

**John A. Williams Theatre**  
**Application For Facilities Lease**

**Applicant Information**

Name Of Corporation/Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Contact For Applicant**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Event Information**

Event Title: \_\_\_\_\_

Event Description: \_\_\_\_\_

Date(s) Requested: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year Month Day Year

Number of Performances: \_\_\_\_\_

**PLEASE READ CAREFULLY**

Our event calendar is very full and competition for open dates is in high demand. We cannot accommodate all requests.

Rental clients must show a successful history of presenting in venues of 2,000 capacity or more.

Rental clients must demonstrate the commercial viability of their presentation, including a marketing plan designed to deliver sales of at least 1,500 tickets.

All events must be publicly ticketed and marketed, sold exclusively on Ticketmaster. No other ticket sale outlets will be allowed.

No event will be considered unless there is at least a 6 week out on sale window or more from requested event date.

If show has not sold at least 1,000 tickets 2 weeks prior to event date, venue reserves the right to either reschedule or cancel the event. Deposits will be retained.

No date is guaranteed or considered firm until a signed contract is executed and all deposits and other required forms are in place.

## **References**

Below, please provide information on local venues of 2,000 seats or greater that you have leased within the last 12 months for the purpose of presenting similar events. If you have no local history, please provide information on similar venues in other cities. Dance Clubs do not qualify as venue references.

Venue 1: \_\_\_\_\_ City: \_\_\_\_\_

Event: \_\_\_\_\_

Capacity: \_\_\_\_\_ Sold: \_\_\_\_\_ Month/Year Booked: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Venue 2: \_\_\_\_\_ City: \_\_\_\_\_

Event: \_\_\_\_\_

Capacity: \_\_\_\_\_ Sold: \_\_\_\_\_ Month/Year Booked: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Venue 3: \_\_\_\_\_ City: \_\_\_\_\_

Event: \_\_\_\_\_

Capacity: \_\_\_\_\_ Sold: \_\_\_\_\_ Month/Year Booked: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

The above information must be provided in full and verified, before a Facilities Lease Agreement can be initiated. It is understood that the Cobb Energy Performing Arts Centre may, or may not, grant approval of the request set forth above. Applicant hereby represents that he/she has made a full and complete disclosure of all information which might be pertinent to the consideration of this application and that all of the statements and information are true and correct.

Authorized Signature For Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name And Title: \_\_\_\_\_ Title: \_\_\_\_\_



## FACILITY RATE SHEET JOHN A. WILLIAMS THEATRE

Seating Capacity 2,750

*Prices do not include sales tax. Prices subject to change without notice.*

<u>Theatre Rental</u>	<u>\$8,500 vs. 10%</u>
<u>Front of House</u>	<u>\$1,500 per performance</u>
<u>Box Office Fee</u>	<u>\$700 vs. 3% per performance</u>
<u>House Technical Package</u>	<u>\$2,000 per performance</u>
<u>Technical Director</u>	<u>\$300 per performance</u>
<u>Marquee</u>	<u>\$300 per performance</u>
<u>Door Security (front doors only)</u>	<u>\$1,100 per performance</u>
<u>Filming/origination fee</u>	<u>\$1,500 (if applicable)</u>

<u>Facility Fee</u>	<u>\$5.00 per paid ticket</u>
<u>Merchandise Fee</u>	<u>To be determined</u>
<u>Stage Labor</u>	<u>\$34/\$51/\$68 hr.</u>
<u>Law Enforcement</u>	<u>\$65 hr./4 hr. minimum</u>
<u>Fire Safety Officer</u>	<u>\$85 hr./per attendant</u>
<u>Parking (Corporate/Social)</u>	<u>\$10/per car/per day</u>
<u>Parking (Event)</u>	<u>\$15/per car/per day</u>
<u>Magnetometers</u>	<u>As invoiced</u>
<u>Credit Card Fees</u>	<u>5% where applicable</u>
<u>Sales Tax</u>	<u>6%</u>
<u>Medical / EMS</u>	<u>\$50 hr./4 hr. minimum</u>
<u>Additional Front of House Services</u>	<u>\$40/hr.</u>
<u>Confetti clean-up (theater)</u>	<u>\$1,000 per performance</u>
<u>Additional Engineering Services</u>	<u>\$75/hr.</u>
<u>Additional Public Safety Services</u>	<u>\$40/hr.</u>
<u>Backstage Catering</u>	<u>As invoiced</u>
<u>Screen and Projector Rental</u>	<u>\$1,500</u>
<u>Piano Rental and Tuning</u>	<u>\$800 plus tuning</u>
<u>Marketing Support</u>	<u>Advertising settled at net</u>
<u>Emails sent by Venue (eBlasts)</u>	<u>1-39,999      \$175</u>
	<u>40,000-99,999      \$300</u>
	<u>100,000+      \$400</u>
<u>Insurance</u>	<u>Provided by Lessee</u>

All tickets must be sold through Ticketmaster. No consignment tickets will be issued.

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