

Whiteside Theatre Foundation

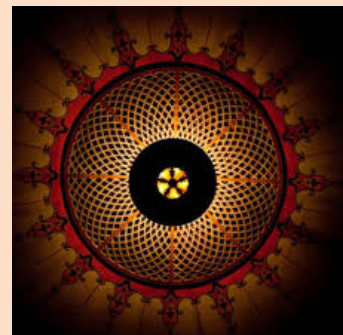
361 SW Madison Ave
Corvallis, OR 97333
info@whitesidetheatre.org
www.whitesidetheatre.org

Information Packet for Licensed Users

Rates effective beginning September 1, 2016



Public events
Private events
User-designed



Public Events

Lectures, Movies, Live Music, Comedy

Private Events

Weddings, Reunions, Anniversaries

Meetings, Conferences, Seminars

Your Uniquely Designed Event

Unmistakably Memorable

*The **Whiteside Theatre Foundation** supports a multi-purpose entertainment and events venue in the restored historic Whiteside Theatre that enhances the economic vitality and cultural diversity of downtown Corvallis for the benefit of the entire community.*



The **Historic Whiteside Theatre**, located at 361 SW Madison Avenue in the heart of downtown Corvallis, Oregon, is a beautiful 800-seat venue waiting to host your memorable event. Step inside and let this grand palace captivate you. From meetings and conferences to parties and galas, the Whiteside Theatre is here to delight you and enchant your guests.

Contact **info@whitesidetheatre.org** today and let us help you get started planning your dream event.

Whiteside Theatre Foundation

Information Packet for Licensed User

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Overview for Licensed Users

Theatre Facts

Location: Corvallis, Oregon
Address: 361 SW Madison Ave
Architectural Style: Italian Renaissance
Original Purpose: Movie Palace
Dimensions: 70' wide x 100' deep
Original Owners: Samuel & George Whiteside
Opening Day: November 9, 1922
Current Owners: Whiteside Theatre Foundation
Date Acquired: May 16, 2008
Legal Structure: Nonprofit 501c3 Corporation
Management: Volunteer Board of Directors
Historic Registry: February 25, 2009

Entertainment and Events Venue

The Whiteside Theatre currently operates as a multi-purpose entertainment and events venue in the historic Whiteside Theatre, enhancing the economic vitality and cultural diversity of downtown Corvallis for the benefit of the entire community.

Rehabilitating the Building

Since acquiring the theatre in May 2008, the Whiteside Theatre Foundation has been busy raising funds and completing rehabilitation projects with the goal of returning the Whiteside Theatre to its original splendor. Many more projects are in the works and we hope to get many of them completed over the next several years. Donors and volunteers are always needed to help move the projects along.

Licensed Use Packages

Full Theatre
Rehearsal (add-on to full theatre)
Closed Events (non-public events)
Mezzanine & Lobby

Spaces

Auditorium (seats 400)
Stage (10' 10" by 17' 10")
Mezzanine and Lobby
Dressing Room, Stage Left (110 sq ft)
Dressing Room, Stage Right (50 sq ft)
Balcony (seats 400)
Marquee (1 face for 2 days)

Services

House Manager
Stage/Tech Manager
Sound and Light Technicians
Digital Projectionist
Box Office and Concession Services
Usher Services
Security Services

Equipment

House Lights
Balcony Rail Floodlights
Standard Light Plot
Follow Spot
Flat Screen Television
Digital Projector and Screen
Lectern and Podium
Folding Tables and Metal Side Chairs

Whiteside Theatre Foundation

Licensed Use Packages – Options Grid

	Full Theatre Packages	Rehearsal Packages	Closed Event Packages	Mezzanine Packages
SPACES				
Auditorium and Stage	*	*	*	
Mezzanine and Lobby	*	*	*	*
Star Dressing Room - Stage Left	*	*	*	
Additional Dressing Room - Stage Right	*	*	*	
Balcony (for larger audiences)	*		*	
Marquee - 1 face for 2 days	*			
SERVICES				
House Manager - Key In / Key Out	*	*	*	*
Stage/Technical Manager - Key In / Key Out	*		Optional/Fee	Optional/Fee
Stage/Technical Manager - 2 hours on rehearsal day		*	Optional/Fee	Optional/Fee
Box Office Services - 2 hours on event day	*		Optional/Fee	Optional/Fee
Concession Services	*		*	*
Usher Services	*		Optional/Fee	Optional/Fee
Security Services	Optional/Fee	Optional/Fee	Optional/Fee	Optional/Fee
Additional services at no charge, if desired				
Listing on www.whitesidetheatre.org	*			*
Mention on social media sites	*			*
EQUIPMENT				
Theatre House Lights	*	*	*	
Balcony Rail Floodlights	*	*	*	
Standard Light Plot	*	*	*	
Follow Spot	*	*	*	
Basic Sound Plot	*	*	*	
A/V Component Set-Up - Flat screen television	*		Optional/Fee	*
A/V Component Set-Up - Digital projector and screen	*		Optional/Fee	
Lectern	*	*	*	*
Podium	*	*	*	
Folding Tables (6)	*	*	*	*
Metal stacking side chairs (15)	*	*	*	*

