



**CORPORATE and PRIVATE EVENT
FACILITY USE APPLICATION**

29 N. San Pedro Street
Suite 200
San Jose, CA 95110
408-679-2330
www.tabardtheatre.org

This application is made for an agreement between The Tabard Theatre Company at Tabard Theatre and GUEST:

GUEST Address, City, ZIP: _____

Phone: _____ Email: _____

Website: _____

Federal Tax ID: (attach copy of 501(c) filing, if applicable) _____ Years in Business: _____

Event Contact Name: _____ Title: _____

Address, City, ZIP: _____

Phone: _____ Email: _____

EVENT INFORMATION:

Date: _____

Event name / title: _____

Number of client staff: _____ Dressing rooms (if needed) Number in each: ___ M ___ F

Number of guests expected: _____

Time of event: Start: _____ End: _____ Intermission/Break: ___ Y ___ N

SETUP to prepare for meeting/event:

Start time: ___:___ AM/PM End time: ___:___ AM/PM

ACTUAL START TIME of event: ___:___ AM/PM End time of event: ___:___ AM/PM

Special seating or technical needs? _____

TECHNICAL REHEARSAL (if applicable):

Date: _____ Arrival time: _____ Expected length of rehearsal: _____

TEAR-DOWN: Should be completed within one hour of end of event

RENTAL FEE: \$ _____

50% payment of total fee is due within 7 days of reservation confirmation. Lack of payment within 7 days may result in reservation cancellation. Balance is due one business day before rental.

Charge credit card information provided below as a guarantee for \$ _____
or

Check is enclosed. Make check payable to The Tabard Theatre Company.

Mail to: The Tabard Theatre Company, 29 N. San Pedro St, Ste 200, San Jose, CA 95110, Attn: Ramona Snyder

Permission is granted to automatically charge credit card information provided below for the balance due one business day before the event for \$_____.

SECURITY DEPOSIT: \$300 for 1-6 days of use; \$600 for 7 or more days of use. Security Deposit will not be processed unless needed, after the event. Deposit will not be processed if the venue and all rental items are returned in the condition they were received and all stated requirements have been met. Deposit checks will be shredded.

Charge credit card information provided below for \$ _____
or

Check is enclosed. Make check payable to The Tabard Theatre Company.

Mail to: The Tabard Theatre Company, 29 N. San Pedro St, Ste 200, San Jose, CA 95110, Attn: Ramona Snyder

CREDIT CARD INFORMATION:

Visa, M/C, Discover, AmX (circle one) Credit card no.: _____

Security Code: _____ Exp. Date: _____ 50% Deposit Amount \$ _____

Name on card: _____ Cardholder Phone: _____ Email: _____

Cardholder Billing Address, City, ZIP: _____

OFFICE USE: App/Agr rec'd _____	Deposit rec'd _____	Ins. Cert. rec'd _____	Conf. letter sent _____	Final Payment _____
Transaction # _____	Auth Code _____	Batch# _____	Added to spreadsheet _____	

TERMS OF AGREEMENT

RESERVATION TERMS: The reservation may not be confirmed until the following have been received by Tabard:

- 1) This Facility Use Application with signed Terms of Agreement
- 2) 501(c) documentation (if applicable)
- 3) Certificate of insurance
- 4) Security deposit
- 5) 50% of rental fee, balance due one business day before rental.

Please send all items to:
The Tabard Theatre Company
29 N. San Pedro Street #200
Attn: Ramona Snyder
San Jose, CA 95110
email to ramona@tabardtheatre.org

A reservation is fully confirmed only when the GUEST COMPANY receives written notice of confirmation from The Tabard Theatre Company indicating that all necessary documentation have been received.

LIABILITY, INSURANCE & IDEMNIFICATION: The GUEST COMPANY agrees to assume full responsibility for the conduct of its participants and patrons. Any expenses incurred for damages caused by the GUEST COMPANY, its participants or patrons, or outside contractor hired by the GUEST COMPANY will be the responsibility of the GUEST COMPANY. The GUEST COMPANY shall indemnify and hold The Tabard Theatre Company harmless from any and all claims and suits, damages or losses and expenses on account of injury to any party in connection with the event or resulting from damage or destruction of any property by the GUEST COMPANY or any attendees of the event on the building's premises.

