an updated schedule a minimum of 48 hours before the scheduled change. If assistance is required for creating a Daily Itinerary Schedule, please contact the DTC Technical Operations Manager. It is due 4 weeks before the start of the rental period. *If less than 4 weeks, discuss with the Rentals Manager.*

Directions: Download, complete, and send in PDF format to: rentals@dallastheatercenter.org.
Subject: Name of Event - Date of event - Space {*Fashion Show - Sept 19 - Frank's Place*}

Day = Day of the week *(One-day rental: fill out Day and Date.)*
Date = Date (MM/DD/YY)
Time = Arrival to Exit time (10 am - 7 pm)
Activity = Enter the day's planned activities (Load-in/out; Rehearsal; lobby decorating) List them if multiple activities are happening during the time. Ex. Load-in 10 am, Sound check 12 p.m. - 2 pm)
Who =Name of the contact person who will be on-site and the groups that will be in the building. (Cast, Crew, etc.)

DAY	DATE	TIME	ACTIVITY	WHO	HOURS IN SPACE

DALLAS THEATER CENTER

SCHEDULE C

Equipment Checklist Kalita Mainstage Only

SCENIC			
Make	Model	Description/Notes	Quantity
Ladders & Lifts			
		6' Fixed Ladder	1
		8' Fixed Ladder	2
		12' Fixed Ladder	1
		25-30' Working Height MEWP	1
Stage Furnishing			
		Black Stage Floor, Non-Alterable	1

AUDIO			
Make	Model	Description/Notes	Quantity
Control Equipment			

Midas	M32	Mixing Console	1
Midas	DL32/16	Stage Box	1
FixedRep Speakers			
EAW	KF695	Full Range	2
EAW	JF200	Full Range	3
EAW	JF100	Full Range	6
EAW	JF80	Full Range	3
EAW	UB12	Full Range	12
Danley	TH115	Subwoofers	2
JBL	SF15	Full Range	2
Amplifiers			
Crown	Macro Tech 1202		8
QSC	1400		3

Processing			
ElectroVoice	DX-46		4
Power			
Edison	9-way Distro	60-amps/leg	1
Wireless			
Sennheisser	EW 300 G4-865-S	Wireless Handheld System	2
Sennheisser	ASA-1	Antenna Distro	1
Sennheisser	A103-U	Passive Antenna	2
Shure	ULXD	Handheld System	2
Comm/Monitoring			
Mackie	SRM150	Stage Monitor	1

Lighting Inventory

Control Equipment

Make	Model	Description/ Notes	Quantity
ETC	Ion XE (fully opened up)	Lighting Console	1
ETC	2.4k	Dimmer	160

ACER	R1 21.5"	Monitor	1
	8-port opto splitter		1
Ellipsoidals and Lens Tubes			
Make	**Model**	**Description/ Notes**	**Quantity**
ETC	Source 4 Ellipsoidal Body	750w	112
ETC	Source 4 Lens Tube	10°	2
ETC	Source 4 Lens Tube	19°	30
ETC	Source 4 Lens Tube	26°	40
ETC	Source 4 Lens Tube	36°	30
ETC	Source 4 Lens Tube	50°	10
ETC	Colorsource Spot	LED ellipsoidal	28
ETC	EDLT 26°	lens tube	24
ETC	EDLT 36°	lens tube	4
Pars and Cycs			
Make	**Model**	**Description/ Notes**	**Quantity**
ETC	Color Source Cyc	LED cyc units	8
ETC	Source Four Par	750w	32
ETC	Source Four PAR Lens	Wide Flood Lens	32
ETC	Source Four PAR Lens	Medium Flood Lens	32

ETC	Source Four PAR Lens	Narrow Spot Lens	32
ETC	Source Four PAR Lens	Very Narrow Lens	32
Accessories			
Make	**Model**	**Description/ Notes**	**Quantity**
Altman	N/A	50 lb Boom Base	4
N/A	N/A	8' Threaded Pipe	2
N/A	N/A	10' Threaded Pipe	2
N/A	N/A	11' Threaded Pipe	2