Full Theatre Packages – Can be booked up to one year in advance

Day of Week	2 hours	4 hours	6 hours	8 hours	10 hours
Monday – Thursday	\$512	\$804	\$1140	\$1440	\$1700
Friday, Saturday, Sunday & Holidays	\$640	\$1008	\$1428	\$1800	\$2140

Full Theatre Packages include:

- Use of auditorium and stage
- Use of main floor lobby and mezzanine
- Use of balcony for larger audiences
- House Manager on day of event
- Stage/Technical Manager on day of event; ½ hour pre-event phone call
- Box Office Services – Two (2) hours on day of event
- Concession Stand open during event w/snacks and beverages for sale
- Star Dressing Room – 110 sq. ft. (Stage Left)
- Additional Dressing Room – 50 sq. ft.(Stage Right)
- Lectern or podium
- Folding tables (6) and metal stacking side chairs (15)
- Event message on one (1) face of the marquee for two (2) days
- Standard light plot: Two (2) light trees with four (4) LED lamps each set downstage; balcony rail floodlights; spotlight available, upon request
- Basic sound plot: Speaker system with up to four (4) microphones; left and right speakers
- A/V component (flat screen television or digital projector & screen)
- Listing in whitesidetheatre.org website event calendar, if desired
- Facebook or Twitter mention, if desired

Services & Fees

Reservation Deposit	½ rental charge
Cleaning Deposit	\$250; only actual cleaning costs will be charged
Cancellation Fee	½ Reservation Deposit
Additional Box Office Services	\$25/hr, (WTF staff, exclusively)
Additional Technical Services (per tech)	\$40/hr, (WTF staff, exclusively)
User Merchandise Sales	15% gross sales
User Merchandise Sales, if sold by Whiteside Theatre personnel	30% gross sales
Additional Scheduled Venue Time	Same hourly rate as package
Unscheduled Venue Overtime	Double hourly package rate

Rehearsal Packages – Can be booked up to one month in advance

Rehearsal packages are only available as add-ons to full theatre bookings of 6 hours or more

Day of Week	2 hours	4 hours	6 hours	8 hours	10 hours
Monday – Thursday	\$472	\$644	\$912	\$1152	\$1360
Friday, Saturday, Sunday & Holidays	\$592	\$816	\$1128	\$1416	\$1680

Rehearsal Packages include:

- Use of auditorium and stage
- Use of main floor lobby and mezzanine
- House Manager on day of event
- Stage/Tech Manager – 2 hours
- Star Dressing Room – 110 sq. ft. (Stage Left)
- Additional Dressing Room – 50 sq. ft.(Stage Right)
- Lectern or podium
- Folding tables (6) and metal stacking side chairs (15)
- House lights and balcony rail floodlights

Services & Fees

Reservation Deposit	½ rental charge
Cleaning Deposit	\$250; only actual cleaning costs will be charged
Cancellation Fee	½ Reservation Deposit
Additional Tech Services (per tech)	\$40/hr, (WTF staff, exclusively)
User Merchandise Sales	15% gross sales
Additional Scheduled Venue Time	Same hourly rate as original package
Unscheduled Venue Overtime	Double hourly package rate

Closed Event Packages – Can be booked up to one month in advance

Closed event packages are for private events (not open to the public) using the entire theatre

Day of Week	2 hours	4 hours	6 hours	8 hours	10 hours
Monday – Thursday	\$440	\$616	\$840	\$1040	\$1220
Friday, Saturday, Sunday & Holidays	\$560	\$784	\$1080	\$1312	\$1520

Closed Event Packages include:

- Use of auditorium and stage
- Use of main floor lobby and mezzanine
- Use of balcony for larger audiences
- House Manager on day of event
- Front of house services are available for an additional hourly charge (box office, ushers, concession stand, security, etc.)
- Technical services are available for an additional hourly charge (sound, lights, etc.)
- Star Dressing Room – 110 sq. ft. (Stage Left)
- Additional Dressing Room – 50 sq. ft.(Stage Right)
- Lectern or podium
- Folding tables (6) and metal stacking side chairs (15)
- House lights and balcony rail floodlights

