

New Bern Civic Theatre  
412 Pollock Street, P.O. Box 1531  
New Bern, N. C. 28563  
Ph. 252-634-9057 Fax. 252-634-9058

**Athens Theatre and Cafe Rental Agreement**  
**(For Non-Profit)**

Date \_\_\_\_\_

Name of Event \_\_\_\_\_ Date(s) \_\_\_\_\_

Rehearsal dates \_\_\_\_\_

Organization \_\_\_\_\_ Representative \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Fed Tax ID # \_\_\_\_\_

***A deposit of \$100 is required to hold the dates requested. Cancellations made two weeks prior to the dates requested will receive the deposit back less a \$50 service fee. Cancellations less than two weeks prior to the event will receive no deposit return.***

Rental \_\_\_\_\_ days @ \$200.00 per day \$ \_\_\_\_\_

Rehearsal \_\_\_\_\_ days @ \$100.00 per day \$ \_\_\_\_\_

Janitorial fee \$75.00 mandatory \$ \_\_\_\_\_

Insurance The lessee shall provide to NBCT a Certificate of Insurance Providing Comprehensive General Liability in the amount of no less than One Million Dollars, Bodily injury and property damage.

Key(s) deposit # of keys \_\_\_\_\_ \$50.00 \$ \_\_\_\_\_

Sound equipment deposit \$300.00 \$ \_\_\_\_\_

Light and Sound technician (if required) \_\_\_\_\_ Hours @ (see attached rates) \$ \_\_\_\_\_

***Technicians from outside the theatre must be approved by the Theatre Manager***

NBCT staff person on site for performance and rehearsals included in rental fee.

Total \$ \_\_\_\_\_

**Note #1 Deposits will be returned upon inspection after the event.**

**Note #2 The Facilities must be cleaned after the production.**

Lessee Signature \_\_\_\_\_ Date \_\_\_\_\_

Theatre Management Signature \_\_\_\_\_ Date \_\_\_\_\_