DALLAS THEATER CENTER

THE HELDT BUILDING - BRYANT HALL INVENTORY ONLY

Heldt Scenic Inventory- Rental			
Ladders & Lifts			
Make	Model	Description/Notes	Quantity
		12' Ladder - Fixed	1
		12'/22' Ladder - magic ladder	1
		6' ladder - fixed	1
Audience Seating Risers			
Make	Model	Description/Notes	Quantity
		4x8 steel deck	12
		3' guard rail	4
		4' guard rail	10
		6" box step	3

Heldt Lighting Inventory- Rental			
Control Equipment			
Make	Model	Description/Notes	Quantity
ETC	Puck	Fully Opened Up	1
ETC	Net 3 Gateway	4 port	1
ETC	Sensor 3 Dimmer	12 dimmer pack	2
Ellipsoidals and Lens Tubes			
Make	Model	Description/Notes	Quantity
ETC	Source 4 Ellipsoidal Body		6
ETC	Source 4 Lens Tube	36°	20
ETC	Source 4 Lens Tube	50°	10
Pars and Cycs			
Make	Model	Description/Notes	Quantity
Chauvet	COLORado Solo		8
BRYANT HALL - RISER SET UP (ADDITIONAL FEE FOR SET UP)			
		BLACK CHAIRS	75

_____ INITIAL HERE THAT YOU'VE READ AND UNDERSTAND THIS IS THE INVENTORY PROVIDED. ANY OTHER MATERIALS NEEDED AND NOT LISTED HERE ARE THE RESPONSIBILITY OF THE RENTER. SUBJECT TO CHANGE, ANY UPDATED INVENTORY WILL BE SENT TO THE CLIENT UPON COMPLETION.

DALLAS THEATER CENTER

SCHEDULE D

Janitorial Schedule

GENERAL CLEANING

Lobby, Theater, Box Office, Dressing Rooms, Green Room,
Rehearsal/Studio Spaces

Services provided at each visit:

- Carpet areas vacuumed
- Tile surfaces mopped
- Clean and sanitize drinking fountains
- Trash/Recycling containers will be emptied, and trash taken to designated areas. Trash liners will be replaced from DTC's stock

Services provided once a month:

- Dust all fixtures and horizontal furniture surfaces
- Glass entrance doors cleaned; interior and exterior
- Window Sills are dusted
- Disinfect light switches, light switch plate covers, and door handles
- High dusting - ledges, picture frames, door frames, air vents, fire extinguishers, ceiling corners, etc.
- Low dusting - chair rails and legs, desk and table legs, baseboards, ledges, etc.

RESTROOMS (Every Service)

Services provided at each visit:

- Clean and disinfect countertops, mirrors, wash basins, toilets, and toilet seats
- Empty trash receptacles
- Spot clean partitions and tile walls
- Restock hand soap, paper products, and soap from DTC stock
- Disinfect partition handles, door handles, and light switches
- Sweep and mop floors

PERFORMANCE SPECIFIC

Services provided based on the performance schedule:

- Prior to each show, a general cleaning will be performed
- In between two-show days, cleanings will include the following locations: all bathrooms, the theater, and the lobby. Services provided will be:
  - Clean and disinfect countertops, mirrors, wash basins, toilets, and toilet seats
  - Empty trash receptacles in all locations
  - Restock hand soap, paper products, and soap from DTC stock
  - Sweep and mop floors, as needed
  - Vacuum Theater and lobby carpet, as needed

**Janitorial Services schedule is subject to change

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DALLAS THEATER CENTER

SCHEDULE E

Structural Modification

DTC further agrees (pending approvals prior to modification) to the Renter installing the following temporary modifications:

1. Hanging or otherwise installing of soft goods in KHT.

2. Hanging or otherwise installing lighting instruments, dimmer rack, and lighting console in appropriate areas to service KHT as a performance space.

3. Installation of appropriate sound equipment in areas to service KHT as a
performance space.

4. Installation of signage to identify the performance space for patrons.

5. The stage must be cleaned, swept, and mopped at the time of load out.

6. Stage Extensions can be used; however, the cost is $500 for labor and installation. Must be arranged with the DTC Production Team. Fees are due before installation begins.

Any/all equipment installed and/or structural modifications must be done in accordance with the most current OSHA-approved guidelines, including, but not limited to, overhead rigging, lighting equipment installation, and sound equipment installation.

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DALLAS THEATER CENTER

SCHEDULE F

Rules and Regulations of The Dallas Theater Center

1. We have a zero-tolerance approach to discrimination, harassment (including bullying), and victimization of any individual. It is contradictory to our values and commitments. All allegations of such behavior will be investigated, and appropriate action will be taken.

