



POLICY MANUAL

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1-1-08

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1. VENUES OF PLANO STAGES

Courtyard Theater

1509 H. Avenue
Plano, Texas 75074
972-941-5600

- Stage 51' x 28', playing space 36' x 26'
- Lighting Pipe grid height 19'
- Occupancy capacity 308
- 3000 square foot lobby

Cox Building Playhouse

1517 H. Avenue
Plano, Texas 75074
972-941-5600

- Black Box Style 60 x 40'
- Occupancy capacity 102
- Three seating configurations ranging from 70 to 102 seats
- Lighting Pipe grid height 13' - 9"
- 900 square foot lobby

Amphitheater At Oak Point Park

2801 East Spring Creek Parkway
Plano, Texas 75074
972-941-5600

- 60' x 40' stage
- Tomcat stage roof
- Occupancy capacity 1000

2. BASE VENUE RENTAL

Courtyard Theater

The Courtyard Theater is rented in six (6) hour blocks. When renting the Courtyard Theater the base rental includes:

1. Access to the Theater, control rooms, box office, green room, dressing rooms, and laundry room during rehearsal times. During performance times, the base rental includes all of the above with the addition of the lobbies.
2. Concessions during intermissions or if lessee allows food and drink in theater during show. No concessions will be provided for one-act shows.
3. Sound system including mixing console, CD players, amps, and speakers. Please see attached inventory for detailed equipment list. Plano Stages does not supply batteries for microphones or any other equipment.
4. The lighting system with a stock light plot and Expression III lighting console. The light plot will include 15 areas that include a warm and a cool front light, down light, back light, two color high side washes, one static gobo wash, four color wash on cyc, six (6) user defined specials, and three (3) rotating gobos.
5. Staging includes the end-stage configuration, with 308 seats. Please see attached floor plan for stage dimensions, curtain placement, and seating chart. The curtain configuration may be changed within the limits of the inventory and with prior approval of the Plano Stages staff.
6. Manager on Duty (MoD) will be on site during all contracted scheduled times. The Manager on Duty does not operate consoles, or act as stage crew. The Manager on Duty is responsible for both the Courtyard Theater and the Cox Building Playhouse.

Cox Building Playhouse

The Cox Building Playhouse is rented in six (6) hour blocks. When renting the Cox Building Playhouse the base rental includes:

1. Access to the Theater and dressing rooms during rehearsal times. During performance times, the base rental includes all of the above with the addition of the Lobby.
2. The lighting system with a stock light plot and Insight lighting console. The light plot will include 5 areas that include a warm and a cool front light, down light, and back light.
3. Sound system including mixing console, CD players, and speakers. Please see attached inventory for detailed equipment list. Plano Stages does not supply batteries for microphones or any other equipment.
4. Choice of one of three seating configurations (End Stage, 3/4, and Arena) is available, and will be set by Plano Stages staff.
5. Manager on Duty (MoD) will be on site during all contracted scheduled times. The Manager on Duty does not operate consoles, or act as stage crew. The Manager on Duty is responsible for both the Courtyard Theater and the Cox Building Playhouse.

Amphitheater At Oak Point Park

The Amphitheater at Oak Point Park (A@OPP) is rented daily (6am to 11:55pm). Smaller time blocks are available at the discretion of management. When renting the A@OPP, the base rental includes:

1. Access to all areas of A@OPP, including portable trailer if on site.
2. Sound system including all microphones in inventory. Please see attached inventory for detailed equipment list. Plano Stages does not supply batteries for microphones or any other equipment.
3. The lighting system with a stock light plot and ETC Smart Fade lighting console. The light plot will include 9 areas that include a warm and a cool front light, down light, and back light.
4. Eight (8) 20 amp, 110 volt circuits.
5. Manager on Duty (MoD) will be on site during all contracted scheduled times. The Manager on Duty does not operate consoles or act as stage crew.
6. Two 3'X 8' covered tables used as box office stations, one table for each entrance.

3. Booking

FOR THE COURTYARD THEATER & THE AMPHITHEATER AT OAK POINT PARK

Booking Process:

Plano Stages has two types of bookings: Open and Resident.

Open Booking:

An Open booking applies to all dates booked outside of the annual scheduling meeting. A tenant may rent any Plano Stages facility by completing all of the following steps:

- Make a reservation with Plano Stages management. While a reservation can be made verbally with management, it will not be considered binding.
- Submit an Event Application, specifying the tenant's schedule, equipment to be used, and other services needed from Plano Stages staff, within 10 working days of the reservation. A rental quote detailing the schedule, and fees will be returned to the tenant within two working days after receipt of the Event Application.
- Fully execute a Facilities Use Agreement with Plano Stages. A Facilities Use Agreement is defined as fully executed when it is signed, notarized, and the required deposit has been submitted to Plano Stages Management.

Reservations will be held for a maximum of 30 days and can be challenged. If a Facilities Use Agreement for the event has not been executed within 30 days of a reservation, said reservation will be removed from the calendar and the dates will be released.

The required deposit will be 50% of the rental fee based on the schedule submitted on the event application. If an event application is not received within 10 days of the reservation, the contract schedule will be based on the following:

- The first day of rental (load-in) will be a 12-hour rehearsal rate.
- Monday through Wednesday will be a 6-hour rehearsal rate.
- Thursday, Friday, and Sunday will be a 6-hour performance rate.
- Saturday will be a 12-hour performance rate.
- No Labor.
- Base equipment only.

After the contract is executed amendments may be made up to 18 days prior to the event. The rental fee balance of the contract must be paid two weeks prior to the event.

Resident:

The Resident Booking process is available to entities classified as resident tenants of Plano Stages that participate in the annual scheduling meeting.

A resident tenant may rent any Plano Stages facility by completing all of the following steps:

- Create reservations in writing during the annual scheduling meeting with Plano Stages management. Within two weeks, Plano Stages management will send the tenant a reservation report confirming dates requested. This reservation will not be considered binding.
- Submit an Event Application, specifying the tenant's schedule, equipment to be used, and other services needed from Plano Stages staff. The event application is due 14 working days after receipt of the reservation report. A rental quote detailing the schedule and fees will be returned to the tenant within two working days after receipt of the Event Application.
- Fully execute a Facilities Use Agreement. A Facilities Use Agreement is fully executed when it is signed, notarized, and the required deposit has been submitted.

Reservations will be held for a maximum of 30 days. This type of reservation cannot be challenged. If a Facilities Use Agreement for the event has not been executed within 30 days of receipt of the reservation report, said reservation will be removed from the calendar and the dates released.

The required deposit will be 50% of the rental fee based on the schedule submitted on the event application. If an Event Application is not received within 14 days of the reservation, the contract will be based on the following:

- The first day of rental (load-in) will be a 12-hour rehearsal rate.
- Monday through Wednesday will be a 6-hour rehearsal rate.
- Thursday, Friday, and Sunday will be a 6-hour performance rate.
- Saturday will be a 12-hour performance rate.

