

## OutCast Production/Rental Fees

### Option 1

**External Rental** – you pay the rent for the time you want to use the space and everything else is up to you. OutCast is happy to train one of your people in on the tech equipment but otherwise it is all your project (design, publicity, ticketing, concessions, etc.). There is the option here to hire one of our tech board operators to run your show at **\$25 per performance**. They would be available to run two tech/dress rehearsals at no cost. You can also be covered under our liability insurance for a **one-time \$25** fee for the time you are using the theater. We do charge **\$10 per performance** as a maintenance fee to cover lighting/sound equipment. The whole box office take is yours.\*

### Option 2

**OutCast Producer Rental** – you pay the rent for the time you want to use the space. All artistic decisions and production responsibilities (set/lighting/sound) are yours. You may use your own tech operator or can hire one of ours for the **\$25 per performance** fee as above. Liability coverage is the same as above – a **one-time \$25 charge** for the run of the show. Tech maintenance fee is the same.

For a **50% cut of the box office** take, OutCast will be responsible for setting up and monitoring ticket sales (Brown Paper Tickets and through OutCast’s website), will market your production (Press-release, Whidbey Life Magazine ad, WLM & South Whidbey Record calendars, email blasts to the OutCast patron list, social media), 30 posters (you can design or have us design), concessions. \*\*

### Rental fees just for the theater (not including equipment, etc.):

\$40 partial day (1-5 hours);

\$75 full day (1-3 days); \$50 full day (4-6 days)

\$200 a week (1-3 weeks);

\$750 month

### Rental fees for equipment, etc.:

Liability Insurance - 1x fee of \$25

Tech Booth operator - \$25 per performance (includes 2 tech/dress rehearsals at no cost)\*\*\*

Tech equipment maintenance fee (to cover replacement costs of theater lights/bulbs/sound equipment/light & sound boards, etc.) - \$10 per performance

\*Please note that Option 1 is best done with at least one month's notice. While it is possible to reserve this option with less than a month's notice, it may impact our ability to provide tech operators.

\*\*Please note that Option 2 requires at least six weeks advance notice in order for OutCast to fully implement marketing and ticketing.

\*\*\*Please note that to request the use of one of our tech operators requires at least one month's notice to be respectful of scheduling needs.

Contact the Washington State Liquor and Cannabis Board (WSLCB) for a Banquet Permit (\$11.00 per day) that allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public space or business. Possession or consumption of alcohol is prohibited at all times outside of the building. Applicant is solely responsible to comply with all state and local laws, regulations and codes. Failure to comply may result in forfeiture of Deposit(s) and possible fines from local law enforcement officials.

## **Conduct**

All activities will be conducted in a safe, orderly and reasonable matter. No smoking within twenty-five (25) feet of entrances to Burrier East Building, and no smoking allowed inside. Use of narcotics, illegal drugs, profanity, gambling, and unruly conduct or any other unlawful activities on Port property is prohibited. The event applicant/contact will be held responsible and accountable for the safe, orderly, and reasonable conduct of all participants, spectators, or individuals who may be on Port property as a result of the event.