

# Sumter Opera House Performing Arts Center

21 North Main Street  
Sumter, South Carolina 29150  
(800) 688-4748 or (803) 436-2640

Please complete and return the enclosed application as soon as possible to the address below. Your application AND deposit reserve your date. If you have any questions, please call (803) 436-2640.

City of Sumter – Swan Lake Visitors Center  
Attn: Groups and Facilities Coordinator  
P.O. Box 1449  
Sumter, SC 29151

**Event Date:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Name of Person Responsible for Use:** \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

City/State: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

**Name of Person Responsible for Payment:** (If same, please write same) \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

City/State: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

## **SUMTER OPERA HOUSE RENTAL RATES**

The Sumter Opera House has a basic rental fee of \$100 per hour (3 hour minimum). There is a \$100 non-refundable deposit, due upon approval of request. The deposit is applied to your rental fee upon final payment (due 2 weeks before event date). Rental Hours begin when doors are open for load-in and set-up, and runs continuously until auditorium is completely vacated.

### **EDUCATIONAL RENTAL RATES**

(Primary through College)

Monday-Friday 8:30am-5:00pm: \$25.00 per 3-hour period; \$15.00 each additional hour

Weekday evenings (after 5:00pm)/weekends/holidays \$25.00 per hour- Minimum 3 hours

Educational institutions are required to pay a \$50 non-refundable deposit, due upon approval of request (deposit applied toward total cost of rental).

**CONVENTION RATES**

(Businesses)

Monday-Friday 8:30am-5:00pm: \$150.00 for the day; \$225.00 for Opera House and City Center for the day.

**\*\*\*IF BALANCE DUE IS NOT RECEIVED BY DUE DATE, APPLICATION BECOMES NULL AND VOID AND AUDITORIUM WILL NOT BE OPENED FOR PROGRAM\*\*\***

The deposit is **NOT** refundable; however, another date can be chosen within sixty (60) days from date of cancellation (based on availability).

**DATES AND TIMES REQUESTED FOR USE OF OPERA HOUSE**

	<b><u>Load In</u></b>	<b><u>Doors Open</u></b>	<b><u>Program Starts</u></b>	<b><u>Program Ends</u></b>	<b><u>Load Out</u></b>
<b>Rehearsal Date:</b>					
<b>Rehearsal Date:</b>					
<b>Program Date:</b>					

\*No Audience With Rehearsal Dates

\*Enter From stage

\_\_\_\_\_ **Total Hours**

**OPERA HOUSE EQUIPMENT RENTAL**

<b><u>EQUIPMENT</u></b>	<b><u>RATE</u></b>	<b><u>NUMBER NEEDED</u></b>	<b><u>DAY NEEDED</u></b>	<b><u>COST</u></b>
Stage Monitors(2)	\$35.00 ea. per day	_____	_____	_____
Chairs (25)	NO CHARGE	_____	_____	_____
Tables (3)	NO CHARGE	_____	_____	_____
Music Stands (25)	NO CHARGE	_____	_____	_____
Piano (Kawai RX5)	\$75.00 per day	_____	_____	_____
Microphone/Stand/Cord(8)	\$15.00 ea. per day	_____	_____	_____

**Total Equipment Rental:** \$\_\_\_\_\_

**Inclusions:** Sumter Opera House rental includes technical assistance. The sound/lighting technician includes: sound checks, adjusting lighting instruments and operating light and sound boards during rehearsals and performances (*basic lighting consists of a warm wash*). A projector (with or without laptop), multi-disc DVD player, and Clear Com communication system are available upon request. Rentals also

include general publicity and media support from the Opera House, to include Facebook, calendar of events, and e-mail distribution support (*please provide a press release and printed materials*).

**EVENT DETAILS**

If any additional space is needed to answer any of these questions, please include it on a separate sheet of paper and attach to this application.

**Type of Program:** \_\_\_\_\_

**Give Purpose Of Use (full details; complete on additional page if more space is needed):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Expected Number of Attendees:** \_\_\_\_\_

**Event Open To The Public? Yes/No** \_\_\_\_\_

**Will There Be A Fee For Admission? Yes/No** \_\_\_\_\_ **If Yes, Admission Charge Is** \_\_\_\_\_

**Will a Portion of Proceeds Go to a Government Non-Profit? Yes/No** \_\_\_\_\_ **Name of Org.:** \_\_\_\_\_

**What Types Of Promotional Items Or Media Will Be Used?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*All Printed Items (Posters, Flyers) Must Be Approved By City Communications Director Prior To Distribution\*\*\*

**Will Dressing Rooms Be Required? Yes/No** \_\_\_\_\_

**Will You Be Bringing Any Of Your Own Equipment? Yes/No** \_\_\_\_\_

If Yes, Please Explain:

\_\_\_\_\_  
\_\_\_\_\_

**Will Special Electrical Service Be Required? Yes/No** \_\_\_\_\_

If Yes, Please Explain:

\_\_\_\_\_  
\_\_\_\_\_

**If Microphones Are Needed, Please Specify What Type (Ex. Dynamic, Condenser, Wireless, etc.):**

\_\_\_\_\_

\*\*\*Please Contact Opera House Cultural Coordinator For Current Microphone Inventory; Wireless Headsets/Lapels Available (Quantities Limited)\*\*\*

**NOTICE TO PERSONS USING THE OPERA HOUSE AUDITORIUM**

1. Rental hours begin when auditorium is occupied and end when auditorium is vacated.
2. On Sundays, Opera house will not be available for rent until 2:00 p.m.
3. The deposit is NOT refundable; however, a new date may be chosen within sixty (60) days from date of cancellation (based on availability).
4. Additional fees will be charged to person renting the facility if damage is done to the City's equipment and/or furnishings resulting from misuse or carelessness.
  - No tape (except gaffers tape), pins, tacks, or any other items should be used on walls, poles, curtains, or floor without permission. Renter is responsible for providing gaffers tape. All gaffers tape placed on stage must be removed.
  - Do not drag equipment, risers, or other heavy objects over stage floor.
  - No food or drinks are allowed in the auditorium area (this includes rehearsal time).
  - No smoking is allowed anywhere inside the building.
  - No open flames (candles, etc.) are allowed.
5. **Any special request should be stated on a separate sheet of paper and attached to this application.**
6. The City will NOT be responsible for any property not removed from the premises the next working day following the use of the building.
7. The City of Sumter has the authority to select the type of programming presented at the Sumter Opera House. Programs containing GRATUITOUS profanity, abusive language, nudity or behavior deemed inappropriate will not be allowed. Performance references must be supplied to the City of Sumter Cultural Coodinator upon request. All events must be approved before being accepted.
8. The seating capacity of the Opera House is Five Hundred Twenty (520).
9. The City's representative at the auditorium is the ultimate authority on the use of the facility and his/her decisions are final.
10. Violations of the above can result in vacating the premises immediataley and/or losing use of the facility in the future

**I HAVE READ AND WILL COMPLY WITH ALL REGULATIONS OF THE SUMTER OPERA HOUSE.**  
**Person Responsible For Use:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SAFETY/SECURITY**

The Management of the Sumter Opera House requires that safety/security personnel be present during the lease period. One (1) off-duty City of Sumter police officer must be present for events attended by up to 100 people. A second off-duty City of Sumter police officer must be present for events in excess of 100 attendees. The safety/security personnel will be required to be present 30 minutes before the building is open to the public until at least 30 minutes after the program is completed. City personnel will make all arrangements to secure the required officers for the safety/security force.

I understand the requirement to have off-duty Sumter Police Department officers to act as safety/security personnel during the lease period. I also understand that I will pay these personnel with money orders at the completion of the lease period. **(Pay Rate: \$15 per hour per officer with a 3 hour minimum.)**

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
(Person responsible for use)

**OFFICIAL USE ONLY**

(Please Sign the "Final Request For Reservation Form" on the next page)

**Basic Cost To Reserve The Opera House**

Deposit \_\_\_\_\_  
Rental (deposit applied) \_\_\_\_\_  
Equipment \_\_\_\_\_  
**Total Cost** \$ \_\_\_\_\_

**Security Officer Fees:**

Number Of Officers Needed: \_\_\_\_\_  
Hours Needed: \_\_\_\_\_  
**Total Cost For Security Officers:** \$ \_\_\_\_\_  
(Security Officer Fee's Must Be Paid With Separate Money Orders)

**Rental Application Approval**

(Internal Use Only)

Request to lease Sumter Opera House:

Granted \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Are there any special conditions the Lessee must meet in order to lease the Facility? Yes/No  
If yes, specify: \_\_\_\_\_

\_\_\_\_\_

If request denied, reason for denial: \_\_\_\_\_

\_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Kirk Jeffcoat, *Opera House Manager*

**City of Sumter Opera House**

**FINAL REQUEST FOR RESERVATION**

*I have read the conditions for the use of the Sumter Opera House and agree to see that all the regulations are strictly adhered to and carried out. I am aware that violations of the regulations will result in vacating the premises immediately and/or not using the facility in the future.*

\_\_\_\_\_  
*Signature of Renter*                      *Please Print Signature*                      *Date*

\_\_\_\_\_  
*Signature of Visitors Center Staff*                      *Date*

**For Office Use and Refund Approvals:**

Deposit: \_\_\_\_\_ Check #: \_\_\_\_\_ Credit Card #: \_\_\_\_\_  
Exp. Date: \_\_\_\_\_ VIN#: \_\_\_\_\_

Deposit Paid By: \_\_\_\_\_ Date Deposit Received: \_\_\_\_\_

Payment Paid By: \_\_\_\_\_ Date Payment Received: \_\_\_\_\_

Balance Due: \_\_\_\_\_ Total Paid: \_\_\_\_\_

Deposit: \_\_\_\_\_ Revenue: \_\_\_\_\_

Act #: 110-0000-364.45-10