After the contract is executed, amendments may be made up to 18 days prior to the event. The rental fee balance of the contract must be paid two weeks prior to the event.

FOR COX BUILDING PLAYHOUSE

Booking Process:

Plano Stages has two types of bookings: Open and Resident.

Open Booking:

An Open booking applies to all dates booked outside of the annual scheduling meeting. A tenant may rent any Plano Stages facility by completing all of the following steps:

- Make a reservation with Plano Stages management. While a reservation can be made verbally with management, it will not be considered binding.
- Submit an Event Application, specifying the tenant's schedule, equipment to be used, and other services needed from Plano Stages staff, within 10 working days of the reservation. A rental quote detailing the schedule, and fees will be returned to the tenant within two working days after receipt of the Event Application.

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- Fully execute a Facilities Use Agreement with Plano Stages. A Facilities Use Agreement is defined as fully executed when it is signed, notarized, and the required deposit has been submitted to Plano Stages Management.

Reservations will be held for a maximum of 30 days and can be challenged. If a Facilities Use Agreement for the event has not been executed within 30 days of a reservation, said reservation will be removed from the calendar and the dates will be released.

The required deposit will be 50% of the rental fee based on the schedule submitted on the event application. If an event application is not received within 10 days of the reservation, the contract schedule will be based on the following:

- The first day of rental (load-in) will be a 12-hour rehearsal rate.
- Monday through Wednesday will be a 6-hour rehearsal rate.
- Thursday, Friday, and Sunday will be a 6-hour performance rate.
- Saturday will be a 12-hour performance rate.
- No Labor.
- Base equipment only.

After the contract is executed amendments may be made up to 18 days prior to the event. The rental fee balance of the contract must be paid two weeks prior to the event.

Resident:

The Resident Booking process is available to entities classified as resident tenants of Plano Stages that participate in the annual scheduling meeting.

A resident tenant may rent any Plano Stages facility by completing all of the following steps:

- Create reservations in writing during the annual scheduling meeting with Plano Stages management. Within two weeks, Plano Stages management will send the tenant a reservation report confirming dates requested. This reservation will not be considered binding.
- Submit an Event Application, specifying the tenant's schedule, equipment to be used, and other services needed from Plano Stages staff. The event application is due 14 working days after receipt of the reservation report. A rental quote detailing the schedule and fees will be returned to the tenant within two working days after receipt of the Event Application.
- Fully execute a Facilities Use Agreement. For resident tenants of the Cox Building Playhouse the definition of a fully executed Facilities Use Agreement is when said agreement signed, notarized.

Reservations will be held for a maximum of 30 days. This type of reservation cannot be challenged. If a Facilities Use Agreement for the event has not been executed within 30 days of receipt of the reservation report, said reservation will be removed from the calendar and the dates released.

The required deposit will be 50% of the rental fee based on the schedule submitted on the event application. Deposits will be due 90 days prior to the first day of the event.

If an Event Application is not received within 14 working days after receipt of the reservation report, the contract will be based on the following:

- The first day of rental (load-in) will be a 12-hour rehearsal rate.
- Monday through Wednesday will be a 6-hour rehearsal rate.
- Thursday, Friday, and Sunday will be a 6-hour performance rate.
- Saturday will be a 12-hour performance rate.

After the contract is executed, amendments may be made up to 18 days prior to the event. The rental fee balance of the contract must be paid two weeks prior to the event.

Classification of Tenants:

Resident Not-For-Profit Tenants:

This category of tenant includes a single not-for-profit 501(C)(3) organization that utilizes a minimum of ten rental dates in Plano Stages venues during a single City of Plano fiscal year that includes two weekend blocks. The definition of a weekend block is a concurrent Thursday, Friday, Saturday, and Sunday. Should a tenant fail to utilize ten dates and the required two weekend blocks during a given year, the organization shall cease to be classified as a “Resident” and shall be classified as a Not-for-Profit Tenant for the following fiscal year. Resident Not-for-Profit Tenants qualify to participate in the annual scheduling Session and will pay the lowest available rental rate (Resident Rate).

Not-for-Profit Tenants:

This category of tenant includes 501(C)(3) non-profit organizations that do not utilize a minimum of ten dates and the required two weekend blocks during a given fiscal year. Not-for-Profit Tenants will pay the Not-for-Profit rental rate.

Resident Commercial/ Private Tenants:

This category of tenant includes all for-profit entities, all private individuals and all religious entities utilizing ten or more dates at a Plano Stages venue during a single City of Plano fiscal year. Organizations that fail to utilize ten dates during a given year shall cease to be classified as a “Resident” and shall be classified as a Commercial/Private Tenant for the following fiscal year. Resident Commercial/ Private Tenants qualify to participate in the annual scheduling Session and will pay the Commercial rental rate.

Commercial/Private Tenants:

This category of tenant includes all for-profit entities, all private individuals and all religious entities utilizing a Plano Stages venue less than ten days during a given fiscal year. Commercial / Private Tenants will pay the Commercial rental rate.

Booking Priority:

Management Held Dates:

PLANO STAGES POLICIES

Management of Plano Stages reserves the right to block out any date or dates it deems necessary for any reason including but not limited to maintenance, training, or venue sponsored events. Such blocking out of dates may occur prior to the annual scheduling session, or at any time during the fiscal year.

Scheduling Session:

There will be an annual scheduling session, in which all Resident Tenants and PISD shall participate. At this Session, to be held in September of each year, participants will schedule their dates for the fiscal year that begins *following* the next fiscal year (e.g. the September '07 Session will be scheduling dates for the 08-09 fiscal year). Beginning in October, bookings will be open to all other tenants. Resident Tenants may book additional individual dates at this time.

Prior to the scheduling Session, PISD will have the opportunity to book up to 10 dates in the Courtyard Theater before any other dates are booked. The Resident Tenants will then have the opportunity to book dates. Plano Stages Management will be the final arbiter of any conflicts in dates requested.

Historic Booking:

Resident Tenants shall have priority for a date or dates that correspond to a date or dates they have used or will use in the current fiscal year. Should an organization fail to schedule the historic date for the coming fiscal year, the organization surrenders any historic claim to that date or dates in future years. Tenants may not assign dates or options for dates to other tenants.

Challenge Process:

Reservation made during the annual scheduling meeting cannot be challenged.

When a prospective Tenant (*Tenant B*) wants to reserve a date(s) that is tentatively booked, *Tenant B* may request a second hold be placed on that date thus reserving that date if *Tenant A* does not fulfill the requirements of the Tentative category. Also *Tenant B* may issue a challenge to *Tenant A* holding the date(s) in question. When a challenge is issued, the management of Plano Stages will contact *Tenant A* and announce that *Tenant B* is seeking the same date (s), and that *Tenant A* must enter into a contract within 3 business days from the announcement, or the date (s) will be given to *Tenant B*. If *Tenant A* does not meet the challenge requirement, *Tenant B* will be required to enter into a contract within 3 business days after notification. If a contract is not completed within 3 business days, the date (s) revert back to *Tenant A*.