Services & Fees

Reservation Deposit	½ rental charge
Cleaning Deposit	\$250; only actual cleaning costs will be charged
Cancellation Fee	½ Reservation Deposit
Technical Services (per tech)	\$40/hr, (WTF staff, exclusively)
User Merchandise Sales	15% gross sales
User Merchandise Sales, if sold by Whiteside Theatre personnel	30% gross sales
Additional Scheduled Venue Time	Same hourly rate as package
Unscheduled Venue Overtime	Double hourly package rate

Mezzanine & Lobby Packages – Can be booked up to one month in advance

Mezzanine & Lobby packages are perfect for seminars, elegant evening soirees, and other events where a stage and auditorium are not needed

Day of Week	2 hours	4 hours	6 hours	8 hours	10 hours
Monday – Thursday	\$380	\$592	\$792	\$992	\$1160
Friday, Saturday, Sunday & Holidays	\$472	\$736	\$984	\$1248	\$1480

Mezzanine & Lobby Packages include:

- Use of mezzanine and main floor lobby
- House Manager on day of event
- Lectern or podium
- Folding tables (6) and metal side chairs (15)
- Use of AV component (flat screen television or digital projector and screen)
- Front of house services are available for an additional hourly charge (box office, ushers, concession stand, security, etc.)
- Technical services are available for an additional hourly charge (sound, lights, etc.)
- Listing in whitesidetheatre.org website event calendar, if desired
- Facebook or Twitter mention, if desired

Services & Fees

Reservation Deposit	½ rental charge
Cleaning Deposit	\$250; only actual cleaning costs will be charged
Cancellation Fee	½ Reservation Deposit
Front of House Services	\$25/hr per person
Technical Services (per tech)	\$40/hr, (WTF staff, exclusively)
User Merchandise Sales	15% gross sales
User Merchandise Sales, if sold by Whiteside Theatre personnel	30% gross sales
Additional Scheduled Venue Time	Same hourly rate as original package
Unscheduled Venue Overtime	Double hourly package rate

Marquee Licensed Use

Marketing and Publicity

Use of the Whiteside Theatre Marquee is limited to the message board(s) only. The Marquee Use Agreement does not allow additional signs, posters, or advertising to be displayed in any manner on the outside or inside of the Theatre. Only Whiteside Theatre Foundation authorized individuals will be allowed to put up and take down marquee messages.

Commercial Use

The Marquee may be used for the announcement of for-profit events being held in the Theatre through a licensing agreement. The Marquee shall NOT be used to promote commercial for-profit businesses or events that are not occurring inside the Theatre.

Personal Use – Not available

The Whiteside Theatre Marquee shall NOT be used to display personal messages.

Acknowledging Donors – Not available

The Whiteside Marquee shall NOT be used to thank donors.

Licensed Use is not an Endorsement

Use of the Whiteside Theatre Marquee does not constitute an endorsement by the Whiteside Theatre Foundation (WTF) of any organization or group, nor of any particular issue or perspective related to programs, community events, or charitable activities promoted on the Marquee. Users may not imply that the WTF is sponsoring or co-sponsoring any event unless such sponsorship or co-sponsorship has been arranged in writing in advance and promotional materials have been approved by the WTF.

Refusal and Cancellation of Marquee Use

The WTF reserves the right to refuse or cancel any Marquee Use Agreement when it is in the best interest of the WTF to do so. A full refund of any deposit will be returned to the User.

Marquee Use Fees

	Commercial User	Non-Profit User
On-Premises Event	\$100/day	\$25/day
Off-Premises Event	Not available	\$100/day
Day of On-Premises Event	Free	Free
Plus Day for On-Premises Event *	Free	Free

** Plus Day will be determined by Whiteside Theatre staff; Plus Day is generally the day before the event*

WTF Board reserves the right to amend any terms of this Marquee Use document at any time.

Additional Rate Information

Nonprofit Discount Information

Consistent with the Whiteside Theatre Foundation's charitable and educational mission, nonprofit groups are eligible for a 25% discount on Full Theatre Packages in exchange for sponsorship listing on User's website, Facebook page, event program and poster, as well as User's acknowledgment at the event. (Additional fees and services are NOT eligible for the nonprofit discount). Users applying for nonprofit rates must submit a copy of their Internal Revenue Service 501(c)(3) determination letter to the Whiteside Theatre at least 10 days prior to use or the use rate will revert to the full package rate. Users who are unable to locate their determination letter may contact the IRS at 877-829-5500 for assistance.