For long rentals and/or non-profit rentals, a Certificate of Insurance for \$1,000,000 must be filed with Tabard with this signed agreement. Tabard Theatre Company shall be listed as an "additional insured" party under GUEST COMPANY's General Liability policy. The Certificate Holder on the insurance policy must indicate:

The Tabard Theatre Company
29 N. San Pedro St., Suite 200
San Jose, CA 95110

EVENT TIMES: Due to City ordinance, Tabard Theatre is not permitted to operate past midnight without additional use permit. Therefore, all events should plan to conclude by 11pm to allow time for clean-up and load-out.

FOOD & BEVERAGE REQUIREMENT: Due to our liquor license, no outside alcohol may be brought in to the venue. No food may be brought in from any outside source without prior written authorization from Tabard. Non-compliance may result in a portion of the security deposit being forfeited.

GUEST COMPANY FOOD & WATER: Refrigeration is not available at Tabard Theatre for GUEST COMPANY without advance approval from Guest Company Events Manager. No food or open beverage containers are allowed in the control booth. Bottled water can be made available to GUEST COMPANY with advance notice and for a reasonable fee. GUEST COMPANY performers must remove any plastic water bottles, cups, food containers, etc. at the end of each day.

BAR/CONCESSIONS: A no-host full bar and concessions bar is provided and staffed by Tabard Theatre, available before and during events or performances. A hosted bar may be arranged with the Guest Company Events Manager. **CATERING AND EVENT PLANNING:** Catering for your event is available at a reasonable rate. Please ask the Guest Company Events Manager for details.

BOX OFFICE: GUEST COMPANY may utilize the physical Box Office located in the courtyard the day of events. However, GUEST COMPANY will provide its own staff, phones, computers, tickets, cash and office supplies as none of these items are provided at the venue by Tabard. Alternatively, GUEST may request a table in the lobby for handling guest list, registrations or tickets. Tabard staff may be hired to manage on-site box office of an event for \$30/hour.

LOBBY/ELEVATOR COVERAGE: Because the lobby is accessible by outside foot traffic and patrons from Peggy Sue's and O'Flaherty's, a representative from the GUEST COMPANY must be in the lobby beginning one hour prior to performance until completion of performance to answer any questions from random walk-ins and to assist their own patrons attending the GUEST COMPANY'S event. A staff representative will also need to operate the elevator for patrons (training available). Guest staff is to assure that no outside drinks are brought up to the theatre. If GUEST cannot provide its own staffing Tabard staff can be hired for \$25/hour for lobby staff.

TECHNICAL AND/OR EVENT STAFF: The GUEST COMPANY must make arrangements, prior to event date, for Tabard to provide Technical and/or Event Staff (ushers, elevator operator, house manager). An additional charge will be invoiced for any of these professional services.

HOUSE CAPACITY: Audience seating capacity is variable up to 138 depending on chair and table configuration. The configuration at set-up will include about 138 chairs/bar stools. It is the GUEST COMPANY'S responsibility to rearrange seating as needed and put back into original configuration if a different layout or different number of chairs is desired. Fire Code capacity for the theatre is 200, including patrons, cast and staff (GUEST and Tabard). If additional seating is needed a charge of \$25/hour will be added.

PRE-EVENT ANNOUNCEMENTS: Ordinance requires the GUEST COMPANY to announce the two emergency exits. GUEST should acknowledge that the use of the theatre is made possible by the support of The Tabard Theatre Company and is sustained through events like these, as well as, concessions at the bar and donations.

RESTROOMS: For the cast, there is a restroom in the basement (same floor as dressing rooms). Toilet paper and paper towels are provided. There are public men's & women's restrooms on the ground floor off a hallway shared with O'Flaherty's and Peggy Sue's.

SETS/DECORATIONS: The GUEST COMPANY set/decorations must be completed prior to event start time; there is no painting or construction allowed anywhere in or around the theater. Otherwise, the GUEST COMPANY will forfeit all or a portion of the security deposit. The GUEST COMPANY Technical Director is welcome to make a site survey in advance by making arrangements with Tabard Theatre Guest Company Events Manager. Flats, set pieces and various furniture pieces are available to rent for a reasonable fee. Should the pieces not be returned to Tabard in the same look and condition in which they were rented, a portion of the deposit will be forfeited.

