

Bay Community Theatre

Theatre Rental Application

Please complete application and return scanned copy to [Sherry@baycommunitytheatre.org](mailto:Sherry@baycommunitytheatre.org) or mail to Bay Community Theatre, Attn. Sherry, P.O. Box 847, Suttons Bay, MI, 49682.

This is an initial application to determine whether your rental can be accommodated. If it can, a contract will be provided, specific to your event. Note: the theatre is not available for rental June 1 – Labor Day.

The Theatre is available to rent: (3 hour minimum)

- Mon – Thurs 8am – 5pm (Fall, Winter Spring)
- Mon – Thurs 8am – 3pm (Summer)
- Fri – Sun 8am – 3pm
- Mon – Sun 10:30pm – 2am

Contact Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Organization: \_\_\_\_\_

Non-Profit 501(c) Y or N

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

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Please describe your event: \_\_\_\_\_

Theatre Usage

\_\_\_\_ Show a Film Which Film? \_\_\_\_\_

\_\_\_\_ Use of Stage (Lecture, Recital, Presentation, Forum)

\_\_\_\_ Meeting, Party or Wedding

Type of Event

\_\_\_\_ Community Event (No admission charge, open to public)

\_\_\_\_ Private Event (Birthday Party, Bachelorette/Bachelor Party, Business Meeting)

\_\_\_\_ Fund Raising

Fee Structure For planning purposes, specific charges may vary based on specific request.

- Film Licensing Fee : \$200 - \$600 if applicable (Studio requirement)
- Theatre Rental
  - For showing a film : Film license fee (if applicable) plus: \$200 501 (c) non-profits; \$400 all others
  - Non-film uses : \$50/hour for 501 (c) non-profits; \$100/hour all others

Other Considerations

- Concessions Package: Available for purchase
- Additional equipment: Lectern, microphone, tables, other equipment or support needed
- Set up, tear down and clean up are the responsibility of the renter.
- Alcoholic beverages are not permitted; Bay Community Theatre is a non-smoking facility.