Nonprofit On-Premise Sales

Nonprofit users will be charged 10% of gross sales for merchandise sales on Theatre Property when sold by the User, or 20% when sold by Whiteside Theatre staff.

Long-Term Rates

Requests for long-term regular reservation rates must be submitted in writing at least thirty (30) days prior to use and are subject to approval by the Board of Directors. These opportunities may be offered on a case-by-case basis, provided the requesting group reserves the space a minimum of three times during a one-year period prior to requesting a long-term reservation rate. Weekly and monthly rates may also be considered on a case-by-case basis.

Cleaning Option for Long-Term Users

Users may, if they choose, perform their own cleaning of the Theatre after their event (within their user package time) to receive up to a full refund of their cleaning deposit. A full refund will be issued only if the cleaning standards of the Theatre have been met and the result has been approved by the House Manager. For users choosing this option, the Theatre has standard cleaning equipment and supplies available, upon request.

Holidays

Holiday rates apply to New Year's Day, Martin Luther King, Jr. Day, Presidents' Birthdays, Easter, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve.

Reservation Deposit

Payment of at least one half (1/2) of the total rental fee is required to secure a reservation.

Payment in Full

Payment in full must be received not less than seven (7) days in advance of the event, or the event will be cancelled.

Cancellation Fee

Events cancelled more than thirty (30) days before the event will be charged one half (1/2) the deposit amount. For cancellations occurring less than thirty (30) days before an event, the full deposit is nonrefundable.

Technical Specifications

Stage Depth: Rear wall to proscenium line **10' 10"**
 Rear wall to front edge of thrust curve **17' 10"**

Stage Width/Height: Proscenium opening **44'** wide and from floor to valance **19'**

Screen: Motorized **20' wide**

Drapery: Vintage gold main drape falls behind plaster line; prior to event, drapery can be drawn inward to create wing space

Loading doors at stage level: 6' 8" wide by 6' 8" tall - Load-in is done through the stage doors just off stage right. From the exterior, the standard double doors are located at sidewalk level on 4th Street (Highway 99W) at the rear of the west side of the building. 4th Street is a one-way street heading south. Parking in adjacent parallel parking allows for easiest load-in from the rear of a truck or trailer. On-street parking is free for 3 hours.

Stage Floor: Vintage wood floor – no lagging allowed

Power: One (1) Double Duplex Box on 20 Amp circuit located off stage right; four (4) Duplex Boxes

Standard Light Plot: Two (2) light trees w/ four (4) dimmable color-changing LED lamps (downstage)

Four (4) 200 Watt floodlights on balcony rail (non-dimmable)

Standard Sound Plot: Up to four (4) microphones; left and right speakers

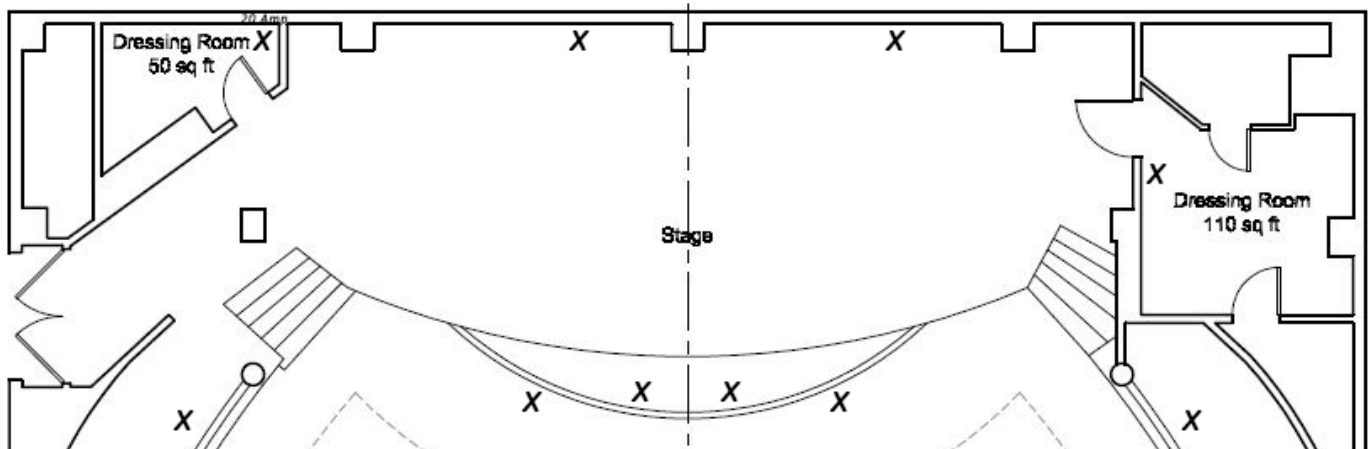
Dressing Rooms: One (1) Star dressing room off stage left, suitable for up to five (5) performers; equipped with mirror, hanging rod, standard 2-prong 120v AC on a 10 Amp fuse (not for use with flat irons/hot tools); One (1) Dressing room off stage right, suitable for two (2) performers; equipped with mirror and clothes hook; both dressing rooms can have small tables and side chairs to suit