Contracted Dates:

All rentals must be scheduled through the management of Plano Stages. No oral agreements for use of the facility shall be considered valid. No reservation will be regarded as binding unless a Facilities Use Agreement has been completed, signed, and notarized with the required deposit. Any lessee with an outstanding balance may not book additional dates until the balance is paid.

Multiple Bookings:

The management of Plano Stages reserves the right to schedule multiple bookings, when the second booking does not interfere with the primary client's booking. The primary lessee's scenery can be left in place providing a minimum amount of space is left on stage for multiple presenters. All props and small scenic elements will be stored in assigned locations. Due to the flexible nature of the theater, the stage configuration of the primary lessee will not be reconfigured, but additions may be made. The management of Plano Stages will coordinate the temporary strike, restoration, assign storage locations, and ensure that the primary lessee has a minimum two-hour window prior to doors.

Booking Cancellation:

Any tenant desiring to cancel the Facilities Use Agreement will notify the management of Plano Stages in writing and forfeit their deposit as liquidated damages in the amount listed in Exhibit A. Management reserves the right to cancel event or activities, and close the building due to weather including but not limited to ice, severe storms, and extreme cold. In the event of closing due to weather, every effort will be made to reschedule the event.

4. APPLICATION OF RENTAL RATES & FEES

Rehearsal Period:

- A rehearsal period is defined as time in the building used to set up, strike, or rehearse a show with no audience. A rehearsal with invited or paid audience will be charged as a performance period.
- The 12-hour rehearsal rate will be charged on the first day of a rental unless waived by Plano Stages staff, or the rental is a single day rental.

Performance Period:

- A performance period is defined as any time an audience is expected to be in the building for an event.
- The 6-hour performance rate will be applied to a performance period ranging from one to six hours. If the curtain time of two performances is greater than three hours, two 6-hour performance blocks will be charged. Example, if a production has a matinee at 2:00pm and an evening show at 7:00pm, the production will be charged a 12-hour performance rate.

Additional Performance/ Rehearsal Hours:

- Additional hours will only be used to adjust the rental schedule after the contract has been signed. The additional hour fee does not include charges for additional labor. The labor fee will be for all staff affected by the schedule change including the Manager on Duty. When additional hours are agreed to the hour fee plus all labor charges will be listed on the Supplementary Fees & Service Agreement (see Appendix A).

Supplemental Fee and Service Agreement:

- Any equipment or services used after the signing of the Facility Use Agreement (Agreement) and not included in the Agreement will be documented and lessee will be charged accordingly. The bill will be conveyed to the lessee no later than 72 hours following the ending of the Facility Use Agreement as stated in Sec 2 Line c.

5. EVENT APPLICATION

The Event Application is used to generate a price quotation and subsequently an Agreement. The event application is available to download at www.planostages.com. To maintain the reservation, the lessee must return the Event Application within 10 days of the reservation. If an event application is not received within 10 days of the reservation, the contract schedule will be based on the following:

- The first day of rental (load-in) will be a 12-hour rehearsal rate.
 - Monday through Wednesday will be a 6-hour rehearsal rate.
 - Thursday, Friday, and Sunday will be a 6-hour performance rate.
 - Saturday will be a 12-hour performance rate.
 - No Labor.
 - Base equipment only. .
-
- An Event Application must be completed to reserve any equipment in Plano Stages inventory.
 - All additional labor must be requested on the Event Application.

6. STAFFING

- a. A Manager on Duty (MoD) must be present at all times of occupancy. The MoD will not be part of any running crew. The cost of any additional staffing will be billed to the lessee.
- b. Plano Stages venues are non-union stage houses. The renting organization may contract with the IATSE Local 127. Any contract for IA labor is separate from any contract with Plano Stages. The lessee shall be responsible for the conduct and activity of IA Stage Employees. The MoD is the final authority over all technical concerns.
- c. All additional labor must be requested on the Event Application. Adjustments to staff schedules may be changed up to ten days prior to the start of the event.
- d. The MoD will be onsite thirty minutes before the established call time.
- e. Additional staffing will be onsite a minimum of sixty minutes before the start of the event.
- f. All labor has a four-hour minimum for each individual.
- g. Meals and breaks must be scheduled into work calls. One fifteen-minute break must be given every three hours in a call longer than three hours. Meal breaks are thirty minutes, and one must be given every six hours in a calls six hours or longer.
- h. Ushers are the responsibility of the renting organization. If no ushers can be provided by the renting organization, the Management of Plano Stages reserves the right to hire an appropriate number of ushers for a three-hour minimum per individual. The costs will be billed to the lessee.
- i. The Management of Plano Stages reserves the right to hire security for any event. All charges for security will be billed to the lessee.
- j. The Management of Plano Stages will be the sole arbiter for the amount of labor necessary for the rental of any Plano Stages venues.

7. LIGHTING

Courtyard Theater:

- a. The Stock Light Plot will include
 - 15 areas that include a warm and cool front light
 - 1 down light per area
 - 2 back light per area
 - two color high side washes
 - one static gobo wash,
 - four color wash on cyc
 - six (6) user-defined specials
 - three (3) rotating gobos
- b. The lighting paper work provided by Plano Stages will include a magic sheet, and light plot.
- c. Plano Stages staff must approve any modifications to the light plot, and a fee may be applied to the modification.
- d. Plano Stages staff will perform all physical modifications to the light plot.
- e. All staging, electric and sound plots must be approved by the management of Plano Stages before load-in. Any set-up deemed unsafe by the management of Plano Stages will be modified to the satisfaction of all parties. The lessee shall pay the cost of any such modification.
- f. Six (6) user-defined specials will be provided in the base rental. Additional specials will be charged to the lessee in accordance with the Published Rate Sheet.

Cox Building Playhouse:

- a. The Stock Light Plot will include
 - 5 areas that include a warm and a cool front light
 - 1 down light per area
 - back light wash
 - six (6) user-defined specials
- b. The lighting paper work provided by Plano Stages will include a magic sheet, and light plot.
- c. Plano Stages staff must approve any modifications to the light plot, and a fee may be applied to the modification.
- d. Plano Stages staff will perform all physical modifications to the light plot.
- e. All staging, electric, and sound plots must be approved by the management of Plano Stages before load-in. Any set-up deemed unsafe by the management of Plano Stages will be modified to the satisfaction of all parties. The lessee shall pay the cost of any such modification.
- f. Six (6) user-defined specials will be provided in the base rental. Additional specials will be charged to the lessee in accordance with the Published Rate Sheet.
- g. Resident Not-For-Profit clients of the Cox Building Playhouse will not be charged for custom light plots.

