



## Iao Theater Rental Information

**The Historic Iao Theater is available on a first come, first served basis and dates are subject to availability. Maui OnStage will do its best to accommodate your needs and to help assure your event's success!**

\*\*\* Availability of the Historic Iao Theater is based on the schedule of Maui OnStage. Maui OnStage plans a season of plays and musicals along with special events, set construction and maintenance of the Historic Iao Theater. Once those dates have been established, remaining dates are made available for rental. \*\*\*

### **IAO Theater Rentals**

The Historic Iao Theater is available for rent by the community. Below is basic information to help you determine if the theater is right for your event. **There is a \$300 deposit to guarantee the hold of the date for your event.** Once Applicant has paid the deposit guarantee, Applicant shall have no right to withdraw and/or rescind or receive a refund for the amount of the deposit guarantee. In the event Applicant fails to exercise said rental contract within the time and in the manner specified herein, the reservation shall lapse and be of no further force or effect. *Unless otherwise agreed to in writing by Maui OnStage*, this deposit guarantee shall be for the sole benefit of Maui OnStage and shall not be conveyed, assigned or transferred to any other party.

### **INSURANCE (see #4 below as well)**

The tenant **must provide** a mandatory **Commercial General Liability insurance** with a minimum of at least \$1 million per occurrence for bodily injury and property damage combined to protect the tenant, **Maui Community Theater and the County of Maui**, at the tenant's own expense. *(see #4 below)*

### **FEE SCHEDULE:**

#### **PERFORMANCE DAY (Maximum 8 HOUR PERIOD; hourly rate applies for time after 8 hours)**

#### ***Minimum rental period – 3 Hours***

Includes basic lighting wash and basic sound package (1 mic & CD player), 400 seat theater and two dressing rooms.\*  
(\*Dressing rooms are subject to availability)

#### **A \$30 /hr rate for house manager is required.**

**\$1000 Commercial Rate**

**\$720 Discounted 501c3 Non Profit / School** *(proof of non-profit status required\*)*

#### **HOURLY RATE** Can be used for performance days when rental period is less than 4 hours. ***Minimum rental period – 3 Hours***

**\$160. Commercial**

**\$120. Discounted 501c3 Non Profit / School** *(proof of non-profit status required\*)*

#### **Plus \$30 per hour for house manager is required.**

### **TECHNICAL DIRECTOR/HOUSE MANAGER FEE**

All rentals require a fee of **\$30 per hour** for each hour tenant occupies the premises as noted above.

### **ADDITIONAL RENTAL OPTIONS:**

**Box Office Booth Rental** – \$25 - available for *General Admission* shows only; with a ticket price of \$15 or less.

**Ticketing services** – In June, 2013 the Maui OnStage Board of Directors agreed to the following guidelines regarding organizations renting the Historic Iao Theater: "All rental groups must use **Vendini ticketing system**, hosted by Maui OnStage. [**Only exception** ~ events charging \$15 or less for general admission of entire house] AND **MUST** have a way to purchase tickets via a website and phone #. **Box office event fee of \$150 per event plus applicable ticketing fees apply.**

**Events will be added to the ticketing site after payment of the \$300 deposit and 50% of the rental fee is collected.**

**Publicity and Promotion** – Any publicity or promotion of rental events provided by Maui OnStage is a courtesy. Maui OnStage makes no promise of promotion of rental events. We will:

- List your event on our ticketing site. We will provide you with a **direct link to your event** that can be used in social media and email marketing.
- List your event on our "**Other Events at the Iao**" page at <http://www.mauionstage.com> (click the "Buy Tickets" button on the home page to see all events happening at the Historic Iao Theater)
- List your event on our box office phone message
- Put posters up on our rolling marquee / information board in front of the theater

### **Sound Equipment**

**Corded Microphones** with stands: **\$15 each**

**Wireless Microphones** with stands: **\$15 each (1<sup>st</sup> mic at no charge.)**

**Follow Spot: \$50. fee**

**LCD Projector and screen: \$150.00**

### **TECHNICAL CREW:**

*Lighting Designer:* TBD (to be determined) - varies based on production needs

**Light Board Operator: \$30 /hr**

**Sound Engineer: \$30 /hr**

**Spotlight Operator: \$30 /hr**

### **TERMS AND CONDITIONS**

1. **Confirmation of Reservation** - Confirmation of reservation is subject to payment of user fees per indicated payment schedule. Other potential tenants have the right to challenge reservation, with a deposit against the unconfirmed reservation. Original applicant for the date in question will be notified of challenge, and will be asked to submit payment. Should original applicant be unable to pay, date will go to challenger who has already submitted payment.

**Please take note of these bullet points!**

- A deposit of **\$300.00** is required to place a hold on a date.
- **50% of the total rental fee is due with the return of a signed contract.**
- The remaining 50% of **the rental fee is due 2 weeks** (14 days) prior to the scheduled event.

2. **Advertising** - **TENANT [shall not]** circulate, publish or broadcast or cause to be circulated, published or broadcast, **ANY** advertisement, placard, or other written or printed matter wherein **Maui OnStage** or the **Historic Iao Theater** is mentioned or referred to, without first having obtained the written consent and approval of Maui OnStage.

3. **Damage to the Historic Iao Theater** - The tenant **will not**, without consent of Maui OnStage staff cause or permit any nails or other items to be driven into any portion of the Historic Iao Theater, or any signs to be affixed

**(TAPED)** to the interior walls which would result in the damage or change the finish of the walls, furniture or equipment. Signs and postings are **ONLY** allowed on designated cork boarded areas. **NO EXCEPTIONS!** Tenant agrees to pay the cost of repair of all injury and damage which may be done to the theater or any of the fixtures, furniture or furnishings thereof by the **TENANT**. It is expressly agreed that the Maui OnStage Executive Director, and/or the Technical Director shall determine whether any such damage has occurred, the amount thereof, the reasonable cost of repairing the same and whether it is damage for which, under the terms of the contract, **TENANT** is responsible.

4. **INSURANCE** - TENANT shall either be self-insured or provide at its own expense, **Commercial General Liability insurance**, sufficient to protect itself and **MCT and the County of Maui**, with a limit of at least \$1,000,000.00 per occurrence for bodily injury and property damage combined. Whether tenant is self-insured or provides a certificate of insurance, this shall not be construed to be a limitation upon TENANT'S liability or as a full performance of indemnification provided herein. MCT shall not be liable to TENANT for any claim, demand, loss, cost, or expenses of any kind or nature whatsoever which TENANT may incur as a result of vandalism or malicious mischief. **(MCT and The County of Maui MUST be named on the certificate! Please use the following addresses)**

**Maui Community Theater (dba) Maui OnStage**

68 N. Market St.  
Wailuku, HI 96793

**County of Maui**

200 S. High St.  
Kalana O Maui Bldg, 6th fl.  
Wailuku, HI 96793

5. **CONCESSION SALES - Maui OnStage** holds exclusive rights to all concession sales at the Historic Iao Theater. No vending of any kind is permitted without the express written consent of Maui OnStage.

\* To qualify for the **Nonprofit rate**, the presenter **must have proof of 501(c)3 recognition**, and the program must be **directly connected to the nonprofit**. To qualify as a school, the presenter must be a recognized learning institution such as a public or private elementary, high school or college, and the program must be directly connected to the school.

- ***Fees subject to change***