NOTE: *There is NO Grid. For more detailed stage information see drawing below.*

Other Equipment: Folding tables, side chairs, stools, a music stand, and a follow spot are available. Your Licensing Liaison can also help arrange for rental of certain stage equipment for your show or special event, such as a follow spot or other lighting.

Theatre Personnel: When using Whiteside Theatre equipment, Whiteside Theatre technicians are responsible for all house technical duties including, but not limited to, sound system set-up and operation, hanging and focusing of lighting instruments, all rigging operations, or any situations where additional structural modifications will be made anywhere on the Property.

Stage Diagram



Whiteside Theatre Foundation

P.O. Box 1105, Corvallis, Oregon 97339
www.whitesidetheatre.org; email: info@whitesidetheatre.org

*Supporting a multi-purpose entertainment and events venue in the historic Whiteside Theatre
that enhances the economic vitality and cultural diversity of downtown Corvallis
for the benefit of the entire community*

Exhibit A – Rules and Policies

General Policies

No Endorsement

Whiteside's agreement to allow the use of the Property shall not constitute an endorsement by Whiteside of any organization or group nor of any particular issue or perspective related to programs presented in the Whiteside Theatre.

Refusal & Cancellation of Use

The Board of Directors reserves the right to refuse or cancel any and all Use Agreements when it is deemed that such action is necessary for the best interest of the Whiteside. Misuse or abuse of any portion of the Property or surroundings may constitute grounds for immediate cancellation.

Denial of Use

The use of the Property may be denied to any person or organization, to the extent allowed by law, at Whiteside's sole discretion.

Compliance with Laws – Non-discrimination

Any group or organization using the Property shall comply with all federal, state, and local laws of any nature whatsoever, including without limitation those regarding non-discrimination, and shall comply with the adopted Whiteside Theatre Foundation's Board of Directors' non-discriminatory policy which prohibits discrimination on the basis of race, color, national origin, religion, sex, age, marital status, disability, or sexual orientation.

User Representative

User will furnish to the Whiteside's Licensing Liaison, the name, address, and phone numbers—including cell phone and email addresses—of the User's Designated Representative (UDR). The UDR will be the sole person authorized to make decisions and/or to negotiate with the Licensing Liaison. The UDR must be present at each performance, rehearsal, or other activity related to the use of the Property, and will be the sole person authorized to resolve problems and conflicts, and to negotiate any alterations in performance procedures with the Licensing Liaison. The Licensing Liaison will be the sole representative of the Whiteside authorized to make decisions and/or to negotiate with the UDR.

Staff Right to Entry

User will permit Whiteside personnel entry to any part of the Property at any time, so long as such entry is related to a function performed on behalf of Whiteside by such personnel.

General Policies (continued)

Performer Contracts

User agrees to furnish, upon request, a copy of any signed contract and related documents' rider between the User and any person(s) providing any appearance or performance on the Property during the User's use thereof. Portions concerning financial arrangements may be redacted.

Vendor Contracts

User agrees to notify all vendors providing items for sale during the event of their obligation regarding the 3rd party merchandise sales agreement for on-premises sales; User also agrees to include language about this obligation in any written agreement between the User and their Vendors.

Cleaning

Whiteside will provide cleaning services after User vacates the premises. User shall provide (in advance of the event) a cleaning deposit that is partially refundable. Actual cleaning costs incurred by Whiteside will be deducted from User's cleaning deposit. As a courtesy, User may choose to dispose of eating utensils, beverage containers, and all other disposable materials used in conjunction with an event, and to bag and remove trash and recyclables, thereby reducing actual cleaning costs. No confetti, glitter, rice, or similar materials are permitted on the Property.

Display Materials

All Whiteside signage, posters, displays, etc., must stay in place during User's licensed use period.

Damage to the Property

Other than easily-removable painter's tape, the use of duct tape, clear packaging tape, or any other style of sticky tape, nails, staples, mastic, or any other damaging material on any wall surface, inside or outside the Theatre, is prohibited, and all costs for cleaning or repairs will be charged to the User. Writing or marking on any wall surface, mirror, glass, or other building surface with any material, any damage to curtains, and any damage to floors will also result in charges to the User. User shall not allow nails, tacks, stage screws or similar articles to be driven or placed in any part of the Theatre by visiting performers or technicians without the prior approval of the Licensing Liaison in writing.

