



Columbus Chapel & Boal Mansion Museum
163 Boal Estate Drive, PO Box 116
Boalsburg, PA. 16827

Boal Barn Playhouse
RENTAL AGREEMENT

1. Responsible Party: Name _____
Organization _____
Address _____
Phone _____
Email _____

2. Rental Option (check all that apply) : Great Room _____
Boal Barn Playhouse _____
Barn Amphitheatre _____
Snack Shack _____

3. Purpose of Rental: _____

4. Time of Use - Please fill in date and times of use:

Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____
Sunday _____

5. Deposit: \$10% of total rental

Date Paid _____

Rental Fee:

Date Paid _____

TOTAL CHARGE: The undersigned agrees to the terms and conditions set forth in the attached Theater Rental Policy. _____

Signature Name

Date

Boal Barn Playhouse POLICY Rental Fees/Reservations: A security deposit of 10% is required for use of the facility for up to 3 hours. A security deposit of 10% is required for use of the facility for 3 or more hours. (See cancellation policy below.)

2024 Rental Costs for the Boal Barn Venue and Estate Grounds

Theatre production - 5 days	\$850
Theatre production - 7 days	\$1,200
Theatre production - 14 days	\$2,300
Daily rental base cost starting at	\$200
Use of Great Room on lower floor	\$150 -\$500
Use of outside stage area per day	\$500
Rental of sound or lighting systems per day*	\$50
Use of in-house staff per day	\$75

Bands and groups may bring in their own sound systems.

There will be a 10% deposit required for all bookings.

THE BOAL BARN VENUE GUIDELINES

The Boal Barn Venue is not a theater. It is a *venue place* that will rent space to performers of all genres.

All groups and performers must carry their own liability insurance while renting the Boal Barn Venue space. Written indemnity for the Boal Barn Venue must be within the insurance.

There is no workshop area and no storage area for sets.

All sets and props that are brought in must be free standing and NO screws or nails may be used to fix the set to walls, posts, or the stage floor. All trash created by performers must be cleared out by the performers or a clean-up charge will be imposed. Sets that are left in place between shows will incur a charge at the base daily rate.

We hope to have an in-house lighting system and an operational sound system. There will be a rental charge to use our systems. We do not employ sound or lighting technicians. They will be available from a list, or on an as-needed call basis, or you can use your own. The cost of the technicians will be arranged directly between performers and the technicians. Bands and other performers may use their own sound system.

We do not operate a ticket system. All ticket sales will be the responsibility of the group or performer.

There will be NO SMOKING in or around the Boal Barn Venue Building. No glass containers are allowed inside the venue space.

If any authority or situation necessitates the closure of the Boal Barn Venue, The Boal Barn Venue will not be financially responsible except for the return of rental fees for those days involved.

Responsibilities: (Please initial each line)

____ The user, organization, or group renting the theater is responsible for clean-up of the premises. Supervisors of the event are responsible for notifying all assistants and participants concerning rules and guidelines that must be followed. If the theater is unfamiliar to you, i.e. lights, sound, etc., or if extensive electrical hookups are required, contact the Coordinator 3 day prior to use.

____ No tobacco products are allowed.

____ No open flames or incense are allowed. There will be no exceptions.

____ No video or camera footage may be taken of the screen if any film is showing. The Columbus Chapel & Boal Mansion Museum reserves the right to request the removal of any audio or video recording equipment.

____ The theater assumes no liability for injury or accidents that occur during the event, whether inside or outside the building. Any injuries or accidents must be reported to the Executive Director immediately.

____ The renter will assume all financial responsibility for damage to the facility incurred by the renting party. Any damage must be reported immediately to the Coordinator.

____ Unless you require use of the stage as part of your rental, please keep yourself and all guests away from the stage, the speakers, the film screen, and the dressing area below. The CCBES assumes NO liability for injury sustained in these areas, and the Renter will be responsible for ALL damage to any part of this area of the facility.

____ The CCBES will not be responsible for any lost or stolen items.

CLEAN-UP CHECKLIST

This checklist has been provided for your use in proper clean-up. Failure to complete this clean-up checklist will result in a cleanup charge, to be paid one week from moveout date. Failure to comply may result in an inability to rebook the Boal Barn Venue or other areas of the Columbus Chapel & Boal Mansion Museum estate.

____ 1. All tables and chairs will be cleared of decoration and food.

____ 2. All equipment used to prepare or serve food or drink will be removed. Catering area will be clean and wiped with disinfectant.

____ 3. All dishes, glasses and cutlery will be removed.

____ 4. All paper, beverage containers, and debris shall be picked up in theatre, Snack Shack, backstage area, outdoor stage area, Great Room, and seating area.

____ 5. Dumpsters are provided for your usage and are located along the drive between the mansion and the Boal Barn Theatre. The renter shall be responsible for disposing of any trash over and above what will fit in the dumpsters (e.g. hauling trash to transfer station, obtaining dumpster). All interior garbage receptacles including those in the Boal Barn, Great Room, Snack Shack, bathroom, and theater should be emptied. Garbage bags will be provided and stored in the backstage area.