Amphitheater At Oak Point Park:

- a. The Stock Light Plot will include
 - 9 areas that include a warm and a cool front light
 - 1 down light per area
 - 6 back lights
 - 3 footlights (S4 pars with wide lens)
 - 1 static gobo wash,
- b. The lighting paper work provided by Plano Stages will include a magic sheet, and light plot.
- c. Plano Stages staff must approve any modifications to the light plot, and a fee may be applied to the modification.
- d. Plano Stages staff will perform all physical modifications to the light plot.
- e. All staging, electric, and sound plots must be approved by the management of Plano Stages before load-in. Any set-up deemed unsafe by the management of Plano Stages will be modified to the satisfaction of all parties. The lessee shall pay the cost of any such modification.
- f. If the lighting system provided by Plano Stages is not used
 - a. Any rigging must be approved by Plano Stages management prior to load-in
 - b. Plano Stages reserves the right to dispose of any items left in any venue 48 hours after completion of the contract.
 - c. Plano Stages and its staff are not responsible for lessee provided equipment.

8. SOUND

Courtyard Theater:

- a. The Sound system will include
 - One Soundcraft GB4 sound console
 - Two Marantz CD Players
 - One Marantz dual Cassette deck
 - Four Shure SM58
 - Four Shure ULX Diversity receiver Wireless microphones.
 - Four EAW JF200 speakers
 - Two EAW SM200ih monitor speakers
- b. Plano Stages staff must approve any modifications to the sound system, and a fee may be applied to the modification.
- c. Plano Stages staff will perform all physical modifications to the sound system.
- d. Plano Stages does not supply batteries for microphones or any other equipment.

Cox Building Playhouse:

- a. The Stock Sound systemt will include
 - One Allen & Heath 16 X 2 mix wizard sound console
 - Two CD players
 - One Yamaha FX processor
 - Four Shure SM58
 - Two Mackie self-powered speakers
- b. Plano Stages staff must approve any modifications to the sound system, and a fee may be applied to the modification.
- c. Plano Stages staff will perform all physical modifications to the sound system.
- d. Plano Stages does not supply batteries for microphones or any other equipment.

Amphitheater At Oak Point Park:

- a. The Sound system will include
 - One Allen & Heath 16 X 2 mix wizard sound console
 - Two CD players
 - One Yamaha FX processor
 - Six Meyer CQ1 self-powered speakers
 - Four Shure wireless microphones
- b. Plano Stages staff must approve any modifications to the sound system, and a fee may be applied to the modification.
- c. Plano Stages staff will perform all physical modifications to the sound system.
- d. Plano Stages does not supply batteries for microphones or any other equipment.
- e. If the sound system provided by Plano Stages is not used
 - Plano Stages staff will not operate any part of lessee provided system
 - Any rigging must be approved prior to load-in
 - Plano Stages reserves the right to dispose of any items left in any venue 48 hours after completion of the contract.
 - Plano Stages and its staff are not responsible for lessee provided equipment.

9. STAGING & RIGGING

Staging -- Courtyard Theater:

The Courtyard Theater has three stage configurations (End Stage, Thrust, and Arena). The base configuration is End Stage.

1. Plano Stages Management must approve any configuration change. Fees will be applied.
2. No modifications will be made to the Thrust and Arena configurations.
3. Plano Stages management must approve any modification to the End Stage configuration.
4. Fees for modification may be applied plus any labor involved, see Published Rate sheet.

Staging -- Cox Building Playhouse:

The Cox Building Playhouse has three seating configurations; Plano Stages staff must approve any modification to the configurations. Nothing shall be permanently fixed to the floor by any means (no nails or screws of any type). Plano Stages has an inventory of sand bags available at no charge.

Staging -- A@OPP:

Management of Plano Stages must approve any staging modification.

Rigging -- Courtyard Theater & Cox Building Playhouse:

Management of Plano Stages must approve prior to load in any rigging from the high or low steel and the pipe grid.

Rigging -- A@OPP:

Management of Plano Stages must approve prior to load in any rigging or loads put on the roof. Management of Plano Stages must approve any personnel rigging and/or climbing in the roof.

10. EQUIPMENT NOT IN BASE RENTAL

Plano Stages Owned Equipment:

- a. Plano Stages has an inventory of equipment not included in the base rental package. Please see the Published Rate sheet for inventory and charges.
- b. To reserve equipment, said equipment must be listed on the Event Application and be approved by the Management of Plano Stages.
- c. If equipment has not been reserved and is available during the rental period, the lessee may use equipment at the published rate. The equipment and its fee will be documented with the Supplemental Fee & Service Agreement (see page 8).
- d. Any equipment on the theater inventory may become unavailable, at which time the management of Plano Stages will inform the lessee and a solution will be arrived at to the satisfaction of both parties.
- e. The Steinway Grand Piano is provided to Resident Not-For-Profit clients at no charge. For all other classifications of tenants, a fee will be set in the Published Rate sheet. The Steinway will only be used in the Courtyard Theater stage and lobby. The Steinway Grand Piano will not be removed from the Courtyard Theater.
- f. When the Steinway is used in the Courtyard Theater lobby, the following conditions must be met:
 - Must be approved by the management of Plano Stages,
 - Lessee must provide a Bonded Piano Mover, and
 - A fee the equivalent of two tunings will be assessed to the lessee.

Other Equipment:

- Any equipment required for the event other than what is listed in the theater inventory shall be the responsibility of the lessee.
- Plano Stages staff must approve any equipment provided by lessee.
- Plano Stages and its staff are not responsible for lessee provided equipment.
- Plano Stages reserves the right to dispose of any items left in any venue 48 hours after completion of the contract.

11. LOBBIES AND FRONT OF HOUSE

- a. Plano Stages staff must approve and supervise any alterations in the lobby furniture layout.
- b. Only Plano Stages staff may remove, move or alter lobby artwork.
- c. Plano Stages staff must approve the posting of any material in the public spaces of Plano Stages.
- d. Materials will only be hung by use of the Art Hanging system or Sticky Tac. No nails, screws, hot glue, epoxies, contact adhesive, glue of any kind, StichWitch, Velcro, or tape of any kind may be used on the public walls of Plano Stages venues.
- e. No materials may be posted on glass windows or doors.
- f. Ushers are the responsibility of the renting organization. If no ushers can be provided by the renting organization, Plano Stages reserves the right to hire an appropriate number of ushers for a three-hour minimum. The costs will be billed to the lessee. Plano Stages maintains a pool of volunteer ushers. For more information, please contact the management of Plano Stages.
- g. The management of Plano Stages reserves the right to hire security for any event. All charges for security will be billed to the lessee.
- h. When school buses are used to transport students to a performance at any venue of Plano Stages, two security guards are required for traffic control. The lessee shall incur the labor charges.
- i. Plano Stages will not be responsible for items left in any part of any venue.
- j. Ticketing is the responsibility of the lessee; Plano Stages Management must approve all ticket manifests.
- k. Lessee shall not sell and or admit numbers larger than the occupancy capacity stated in the Plano Stages Policies Sec. 1.
- l. Plano Stages management must approve any changes in the seating chart.
- m. General admission events must open audience seating a minimum of 45 minutes prior to the beginning of event (curtain time).
- n. Lessee shall provide Plano Stages with 8 complimentary tickets whether or not admission is charged. Unused complimentary tickets will be released back to the lessee by 4:00pm the day of the event.