Capacity

User may neither sell nor distribute tickets or passes in excess of the permanent seating capacity of the Theatre. In no cases shall the actual total attendance at the event exceed the stated capacity of the Theatre. Standing room is not available in the Theatre.

Licenses, Permits & Taxes

Acquisition of all licenses and permits, and payment of any taxes relating to the performance or event are the responsibility of the User, including licenses for the American Society for Composers, Authors and Publishers (ASCAP), Broadcast Music Inc. (BMI), film rights, and the Oregon Liquor Control Commission (OLCC).

General Policies (continued)

Liability & Property Damage Insurance

User shall furnish a Certificate of Commercial General Liability Insurance with the Whiteside Theatre and the Whiteside Theatre Foundation named as additional insureds. Users shall furnish evidence of insurance through a Certificate of Insurance in the following amounts of Combined Single Liability:

- Performance/Public Event (both commercial and non-commercial rate users): \$1,000,000.00
- Non-Performance Event (both commercial and non-commercial rate users): \$1,000,000.00

The Certificate shall be furnished within a reasonable time after the execution of the User Agreement, but not later than 10 days prior to the date of the first use of the Theatre.

Workers' Compensation Insurance

Users who will be using employees or persons paid for their services during the event shall furnish the Theatre with a certificate of Workers' Compensation coverage.

Marketing & Publicity

User agrees to withhold all publicizing of an event until tickets for the event are placed on sale or until a date is established when ticket sales may begin—all publicity and promotion shall include this date. Copies of all press releases, publicity, and advertising materials shall be provided to the Licensing Liaison, a minimum of one week before media release dates.

Whiteside is prepared to assist Users in marketing their events in a variety of ways. Depending on the theatre package, these may include:

- Box Office poster
- Whiteside Theatre website and link to User's website
- Other activities, as mutually agreed-upon in writing by the User and the Licensing Liaison

Signs, posters, or advertising are not to be displayed in any manner on the outside or the inside of the Theatre Property except as approved by the Licensing Liaison.

Whiteside will not be obligated to provide any publicity for events sponsored by the User. Whiteside reserves the right to publicize any and all events in the Theatre through listings of upcoming events in newsletters, press releases, programs, displays in the Theatre, and other similar media.

Users may not imply in any way that Whiteside is involved in sponsoring or co-sponsoring any event unless such sponsorship or co-sponsorship has been agreed to in writing in advance and publicity materials have been approved by the Licensing Liaison.

When listed as the location for an event, Whiteside requires the following billing in all information released for print:

Whiteside Theatre
361 SW Madison Avenue (or 4th & Madison)
Corvallis, Oregon 97333 (or Downtown Corvallis)

Camera-ready samples of the Theatre's logo and suggested type style are required for use in all printed publicity materials, and are available upon request.

General Policies (continued)

Description of Performance

Prior to the first day of public ticket sales, User is required to submit a description of the performance to the Licensing Liaison; this description should be in language suitable for all ages, and include sufficient information to enable Whiteside personnel to answer questions from potential ticket buyers.

Marquee Use

The function of the Theatre marquee is to publicize upcoming events in the Whiteside Theatre. For details, see Marquee Policy.

Internet Broadcasting

Internet broadcasting and event recording are not available at this time.

Other Charges

The User is solely responsible for any additional costs relating to marketing, the use of the Theatre's ticket office, ordering and printing of tickets, printing of programs, commissions on selling merchandise, stage crew labor, security, rental of equipment not provided by Whiteside, and insurance.

Emergencies

Any emergency should be immediately reported by calling 911. In emergencies of health or safety, then promptly contact the Licensing Liaison.

Catastrophic Events

In the event the Theatre is destroyed or damaged by fire, riots, acts of God or war, or any other similar cause, the Theatre has the right to cancel all events.

Indemnification and Risk

User agrees to defend, indemnify, and hold Whiteside harmless from any loss, claim or liability arising in any manner out of or connected with the use of the Property by User, its employees, agents, independent contractors, guests, invitees or other persons using the Property pursuant to this Agreement. In the event of any litigation or proceedings against Whiteside arising out of or in any way connected with any of the above events or claims against which, User agrees to defend Whiteside. User, upon notice from Whiteside, shall vigorously resist and defend such action or proceeding through legal counsel reasonably satisfactory to Whiteside. User assumes all risks arising out of its use of said Property and Whiteside shall have no liability to User or others for any condition existing thereon.