2. There is no smoking or vaping inside or outside any area of the building at any time per City of Dallas ordinances.

3. Consumption of alcohol by anyone actively employed by DTC or Renter, including volunteers and interns, while engaged in work of any kind on KHT grounds is strictly prohibited and may result in termination of the agreement.

4. The presence of any detectable amount of any illegal drug or abuse of a controlled substance is strictly prohibited for all persons occupying space at KHT, including patrons.

5. Food and beverages are permitted in approved areas (as outlined in Section J), subject to proper disposal and cleaning. Any alcoholic beverages are subject to the proper applicable permits as approved by DTC.

6. DTC reserves the right to reject any flying goods deemed unsafe until a mutually determined solution is found. Outriggers must be used on the personnel lift at all times.

7. Animals are not permitted inside the building at any time except for handicap and/or the purpose of performances. Special arrangements must be made in these instances prior to the event.

8. Any structural modification, installation of equipment, or production materials brought into the KHT by the Renter must be removed promptly during the strike process of each production.

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DALLAS THEATER CENTER

SCHEDULE G

Additional Provisions **if** Minors are Participants in the Program or Performance

1. Renter will provide adult supervision for all minors at a ratio of at least 1 adult per 10 minors.

2. An additional deposit of **$1,800** will be due according to the terms of this agreement.

3. A DTC staff member will be in the room with all minors. The DTC staff member will be charged to the Renter at the rate of $18 per hour. All other terms of this agreement with regard to additional staff will apply to the staff member supervising minors.

4. The renter will ensure the safety of minors at all times. Renter will not allow minors to access spaces not covered by this agreement and will not allow minors to go unsupervised as required by this agreement.

5. If Renter is a school, the principal or head of school must be a signatory to this agreement.

6. Failure to comply with any aspect of this Schedule G will be cause for immediate termination of this agreement, and all funds paid will be forfeited.

Day	Date	Minors In	Minors Out	Chaperone
Sunday	3/17/2024	Ex (count of minors) Time 2:30 pm	(12) 4:30 pm	Linda Sue Doe
Monday	3/18/2024			
Tuesday	3/19/2024			
Wednesday	3/20/2024			
Thursday	3/21/2024			

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DALLAS THEATER CENTER

SCHEDULE H

Fees are imposed when the rental agreement is not followed.

Clients who fail to comply with the stipulations outlined in the rental agreement will incur fees. These provisions specify that certain areas must be addressed both during the rental period and prior to its conclusion. These fees will be included with the final invoice and are due with the remaining balance of the rental invoice.

KALITA HUMPHREYS THEATER CAMPUS PRICE LIST		
	Cost	**Reason**
Stage Cleaning Fee	$25/hr	Stage not swept or mopped by client, excessive backstage trash, and trash on stage. *See Section F, Schedule C*
Technical Reset Fee	$250.00/per department	Each department that is not reset to the rep plot standard(non-DTC operators). *See Section F*
Auditorium Cleaning Fee	$200.00	Trashed auditorium (not cleaned by the client), including food, playbills, etc. *See Section G & Schedule D*
Additional Hours	$80/ hr	Time requested beyond the 10-hour daily allotment. Last-minute rate. *See Section D*
Extra janitorial service Fee	$95/day	Requested by the client beyond what is offered. *See Schedule D*
Inadequate Security Coverage	$300.00	Erroneous reporting of attendance. *See Section I*
Shampooing the carpet of the lobby	$500.00	Excessive damage to the carpet in the lobby area. *See Section G*
Key Card Replacement Fee	$100/key	Key cards that are not returned at the end of the rental period. *See Section E*

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DALLAS THEATER CENTER

Kalita Humphreys Theater Renter Checklist

Action Items	Completed
Schedule a Tour of the Facility	
Technical Rider (in-depth) * Audio – patching sheet * Lighting – design/plot * Scenic design – ground plan of set design	
Daily Itinerary Day hours and activities summary	
Non-profit letter/certificate *(if applicable)*	
Performance Insurance(COI) & Digital Marketing sent*(if applicable)*	
Rental agreement signed	
Catering Company COI, TABC license, catering event order *(if applicable)*	

Keep this page for your records to track documents you sent.

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