



# Friends of the Farris, Inc.

The Farris Theatre • 301 West Main,  
Richmond, Missouri 64085 816 776-6684

*A community effort to restore, own and maintain the historic Farris Theatre.*

## Building Use Application

Name of organization: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

What describes your organization: (Check all that apply)

- For Profit       Not-for-Profit       Individual       Business  
 School       Church       Service Organization       Production Group

Billing name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Brief explanation of building use:

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Requested usage date(s) and time(s): (Include performance and rehearsal, attach list as needed.)

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## Calculation of Fees

### Building Use Fee

- \_\_\_\_\_ Rehearsals @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- \_\_\_\_\_ Performances @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- Advance for \_\_\_\_\_% of box office receipts  
(Attach Production Company Settlement Sheet.) \$ \_\_\_\_\_

### Production and House Staff Fee

- Stage Lighting Control Technician
- \_\_\_\_\_ Rehearsals @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- \_\_\_\_\_ Performances @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- Sound Equipment Control Technician
- \_\_\_\_\_ Rehearsals @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- \_\_\_\_\_ Performances @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- Ticket Window Operator \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- Ushers \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- Custodial Fee \$ \_\_\_\_\_
- Other Fees/Damages \$ \_\_\_\_\_

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

Less Deposit Paid on: \_\_\_\_\_ \$( \_\_\_\_\_ )

Add for final settlement charges \$ \_\_\_\_\_

Total Amount Due \$ \_\_\_\_\_

- Send bill as agreed       Deposit enclosed       Full payment enclosed

*Friends of the Farris, Inc. will always issue a receipt and provide a copy of this information.*

Will admission be charged?  Yes  No If yes, list amount: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Will you be bringing in special equipment, etc.? If so, please describe:

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Will you need assistance from the Farris Production/House Staff?

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Additional Information:

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I, the undersigned hereby make application to the Friends of the Farris, Inc. for the use of the Farris Theatre facility and equipment as designated and certify that all of the listed information is correct. I understand, and will comply with all policies and rules of the Friends of the Farris, Inc. concerning the use of the building and equipment including reimbursement for damage to property and equipment. I agree to the fees as charged and guarantee payment thereof. I further release and hold the Friends of the Farris, Inc. harmless from any and all liability associated with this event and understand the organization and individual represented on this application assume liability.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_ Title: \_\_\_\_\_

Received for Friends of the Farris, Inc.:

By: \_\_\_\_\_ Date: \_\_\_\_\_

# Building Use Fee Schedule

Revised June 12, 2006

<b>Standard Fee Minimum</b>	<b>\$400</b>
Includes five hour usage, beginning at time of building opening	
Additional hours \$75.00 each	
\$15.00 per rehearsal	
<b>Not-for-Profit Fee Minimum</b>	<b>\$300</b>
Includes five hour usage, beginning at time of building opening	
Additional hours \$75.00 each	
\$15.00 per rehearsal	
<b>Production Group/Company Fee Minimum</b>	<b>35% of box office</b>
\$350 minimum.	
Includes five hour usage, beginning at time of building opening	
\$15.00 per rehearsal	

<b>Off Peek Hours: <i>Restrictions Apply</i></b>	<b>\$100</b>
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*Start and end time must occur within the following hours:*

*Monday, Tuesday, Wednesday, Thursday: 6am 4pm, Saturday: 6am 3pm, Sunday: 6am 1pm and 4pm 11pm*

*No admission may be charged, no free-will offering or donations may be accepted, no advance ticket sales, no reserved seating, general admission seating only, no rehearsals, no advance set-up. Event may be open to the public or a private party, selected group, etc.*

*Contracted rates available for 10 or more usages within a 12-month period.*

## Production and House Staff

<b>Stage Lighting Control Technician</b>	<b>\$15 per hour</b>
\$30 minimum – for one-hour set-up and 1 <sup>st</sup> performance hour	
\$50 per rehearsal	
<b>Sound Equipment Control Technician</b>	<b>\$15 per hour</b>
\$30 minimum – for one-hour set-up and 1 <sup>st</sup> performance hour	
\$50 per rehearsal	
<b>Ticket Window Operator</b>	<b>\$10 per hour</b>
<b>Ushers</b>	<b>\$10 per hour</b>

*Friends of the Farris, Inc. reserves the right to require a pre-determined number of ushers, ticket booth operators, or production staff for any event.*

## Friends of the Farris, Inc. Building Policies

The clean up of concession related items in the auditorium and general housekeeping is included in the building use fee. An additional custodial fee of \$100 for the backstage area, downstairs restrooms, dressing rooms, and the green room will apply as needed. The building must be opened and closed by an employee or volunteer of Friends of the Farris, Inc.