Box Office & Front-of-House Policies

Box Office & Business Hours

The Box Office is located outside the Theatre entrance, and can be staffed by Whiteside personnel up to one (1) hour before curtain time and remain open until after the first intermission or one (1) hour after the performance begins, whichever comes later. Box office services provided by Whiteside personnel are only available for selling general seating tickets. All seats in the Theatre have unique letter/number assignments which the User may utilize to sell assigned tickets through their own channels.

Box Office Entry

Only Whiteside Theatre Foundation personnel are permitted in the Box Office.

Ticket Office Settlements

Settlements of ticket sales will be made by the House Manager as soon as possible after the final performance. Payment for cash receipts will be paid on the day of the event. Payment for credit and debit cards receipts (less credit card fees) will be paid after the funds have been received by Whiteside.

Complimentary Tickets

Complimentary tickets are released only with the written authorization of the User.

Whiteside Theatre House Manager

A House Manager is required and shall be provided by the Whiteside for all Theatre events. The House Manager is responsible for ticketing, and for lobby and house control, and may make decisions regarding public behavior in the auditorium and other public spaces.

Front-of-House Personnel

Front-of-house personnel (ushers, ticket takers and sellers, concession workers) will be provided by the Whiteside unless alternative arrangements for ushers-only are mutually agreed-upon by the User and the Licensing Liaison in advance.

Concession Area Entry

Only Whiteside Theatre Foundation personnel are permitted in the Concession area.

Scaling the House

The Theatre's current capacity is 800 seats (400 in the auditorium and 400 in the balcony) including spaces on the main floor to accommodate wheelchairs.

Wheelchair Seating

Wheelchair seating is located on the main floor.

Animals

With the exception of service animals, no animals are permitted on the Property.

Box Office & Front-of-House Policies (continued)

Doors Open

Doors to the Theatre will open to the public thirty (30) minutes before curtain time unless otherwise agreed to by the House Manager.

Latecomer Seating

User is responsible for deciding and notifying the House Manager how seating of latecomers should be handled. Notification must occur no later than one (1) hour before the event begins.

Photographs and Recording

The use of recording devices and taking of photographs is prohibited in the Theatre. If the User wishes these devices and activities to be permitted, special arrangements must be made in advance with the Licensing Liaison.

Smoking

Smoking and vaping of any substance in any form are NOT permitted inside the Whiteside Theatre or outside within 10' of any door. This includes cigarettes, cigars, and e-cigarettes, etc. Use of chewing tobacco and similar products are also not permitted inside the Whiteside Theatre or outside within 10' of any door.

Food and Beverages

No outside food and beverages are allowed in the Whiteside Theatre unless by prior arrangement with the Licensing Liaison. Whiteside will consider catering and beverages for special events on a case-by-case basis.

Vendor and User Merchandise – Unloading and Set-Up

All merchandise, swag, equipment, etc. must be in the Theatre and set-up no later than thirty (30) minutes prior to the scheduled time for opening the doors to the public.

User and Vendor Merchandise – On-Premises Sales

The sale of food, beverages, souvenirs, or goods of any kind is subject to the approval of the House Manager. Whiteside policy requires a fee of 15% of the gross proceeds of the sale of such items be paid to Whiteside when sales occur on the Property. If Whiteside personnel sell the merchandise, a fee of 30% of gross proceeds will be charged instead. Whiteside reserves the right to sell its own merchandise at any and at all events without User participation in the proceeds.

Stage Area Policies

Loss of Whiteside Equipment

The User will be billed for any equipment that is missing after an event if the equipment had been under the direct control and care of a member of the User's staff. This will include tools, headsets, belt packs, cables and cords, microphones, locks, lights, and other miscellaneous items, as well as any major pieces of equipment.

Utility Connections

User may not undertake plumbing, electrical, or carpentry work in the Theatre without express written authorization by the Licensing Liaison. When such work is authorized, the User will be responsible for all costs and fees incurred and will also be responsible for returning the premises to its original condition unless otherwise agreed to in the Use Agreement.

Audience Members on Stage

For their own safety, members of the audience are not permitted on the stage from the auditorium unless it is crucial to the nature of the event AND written permission from the Licensing Liaison has been obtained in advance.

Lodging Prohibited

The User, or any person or persons claiming to be acting for the User, is prohibited from using any portion of the Property as a sleeping or lodging accommodation.

Animals in Performances

With the exception of service animals, no animals are allowed anywhere on the Property. However, with written permission from the Licensing Liaison, performing animals may enter the Property, but only for rehearsals and performances.