12. CONCESSIONS & ALCOHOL

Concessions -- Courtyard Theater:

Plano's Choice Catering shall be the exclusive caterer for all events in the Courtyard Theater. This exclusivity extends to the provision of food and beverage concessions during performances and other public events, and shall include food and beverages for receptions, formal dinners, and any other occasions when food or beverages are to be served in the facility.

1. Plano's Choice Catering will provide event concessions to the public at no charge to the lessee.
2. Concessions are allowed in the theater at the discretion of the lessee and Plano Stages management.
3. Concessions are not provided for One-act events.
4. A Resident Not-for-Profit lessee may use an outside caterer if the following conditions are met and the cleaning fee in the published rate sheet is paid in full:
 - a. All food and services are donated to the lessee
 - b. Documentation of the donation is provided to management of Plano Stages
 - c. All required permits and licenses are obtained

Concessions -- Cox Building:

Concessions consisting of pre-packaged items will not need any permits or licenses. A licensed and insured caterer must provide all non-packaged food. All applicable permits and licenses are the sole responsibility of the client or his representatives. Catering will be allowed when permits are obtained and copies of licenses and permits are provided prior to the event. Plano Stages management reserves the right to suspend or deny service at any time.

Concessions -- Amphitheater At Oak Point Park:

Concessions consisting of pre-packaged items will not need any permits or licenses. A licensed and insured caterer must provide all non-packaged food. All applicable permits and licenses are the sole responsibility of the client or his representatives. Catering will be allowed when permits are obtained and copies of licenses and permits are provided to Plano Stages management prior to the event. Plano Stages management reserves the right to suspend or deny service at any time.

1. Coolers are permitted
 - a. But must be searched for alcohol, when alcohol is for sale. Any alcohol may be returned to vehicle, or will be disposed of by Plano Stages management.
 - b. At the lessee's discretion

Alcohol Use

Management must approve any use of alcoholic beverages in a Plano Stages venue. **All alcoholic beverages for sale must be purchased from Plano's Choice Catering.** Use of alcohol must be in strict compliance with the Alcoholic Beverage Code of the State of Texas and the Zoning Ordinances of the City of Plano. At any event where alcohol is present, Plano Police officers may be required and cost will be billed to the lessee. Management of Plano Stages and Plano's Choice Catering will determine the number of officers required.

Alcohol -- Courtyard Theater:

1. No alcoholic beverage may be brought onto the premises.
2. All alcoholic beverages must be purchased from Plano's Choice Catering.
3. Request for alcoholic beverages must be made a minimum of 14 working days prior to the event.
4. The Plano Stages staff and the City of Plano reserve the right to require that the lessee suspend the provision of alcoholic beverages to their guests.
5. No alcoholic beverages will be provided on Sundays.

Alcohol -- Cox Building:

1. No alcohol in the Cox Building.

Alcohol -- Amphitheater @ Oak Point Park:

1. With prior approval of the management of Plano Stages, alcoholic beverages may be brought onto the premises.
2. When alcoholic beverages are for sale at the A@OPP, no alcoholic beverage may be brought into the A@OPP. Security personnel will search coolers and patrons will be allowed to return any found alcohol to their vehicles, or Plano Stages management will dispose of the alcoholic beverage.

13. APPENDIX A:

A. Exhibit A

B. Exhibit B

C. Rate Sheet, Courtyard Theater

D. Rate Sheet, Cox Building

E. Rate Sheet, Amphitheater At Oak Point Park

F. Supplemental Fee & Service Agreement

EXHIBIT "A"
Terms and Conditions

TERMS AND CONDITIONS OF LEASE

1. Licensee acknowledges that it has fully inspected the Facility and, on the basis of such inspection, hereby accepts same as suitable for the purposes for which they are rented. The Licensee acknowledges the receipt of the City's Policies and Procedures, which are incorporated herein as part of this Agreement.

2. Licensee shall not cause or permit any changes or alterations whatsoever to be made to the facility or cause or permit the display of any signs in, on or about said Facility without City's prior written consent. Licensee hereby covenants and agrees to repair at its expense any damages to the Facility, the interior or exterior of the building wherein said Facility is situated or the furnishings, fixtures or other property of City located in, on or about the Facility, which damages are caused by any act of Licensee, its employees, agents or invitees. In the event of platforms or stages being erected by the Licensee or any of the exhibitors in any portion of the building, the expense of such erection or removal shall be paid by Licensee, and all damage to said building or furnishings, caused by the erection or removal of such platforms or stages, shall be paid by Licensee.

3. Licensee shall not permit the Facility to be used for any purpose which would render the insurance thereon void or the insurance risk more hazardous.

4. The Facility shall be under the exclusive charge and control of City at all times, and City and its agents and representatives shall have an unrestricted right of entry therein. City shall endeavor, however, to abide by Licensee's directions respecting the using of entrances and exits of the facility during the period covered by this Agreement.

5. Licensee shall indemnify and hold harmless the City and its officers, agents and employees from and against all claims, demands, actions, damages, losses, costs, liabilities, expenses and judgments recovered from or asserted against the Facility or City on account of injury or damage to person or property to the extent that any such damage or injury may be incident to, arise out of, or be caused either proximately or remotely, wholly or in part, by any act, omission, negligence, wrongful acts of misconduct on the part of Licensee or any of its agents, servants, employees, contractors, patrons, guests, sublicensee, or invitees or any other person entering upon the Facility with the express or implied invitation or permission of Licensee or when any such injury or damage is the result, proximate or remote, of the violation by Licensee or any of its agents, servants, employees, contractors, patrons, guests, sublicensees or invitees of

any law, ordinance or governmental order of any kind, or when any such injury or damage may in any other way arise from or out of occupancy or use of the Facility by Licensee, or its agents, servants, employees, contractors, patrons, guests, sublicensees or invitees. Licensee covenants that if the City is made a party to any litigation or claim commenced against Licensee or relating to the Agreement or to the Facility, then Licensee shall pay all costs incurred by or imposed upon the City arising out of or incident to any such litigation.

6. **Further, Licensee likewise agrees to indemnify the City (in the manner provided in paragraph 5 above, to the extent allowed by the laws and constitution of the State of Texas, for the City's own negligence, but only to the extent that such negligence (i) is derivative of the negligence of Licensee or (ii) could not have existed absent the negligence or wrongful conduct of Licensee.**

7. The following insurance requirements shall apply to rental of space in the Facility when such insurance is required. Proof of such insurance shall be produced in the form of a certificate of insurance, furnished to the City's Risk Management Department thirty (30) days in advance of the event, and reflecting coverage for general liability in the following amounts:

General Aggregate	\$1,000,000
Personal and Advertising Injury	\$ 500,000
Each Occurrence	\$ 500,000
Fire Liability	\$ 50,000
Medical Expense	\$ 5,000
Worker's Compensation	\$_____ (if required)

The City of Plano shall be named as additional insured party and the dates and type of event shall be identified on the certificate. In addition, if any types of alcoholic beverages are permitted to be served by Licensee, the required insurance shall also provide coverage for host liquor liability. All insurance policies shall be issued by companies licensed in the State of Texas and rated A- or better by A.M. Best.

