

**GALION COMMUNITY THEATRE, INC.**  
**REGULATIONS AND PROCEDURES FOR USE OF THE GALION THEATRE**  
**127 Harding Way West, Galion, Ohio 44833**

**I. FEEES FOR RENTAL OF THE GALION THEATRE**

- A. Rental fee is \$100.00 per day. Total rental fee includes sufficient time for setup and cleanup.
- B. Supplemental fees for use of the theatrical lighting and sound systems are \$000.00 for this event.
- C. A refundable security deposit of \$200.00 from the renter is required to reserve a rental date (s). The security deposit will be mailed back to the renter following the event if the theatre is properly cleaned and there are no damages.

**II. INSURANCE**

The renter shall provide ten (10) days prior to the date of usage a certificate of insurance naming GALION COMMUNITY THEATRE as an additional insured party. The certificate must provide a minimum of \$100,000.00 per person and \$300,000.00 per accident. If liquor is served on the date (s) of usage, the certificate must include the existence of liquor (any alcoholic beverage) liability coverage. If the conditions of this paragraph are not met, GALION COMMUNITY THEATRE will not be made available on the date (s) of use and the security deposit will be forfeited.

**D. SMOKING IS NOT PERMITTED ANYWHERE IN THE BUILDING.**

**III. SERVING REFRESHMENTS IN THE GALION**

**A. FOOD or Drinks**

Kitchen facilities are not available at The Galion.

Food & drinks can not be carried in or prepared in The Galion for sale

**IV USE OF THE MARQUEE**

A request for an announcement on the marquee of an event for which The Galion is being rented must be received at least one week in advance of the event.

## **V. REGULATIONS FOR PERFORMANCE GROUPS**

- A. The Galion's seating capacity is limited to 200**
- B. A renter using The Galion for performance purposes must limit the number of performers to no more than thirty (30) because of the safety requirements of occupancy of the backstage area. The costume storage areas are off limits to performers at all times.**
- C. Only water is permitted for drinking in the backstage area and dressing rooms. Other beverages and food must be consumed in the uncarpeted front lobby or an area designated by G.C.T. for the serving of refreshments.**
- D. The sponsor of any performance activity in The Galion must obtain IN ADVANCE the proper licensing agreements for the use of copyrighted materials, commercially produced video or audio materials, choreography, art work, etc. The law does not permit the use of any such performance materials without obtaining proper permission or licensing in advance of performance.**

## **VIII. SUPERVISION DURING THE USE OF THE GALION**

**For insurance purposes, a member (s) of the Galion Community Theatre Board of Trustees must be present at all times the building is in use.**

## **IX. TERMINATION OF AN EVENT**

**Galion Community Theatre reserves the right to terminate any event or activity if any of the above regulations are not followed.**

## **FOR ANY ADDITIONAL INFORMATION CONTACT:**

**Bill Burkhart, Building Manager**  
**419-468-2662 Galion Theatre phone no.**  
**419-468-2018 Home phone no.**  
**419-571-8389 Cell phone no.**

**GALION COMMUNITY THEATRE, INC.**

**P.O. Box 883 Galion, Ohio**

**Phone 419-468-2662 or 419-468-2018**

**Rental Agreement**

**Galion Community Theatre, Inc. hereby agrees to rent the building known as THE GALION located at 127 Harding Way West in Galion, Ohio 44833 to The Galion High School for the times, uses, and fees listed below. The renter listed here agrees to abide by all the rules and regulations governing the use of THE GALION.**

**Date of event: March 10, 11, 12, 13,  
14, 17, 18, 19, 20, 21, 22, 23, & 24.**

**Description of event: The Galion High School play.**

**FEES**

**REFUNDABLE SECURITY DEPOSIT \$200.00**  
**(To hold event date, deposit check must be returned with this agreement)**

**RENTAL FEE (based on total hours listed above \$1300.00**

**THEATRICAL LIGHTING NEEDED? \$ 00.00**

**YES   x   NO        \$00.00 per event**

**SOUND SYSTEM NEEDED?**

**YES   x   NO        \$00.00 per event \$ 00.00**

**Projection System Extra Charge.**

**TOTAL USAGE FEES \$1300.00**

**The total fees must be paid ten (10) days before your event or first rehearsal for the event. Your security deposit check will be returned following cleanup after it has been determined that no damages have been incurred. Proof of insurance must be provided at least ten (10) days in advance of the event or the first rehearsal for the event.**

**As the renter or representative of the renter listed above, I have read the rules and regulations governing the use of THE GALION and agree to abide by them and the terms of the rental agreement stated above.**

\_\_\_\_\_  
**DATE      SIGNATURE OF RENTER OR AGENT OF RENTER**

**As the representative of Galion Community Theatre, Inc. I hereby authorize the rental of THE GALION to First United *GHS*  
~~Church of Christ~~ for the use (s), date (s), and time (s) described *CP*  
above.**

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
**G.C.T. REPRESENTATIVE**

**Bill Burkhart**

**Home 419-468-2018**

**Cell # 419-571-8389**

**(A SIGNED COPY WILL BE MAILED BACK TO YOU)**