Food & Beverages for Cast & Crew

The User agrees that when food and beverages are required for cast and crew, the only areas where such food and beverages may be served are the Lobby and the Mezzanine, unless agreed otherwise in writing by the Licensing Liaison. All food and beverages must be provided by a licensed food vendor. Covered beverage containers are permitted in the dressing room and backstage.

Timing of Performances & Intermissions

The Theatre doors will be opened for the audience at least thirty (30) minutes before the announced starting time of the event. All stage work and sound checks must be completed by that time. The House Manager will assist the User in opening the house—all coordination between the User and the front-of-house staff will be through the House Manager. **Under no circumstance may a performance begin or an intermission end without express verbal permission from the House Manager.**

Sound Levels and Equalization

The House Manager reserves the right to set the final volume levels and to approve the final equalization of the sound for any performance in the Theatre. If Whiteside sound equipment is used, a sound check must occur and be completed at least thirty (30) minutes before the doors are opened. All performers, orators, etc. must be present to participate in the sound check process.

Stage Area Policies (continued)

Delivery & Storage of User Property

User property will be allowed in the Theatre no earlier than Key-In time; it must be removed no later than Key-Out time.

All equipment, sets, props, costumes, merchandise, etc. may only be brought into or out of the Theatre at entrances designated by the House Manager. At no time may any portion of the sidewalks, alley, entries, hallways or ways-of-access to public facilities or utilities be obstructed from normal usage.

No items may be stored in the Theatre by the User without prior written approval from the Licensing Liaison and a written agreement signed by the User agreeing to pay a daily storage fee equal to a 2-hour closed event package rate (see rates are listed on page 6).

In the receipt, handling, care or custody of property of any kind shipped or otherwise delivered to the premises either prior to, during, or subsequent to the use of the Theatre by a User, Whiteside will exercise all due care to avoid damage to such property, but neither Whiteside, nor its officers, staff, employees, nor the Board of Directors shall be liable for any loss, damage, or injury to such property.

Security

Whiteside maintains security on all areas under its control. No additional locks will be permitted on the doors of the Theatre by the User. Valuables should **not** be left in the Theatre. It is recommended that valuables be collected by the User's Representative prior to the performance and kept with that Representative until the performance is completed.

Lost & Found

Found items are retained for thirty (30) days, after which they become property of the Whiteside Theatre Foundation.

Whiteside Theatre Foundation

P.O. Box 1105, Corvallis, Oregon 97339

www.whitesidetheatre.org; email: info@whitesidetheatre.org

*Supporting a multi-purpose entertainment and events venue in the historic Whiteside Theatre
that enhances economic vitality and cultural diversity of downtown Corvallis
for the benefit of the entire community*

User Agreement

This User Agreement (“Agreement”) is entered into as of _____, 201_, by and between the Whiteside Theatre Foundation (Whiteside) and _____ (User). Whiteside owns the property located at 361 SW Madison, Corvallis, Oregon (the Property). The Property consists of a Theatre, a Mezzanine/Lobby, and the outdoor Marquee. In consideration of User’s payment of the fee set forth below, Whiteside hereby grants to User, its guests, and invitees, a temporary license for the use of the identified portion of the Property, according to the terms set forth below and subject to all provisions contained in Whiteside’s Rules and Policies attached hereto as Exhibit A, and by this reference incorporated herein.

This Agreement, together with Exhibit A and the Fee Schedule for Event Packages, expresses the entire understanding between the parties with respect to the use of the Property and may not be changed, modified, or terminated except in writing signed by an authorized representative of each Party. If any provision of this Agreement is adjudged to be void or unenforceable, the same shall in no way affect the validity or enforceability of the remainder of the Agreement.

Effective date(s) of License: _____ Key-In Time: _____ Key-Out Time: _____

Portion of premises licensed: ____ Theatre ____ Mezzanine and Lobby ____ Marquee

Describe event and intended use: _____

User Fee \$ _____ Deposit required to secure reservation \$ _____ (1/2 of User Fee)

User / Organization: _____

Address: _____

Phone: _____ Phone 2: _____

E-Mail: _____ Fax: _____

Authorized Representative (print name): _____

Signature: _____ Date: _____

Is this a non-profit organization? [] Yes [] No If Yes, you will be required to provide a copy of your 501(c)(3) determination letter or other IRS nonprofit status to be eligible for discounted rates.

Whiteside Theatre Foundation:

Name and title (print name): _____

Signature: _____ Date: _____

Deposit received: \$ _____

Balance due: \$ _____ on or before _____ (Date).