8. Licensee shall comply with all governmental laws, ordinances and regulations and any regulations established by City applicable to the use of the Facility (of which Licensee shall have notice), and shall promptly comply with all orders and directives issued by a governmental body or City for the correction, prevention and abatement of nuisances in or upon, or connected with the Facility, all at Licensee's sole expense.

9. If, on account of any breach or default by Licensee in Licensee's obligations hereunder, it shall become necessary for City to employ an attorney to enforce or defend any of City's rights or remedies, Licensee agrees to pay any reasonable attorney's fees incurred by City in such connection.

10. Force Majeure. Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, Government restrictions (including the denial or cancellation of any export or other necessary license), wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.

11. The sidewalks, entrances, passages, courts, elevators, vestibules, stairways, corridors and halls of the Facility shall not be obstructed or encumbered by Licensee or used for any purpose other than ingress and egress to and from the Facility.

12. City shall furnish the Facility with cleaning services, heating and air conditioning, lighting, electricity, and, if appropriate, seating, scenic and stage equipment, public address system and other furnishings. City's obligation to furnish such services and facilities shall be limited to that which is usual and customary, and City may impose additional charges for any special arrangements for Licensee respecting such services and facilities.

13. City reserves the sole and exclusive right to offer for sale in, on or about the Facility any video photography, still photography, soft drinks, food, souvenirs, or other merchandise of any sort unless otherwise agreed upon and set out in the special conditions of this Agreement.

14. Licensee hereby represents and warrants that its use of the Facility, including any performance contemplated hereunder, and all activities incident thereto will not infringe upon any proprietary rights or copyrights of others and will not be libelous and slanderous content or violate any other right of any person or party whatsoever. Licensee hereby agrees to indemnify City and hold it harmless from any claim, loss or expense, including reasonable attorney's fees that may arise in this connection.

15. Licensee shall not assign this Agreement or sublet the Facility or any part thereof without City's prior written consent.

16. If Licensee shall fail to promptly remove all of its property remaining in, on or about the Facility upon the expiration of the period for which said Facility is rented, City may, without liability to Licensee, take possession thereof and dispose of or store same wherever it sees fit in its name, or at its option, in the name of Licensee, all at Licensee's sole expense.

17. In the event that the Facility or the building wherein same is situated shall be damaged or destroyed by fire or other casualty thereby rendering performance hereunder impossible, or in the sole judgment of City,

impracticable, this Agreement shall terminate and any unearned rentals shall be refunded to Licensee provided that Licensee is at that time in compliance with the terms, conditions and covenants imposed upon it hereunder; otherwise, such unearned rentals may be applied by City toward the curing of any default of Licensee hereunder or retained as liquidated damages, as City may elect in its sole discretion.

18. All advertisements in connection with Licensee's use of the Facility, including but not limited to admission tickets, window cards, radio and television announcements, and telephone solicitations are subject to City's prior approval of form and content.

19. As a fire safety requirement, smoking in any form, lighting of matches or other flames is prohibited in the auditoriums, and such is limited to the areas where permitted by law.

20. Licensee agrees that under no circumstances will any person or persons be allowed to bring any outside beverages, drink, or any type of food product into the Facility. No food or beverage is permitted outside of the Facility.

21. Licensee agrees that no additional seating for audience shall be placed in the auditoriums or upon the stages unless specific permission is first secured in writing from the Facility Manager. It is further agreed that Licensee will not sell more tickets than the seating capacity of the Facility permits.

22. Any person desiring to cancel the Agreement will forfeit their deposit as liquidated damages in the amount listed below:

- 90 or more days before the date of the event(s) - Full refund of the Deposit
- More than 30 days but less than 90 days before the date of the event(s) - Forfeit 1/2 of the Deposit
- Less than 30 days before the date of the event(s) - Forfeit all of the Deposit

PLANO STAGES

EXHIBIT B

Booking Policy:

Management Held Dates: Management of Plano Stages reserves the right to block out any date or dates it deems necessary for any reason including but not limited to maintenance, training, or venue sponsored events. Such blocking out of dates may occur prior to the annual scheduling session, or at any time during the fiscal year.

Contracted Dates:

All rentals must be scheduled through the Theater Coordinator. No oral agreements for use of the facility shall be considered valid. No reservation will be regarded as binding unless a Facilities Use Agreement has been completed, signed, and notarized with the required deposit. Any client with an outstanding balance will not have contracted dates until the balance is paid.

Multiple Bookings:

Plano Stages reserves the right to schedule multiple bookings, when the second booking does not interfere with the primary client's booking. The primary client's scenery can be left in place providing a minimum amount of space is left on stage for multiple presenters. All props and small scenic elements will be stored in assigned locations. Due to the flexible nature of the theater, the stage configuration of the primary client will not be reconfigured, but additions may be made. The Theater Technician will coordinate the temporary strike, restoration, assign storage locations, and ensure that the primary client has a minimum two-hour window prior to doors opening.

Booking Cancellation:

Any tenant desiring to cancel the Agreement will notify the management of Plano Stages in writing and forfeit their deposit as liquidated damages in the amount listed in Exhibit A. Management reserves the right to cancel events and or activities, and close the building due to weather including but not limited to ice, severe storms, and extreme cold. In the event of closing due to weather, every effort will be made to reschedule the event.

Staffing:

- a. A Manager on Duty (MoD) must be present at all times of occupancy. The MoD will not be part of any running crew. The cost of any additional staffing will be billed to the lessee.
- b. Plano Stages venues are non-union stage houses. The renting organization may contract with the IATSE Local 127. Any contract for labor is separate from any contract with Plano Stages. The lessee shall be responsible for the conduct and activity of labor. The MoD is the final authority over all technical concerns.
- c. All additional labor must be requested on the Event Application. Adjustments to staff schedules may be changed up to ten days prior to the start of the event.
- d. The MoD will be onsite thirty minutes before the established call time.
- e. Additional staffing will be onsite at least sixty minutes before start of event.
- f. All labor has a four-hour minimum per individual.
- g. Meals and breaks must be scheduled into work calls. One fifteen-minute break must be given every three hours in a call longer than three hours. Meal breaks are thirty minutes, and one must be given every six hours in a calls six hours or longer.