Application for use must be received 10 days prior to building use. Building is available on a first come, first served basis. Cancellations must be received five business days in advance to avoid \$50 cancellation fee.

*The Concessions are operated by and at the discretion of Friends of the Farris, Inc.*

**Friends of Farris, Inc.**  
**Farris Theatre Use Policy**

The Friends of the Farris, Inc. is a member based, not-for-profit corporation, which owns and operates the Farris Theatre. The Farris Theatre is a turn of the century treasure and many individuals worked very hard to restore it. We are very proud of the theatre and we ask that you please respect it. Here are the guidelines for renting the Farris.

**BUILDING USE FORM:** The theatre will only rent to those who fill out the proper Building Use Application form. The date of your event will not be put on the calendar until this form has been filled out. Cancellations are subject to penalty and must be received ten business days in advance of an event.

**RENTAL RATES:** The theatre can be rented by individuals, businesses and organizations based on a rate schedule approved by the Board of Directors. The rental rate structure, effective January 2005, is included at the end of this section.

**CLEANUP AND DAMAGE DEPOSIT:** Cleanup is to be provided by the group, individual or organization renting the theatre. A deposit check of \$200 is required and will be returned after the event if cleanup is sufficient. Additional charges, if any required, will be deducted from this deposit. A cleanup requirement sheet is included at the end of this section.

**LABOR:** In order to ensure the protection of all in-house equipment, the theatre may require a renter to utilize the house maintenance and technical staff of the theatre for their event. The renter will be billed at rates listed in the building use form. The Board of Directors shall have the right to waive this requirement if the renter has trained employees and/or volunteers to provide technical services.

**DISCRETIONARY BOOKING:** Two weeks prior to a live performance, which is in rehearsal at the Farris, the Board of Directors reserves the right to limit scheduling of another live performance event.

**INSURANCE:** All theatre renters will be required to provide general liability insurance to cover their activities in the theatre, including load-in, load-out, rehearsals, and any time spent by their participants on the premises.

**PRODUCTION EQUIPMENT:** Renters of the theatre will be provided basic sound services and basic stage lighting at no additional charge. Additional equipment, technical services, sound and stage lighting are available upon request for an additional fee.

**THEATRE CONCESSIONS:** The Farris reserves the exclusive right to operate the concession area.

**USHERS:** The Farris reserves the right to require clients using the theatre to supply their own ushers for an event. If the client wishes, the Farris will supply ushers at an expense- see fee schedule.

**DRESSING ROOM:** The Farris has a green room, two bathrooms, two anterooms, and four dressing rooms downstairs. These are not party areas and the Farris reserves the right to enter any and all areas to enforce the rules and to limit the number of people in the area. The renter is responsible for clean up and trash removal.

**DAMAGE TO FACILITY:** The renter is responsible for all damage to the facility caused by, or as a direct result of their event, by guests, patrons, staff, crew, and subcontractors. This specifically includes damage to curtains, projection screen, projection masking, bathrooms, dressing rooms, seats, stage, sound equipment, lighting equipment and furnishings. Renter is also responsible for lost revenues due to damage.

**CLEAN UP:** The renter is responsible for clean up and trash removal. This generally would not include the audience area. Renter is responsible for clean up of the stage area and downstairs, including decorations, garbage, tape, drinks and food. An additional fee may be required when, in the judgment of the Board of Directors, janitorial services in excess of normal clean-up, or utilities other than normal may be needed, or the possibility of damage to the facility is greater than normal.

#### **CLEAN UP/STRIKE**

1. Please put everything back in its proper place. This includes: backstage, onstage, downstairs, lobby, house, and above stage.
2. You may use the Farris vacuums, brooms, and cleaning supplies.
3. Vacuum and sweep all areas. This includes onstage, backstage, stairs, downstairs.
4. Mop bathroom and stage floors.
5. Clean bathroom, dressing room and green room mirrors
6. Remove all trash and trash bags from building and place in dumpster on west lot near fire escape.
7. Clean kitchen area in greenroom.
8. Clean downstairs bathrooms.

#### **OTHER RULES AND REMINDERS**

You are responsible for batteries, decorations, and anything associated with your event.

Do not lend your key to any others. Anyone else who needs a key must check one out from the office.

No glitter or glitter spray is allowed in the Farris Theatre.

Do not touch costumes, hats, and props, etc. that do not belong to you. Inform your group of this rule. Please respect the theatre and respect others.

Alcoholic beverages and tobacco use not permitted in the theatre.

This usage policy is an addendum to the Building Use Application.