DECOR: Any signage, postings or decorations in and around the theatre property and their method of affixing must be pre-approved by the Guest Company Events Manager. No signs or decorations shall be taped, stapled or fixed to walls, windows, ceilings, courtyard, or anywhere on or near the premises, except as designated. Decorations must also meet City of San Jose Fire Codes, and only fabric that is flame-retardant may be used. Any helium balloons, if used, must be completely removed after the event. Absolutely NO glitter or confetti is allowed. The cost of any cleanup required by Tabard, including removal of signs, posters, notices or flyers, or any damage to theatre property will be deducted from the security deposit.

SOUND, LIGHTING: Tabard provides a professional technician for GUEST COMPANY'S event to run basic sound and stage lighting. Lighting and Sound designers can be hired for an additional fee. (SEE TECHNICAL RIDER)

RESTRICTED ACCESS: Light and sound areas are "restricted" and may not be accessed without the Tabard On-Site personnel present or approval. The concessions/bar area is absolutely CLOSED to the GUEST COMPANY, per Tabard Theatre's liquor license.

PARKING: The city-owned parking lot across the street is available for which Tabard Theatre will provide 2 hour parking validation on weekdays prior to 6pm or all night on weekdays after 6pm, and all day on weekends

for GUEST COMPANY patrons and staff. Validation will not be available when the City institutes pre-pay parking at the garage for Sharks Games and other major events at SAP Center.

LOAD-IN/LOAD-OUT: Trucks used for load-in and load-out must use the loading zones on San Pedro Street or street parking on Almaden Ave.

EMERGENCY EXIT: The Emergency Exit Door is to be used only for emergency exit, not to be used by GUEST COMPANY or patrons as entrance or exit.

GUEST PROPERTY: Tabard Theatre has no lockable storage at the theater or facilities for valuables. Any equipment or props should be locked away in a road case/locker that the GUEST COMPANY provides that can be stored backstage and can be easily moved when the GUEST COMPANY is not in the theater. Leaving equipment, props, etc. at Tabard Theatre is not recommended. Tabard is not responsible for GUEST COMPANY'S lost property.

SET-UP AND CLEAN-UP: If Tabard staff should be needed or enlisted to help meet deadlines related to set-up or clean-up, curtain or closing, a portion of the security deposit will be deducted. Tabard will set up patio tables and chairs.

SET-UP AND CLEAN-UP: GUEST COMPANY who receive the non-profit discount: GUEST COMPANY set-up tasks include technical equipment, box office, lobby tables, etc. GUEST COMPANY clean-up tasks include picking up and taking garbage out to garbage bin, sweeping and mopping floors in the stage, audience, lobby, box office and patio area (cigarette butts), and bringing in any temporary theatre signage. It is the GUEST COMPANY'S responsibility to clean the dressing rooms and adjacent bathroom at move-out. Failure to do any of the above may result in loss of some or all of security deposit. Any trash the GUEST COMPANY or their audience generates must be removed by the GUEST COMPANY at the end of each day and disposed of in the designated dumpsters behind the Old Spaghetti Factory. NO garbage or recycling is to be left inside the theater. GUEST COMPANIES that leave garbage or recycling behind may lose some of their security deposit. Theatre has available brooms, mops, buckets, dustpans, and garbage bags for use by GUEST COMPANY to remove dust and debris from the theater at the end of each day.

PLEASE SEE **TECHNICAL RIDER** FOR FURTHER EVENT SET-UP AND BREAKDOWN DETAILS.

TOOLS, OFFICE SUPPLIES: Tabard Theatre does not provide tools, office supplies (clipboards, paper, pens, pencils), petty cash, cash boxes, etc.

PHONE, FAX: No phone or FAX is available at Tabard Theatre.

FIRST AID: If first-aid supplies are needed, please ask Tabard Theatre on-site staff member.

CANCELLATION: All deposits and payments are nonrefundable if any reserved dates are cancelled within 90 days prior to the event.

AUTHORIZED GUEST REPRESENTATIVE:

I understand and agree to the above terms:

Name: _____

Title: _____

Organization: _____

Signature: _____

Date: _____