PLANO STAGES

EXHIBIT B

- h. Ushers are the responsibility of the renting organization. If no ushers can be provided by the renting organization, the management of Plano Stages reserves the right to hire an appropriate number of ushers for a three-hour minimum. The costs will be billed to the lessee.
- i. The management of Plano Stages reserves the right to hire security for any event. All charges for security will be billed to the lessee.
- j. The management of Plano Stages will be the sole arbiter of the amount of labor necessary for the rental of any Plano Stages venues

Equipment:

- a. Plano Stages has an inventory of equipment not included in the base rental package. Please see the Published Rate sheet for inventory and charges.
- b. To reserve equipment, said equipment must be listed on the Event Application and be approved by the management of Plano Stages.
- c. If equipment has not been reserved and is available during the rental period, the lessee may use equipment at the published rate sheet. The equipment and its fee will be documented with the Supplemental Fee & Service Agreement
- d. Any equipment on the theater inventory may become unavailable, at which time the Theater Technician will inform the lessee and a solution will be arrived at to the satisfaction of both parties.
- e. All staging, electric, and sound plots must be approved by the Plano Stages management before load-in. Any set-up deemed unsafe by the Plano Stages management will be modified to the satisfaction of all parties. The cost of any such modification shall be born by the lessee.
- f. Any equipment required for the event other than what is listed in the theater inventory shall be the responsibility of the lessee.
- g. Plano Stages staff must approve any equipment provided by lessee.
- h. Plano Stages and its staff are not responsible for lessee provided equipment.
- i. Plano Stages reserves the right to dispose of any items left in any venue 48 hours after completion of the contract.

House:

- a. Ticketing is the responsibility of the lessee.
- b. Lessee shall not sell and or admit numbers larger than the occupancy capacity stated in the Plano Stages Policies Sec. 1.
- c. Plano Stages management must approve any changes in the seating chart.
- d. General admission events must open audience seating a minimum of 45 minutes prior to the beginning of event (curtain time).
- e. Lessee shall provide Plano Stages with 8 complimentary tickets whether or not admission is charged. Unused complimentary tickets will be released back to the lessee by 4:00pm the day the event.

PLANO STAGES

EXHIBIT B

Catering/Alcoholic Beverages:

Concessions -- Courtyard Theater:

Plano's Choice Catering shall be the exclusive caterer for all events in the Courtyard Theater. This exclusivity extends to the provision of food and beverage concessions during performances and other public events, and shall include food and beverages for receptions, formal dinners, and any other occasions when food or beverages are to be served in the facility.

1. Plano's Choice Catering will provide event concessions to the public at no charge to the lessee.
2. Concessions are allowed in the theater at the discretion of the lessee and Plano Stages management.
3. Concessions are not provided for One-act events.
4. A Resident Not-for-Profit lessee may use an outside cater if the following conditions are met and the cleaning fee in the publish rates sheet is paid in full:
 - a. All food and services are donated to the lessee
 - b. Documentation of the donation is provided to management of Plano Stages
 - c. All required permits and licenses are obtained

Concessions -- Cox Building:

Concessions consisting of pre-packaged items will not need any permits or licenses. A licensed and insured caterer must provide all non-packaged food. All applicable permits and licenses are the sole responsibility of the client or his representatives. Catering will be allowed when permits are obtained and copies of licenses and permits are provided prior to the event. Plano Stages management reserves the right to suspend or deny service at any time. No Alcohol is allowed in the Cox Building.

Concessions -- Amphitheater At Oak Point Park:

Concessions consisting of pre-packaged items will not need any permits or licenses. A licensed and insured caterer must provide all non-packaged food. All applicable permits and licenses are the sole responsibility of the client or his representatives. Catering will be allowed when permits are obtained and copies of licenses and permits are provided to Plano Stages management prior to the event. Plano Stages management reserves the right to suspend or deny service at any time.

1. Coolers are permitted
 - a. But must be searched for alcohol, when alcohol is for sale. Any alcohol may be returned to vehicle, or will be disposed of by Plano Stages management.
 - b. At the lessee's discretion

PLANO STAGES

EXHIBIT B

Alcohol Use

Management must approve any use of alcoholic beverages in a Plano Stages venue. **All alcoholic beverages for sale must be purchased from Plano's Choice Catering.** Use of alcohol must be in strict compliance with the Alcoholic Beverage Code of the State of Texas and the Zoning Ordinances of the City of Plano. At any event where alcohol is present, Plano Police officers may be required and cost will be billed to the lessee. Management of Plano Stages and Plano's Choice Catering will determine the number of officers required.

Alcohol -- Courtyard Theater:

1. No alcoholic beverage may be brought onto the premises.
2. All alcoholic beverages must be purchased from Plano's Choice Catering.
3. Request for alcoholic beverages must be made a minimum of 14 working days prior to the event.
4. The Plano Stages staff and the City of Plano reserve the right to require that the lessee suspend the provision of alcoholic beverages to their guests.
5. No alcoholic beverages will be provided on Sundays.

Alcohol -- Cox Building:

1. No alcohol in the Cox Building.

Alcohol -- Amphitheater @ Oak Point Park:

1. With prior approval of the management of Plano Stages, alcoholic beverages may be bought onto the premises.
2. When alcoholic beverages are for sale at the A@OPP, no alcoholic beverage may be brought into the A@OPP. Security personnel will search coolers and patrons will be allowed to return any found alcohol to their vehicles, or will be disposed of by Plano Stages management.

Rules of Conduct:

- a. Plano Stages reserves the right to eject or cause to be ejected from the premises any person or persons violating the law or causing a disturbance that could result in a breach of the peace and/or damage to the venues of Plano Stages. Neither Plano Stages nor any of its employees shall be liable to the client for any damages that may be sustained by the client through the exercise of such rights by Plano Stages.
- b. Plano Stages management reserves the right to approve all advertisements associated with the venues of Plano Stages, including but not limited to
 - Ticket design
 - Posters
 - Flyers
 - Post Cards
 - Radio & Television announcements
 - Web Sites
 - Banners
 - Billboards

EXHIBIT B

- c. Materials will only be hung by use of the Art Hanging system or Blue Tak. No nails, screws, hot glue, epoxies, contact adhesive, glue of any kind, StichWitch, Velcro, or tape of any kind may be used on the walls of Plano Stages venues.
- d. Smoking is prohibited within all indoor areas. Outside smoking is restricted to designate areas.
- e. Firearms, whether concealed or not, are prohibited inside the venues of Plano Stages.
- f. Plano Stages Staff must approve any use of atmospheric effects (i.e. Smoke, Haze, Fog, Cracked oil).
- g. Plano Stages reserves the right to ban Confetti, rice and glitter from the premises at any time.
- h. The lessee shall follow all fire code regulations regarding public performance, including the use of flame resistant materials for scenic or design purposes.
- i. Necessary permits and insurance for pyrotechnics, temporary structures (i.e. tents), open flame, heating or cooking equipment must be obtained by the lessee. A copy of the permit must be on file with the Plano Stages management prior to the event. Under most circumstances, the use of pyrotechnics will not be permitted in the venues of Plano Stages.
- j. The erection of temporary structures on the premises is strictly prohibited without prior written permission from Plano Stages management. Lessee assumes full financial responsibility for any damages to the facility resulting from the erection or removal of temporary structures or decorations.
- k. Parking for trucks or vans is limited to one vehicle at the theater loading dock at a time and must be coordinated with Plano Stages management prior to the event. No vehicle may remain in the loading zone unattended. The loading zone is part of the Fire Lane. Once the vehicle is loaded or unloaded, it must move to the lot.
- l. Any room designated as a green room is a shared space and cannot be use as a dressing area or be closed to others using the building.
- m. It is the responsibility of the lessee to maintain the dressing rooms in a clean and safe condition during occupancy. In addition, lessee is responsible for securing its property in any location in the facility.
- n. The Courtyard Theater will maintain its facilities for normal use. The lessee may be charged an additional cleaning fee for: removal of decorations, excessive trash and debris, damage to or soiling of finishes, furnishings or equipment.
- o. By signing the rental agreement, the lessee accepts responsibility for fees assessed after the signing of the agreement.
- p. The Policies and Procedures of the Courtyard Theater may be subject to revision by management without prior notice to tenants.

Courtyard Theater Published Rates, Charges And Fees

The Courtyard Theater is rented (unless otherwise noted) in 6-hour blocks. To better serve the client, house technicians will be on site at all times, and running crews are available at \$15/hour per person. The Courtyard Theater is happy to provide additional staff as needed (extra charges will apply).

THEATER

	6 Hour Performance Block	Additional Performance Hours	12 Hour Rehearsal Block	6 Hour Rehearsal Block	Additional Rehearsal Hours
Resident	\$210.00	\$53.00	\$210.00	\$105.00	\$35.00
Not For Profit	\$270.00	\$68.00	\$270.00	\$135.00	\$45.00
Commercial	\$420.00	\$105.00	\$420.00	\$210.00	\$70.00

	Per Hour Per Person
Labor	
Staff	\$15.00
Private Security	\$32.00
Peace Officers	\$59.00

Equipment Not Included in base rental owned by Plano Stages

Additional lighting Specials Per event	\$15.00
Gobo Rotators Per event	\$30.00
Follow Spots without Operators Per event	\$30.00
Hazer Per day	\$25.00
3000 Lumen Projector and screen Per Day	\$120.00
6000 Lumen Projector and screen Per Day	\$220.00
Dance Floor per event	\$150.00
Concert 7' Grand Piano Per day	\$235.00 Tuning Is an extra Charge
Table with Cover	\$10.00
Rigging modification	\$75.00 Plus materials
Batteries for wireless mics	\$1.50 Each

Fees Not Included in base rental

Outside cater post cleaning \$425.00
 If a non-profit has had catering donated a \$300.00 cleaning deposit will be added to the contract. Refunds will be assessed after the event. Only 501.c.3 clients can have catering donated all others must use Plano's Choice Catering.

Custom Light Plot	\$325.00 Plus Labor
Stage modification	\$550.00
House Modification up to Four rows	\$115.00
Each addition row	\$28.00

Change over to Thrust \$672.00
 Change over to Arena \$785.00

Any change in configurations is subject to scheduling availability

Cox Building

Published Rates, Charges And Fees

Playhouse

	6 Hour Performance Block	Additional Performance Hours	12 Hour Rehearsal Block	6 Hour Rehearsal Block	Additional Rehearsal Hours
Resident	\$180.00	\$45.00	\$180.00	\$90.00	\$30.00
Not For Profit	\$240.00	\$60.00	\$240.00	\$120.00	\$40.00
Commercial	\$378.00	\$95.00	\$378.00	\$189.00	\$63.00

Classroom

	4 Hour Block	Additional Hours
Resident	\$80.00	\$20.00
Not For Profit	\$120.00	\$30.00
Commercial	\$240.00	\$60.00

Per Hour

Labor

Per Person

Staff	\$15.00
Private Security	\$32.00
Peace Officers	\$59.00

Equipment Not Included in base rental owned by Plano Stages

Additional lighting Specials Per event	\$15.00
3000 Lumen Projector and screen Per Day	\$120.00
6000 Lumen Projector and screen Per Day	\$220.00
Table with Cover	\$10.00
Rigging Fee	\$75.00 Plus materials
Batteries for wireless mics	\$1.50 Each
Classroom AV System	\$20.00

Fees Not Included in base rental

Outside cater post event cleaning Playhouse	\$225.00
Outside cater post event cleaning Classroom	\$125.00
Classroom Archival Recording	\$45.00

A@OPP Published Rates, Charges And Fees

Amphitheater At Oak Point Park

	Daily 6am - 12pm	8 Hour Performance Block	4 Hour Performance Block	Daily Rehearsal 6am-12pm	Additional Hours
Not For Profit	\$1,000.00	\$500.00	NA	\$500.00	\$60.00
Commercial	\$2,000.00	\$1,000.00	NA	\$1,000.00	\$115.00

Special Events Area

Not For Profit	\$200.00	NA	\$100.00	NA	NA
Commercial	\$400.00	NA	\$200.00	NA	NA

Oak Point Park

Not For Profit	\$1,200.00			\$600.00	
Commercial	\$2,400.00			\$900.00	

	Per Hour
Labor	Per Person
Staff	\$20.00
Private Security	\$32.00
Peace Officers	\$59.00

Equipment Not Included in base rental owned by Plano Stages

Additional lighting Specials Per event	\$15.00
Gobo Rotators Per event	\$30.00
6000 Lumen Projector and screen Per Day	\$220.00
Table with Cover	\$15.00
Rigging Fee	\$125.00 Plus materials
Batteries for wireless mics	\$1.50 Each
200 amp 3 Phase power	\$125.00

Fees Not Included in base rental

Outside cater post event cleaning	\$600.00
Sale of Merchandise	\$160.00
Outside Concessionaire	\$225.00



PLANO STAGES
Supplemental Fee & Service Agreement

Contract # _____

Courtyard Theater	Price	Amount	Initials
Additional lighting Specials Per event	\$15.00		
Gobo Rotators Per event	\$30.00		
Follow Spots without Operators Per event	\$30.00		
Hazer Per day	\$25.00		
3000 Lumen Projector and screen Per Day	\$120.00		
6000 Lumen Projector and screen Per Day	\$220.00		
Dance Floor per event	\$150.00		
Concert 7' Grand Piano Per day	\$235.00		
Table with Cover	\$10.00		
Rigging modification	\$75.00		
Battery 9 volt or AA	\$1.50		
Additional Performance Hours	See Rate Sheet		
Additional Rehearsal Hours	See Rate Sheet		
Labor			

Cox Building	Price	Amount	Initials
Additional lighting Specials Per event	\$15.00		
Gobo Rotators Per event	\$30.00		
3000 Lumen Projector and screen Per Day	\$120.00		
6000 Lumen Projector and screen Per Day	\$220.00		
Table with Cover	\$10.00		
Rigging modification	\$75.00		
Battery 9 volt or AA	\$1.50		
Additional Performance Hours	See Rate Sheet		
Additional Rehearsal Hours	See Rate Sheet		
Labor			

A@OPP	Price	Amount	Initials
Additional lighting Specials Per event	\$15.00		
Gobo Rotators Per event	\$30.00		
3000 Lumen Projector and screen Per Day	\$120.00		
6000 Lumen Projector and screen Per Day	\$220.00		
Table with Cover	\$10.00		
Rigging modification	\$75.00		
Battery 9 volt or AA	\$1.50		
Power Hook Up	\$125		
Labor			

By signing this agreement, the lessee accepts responsibility for fees assessed on this document.

Lessee Representative _____

Date _____