

Wellspring Theater at the Epic Center Rental Rates, Policy & Contract

Known as one of the “gems” of performance spaces, the Wellspring Theater is located in the beautiful Epic Center in downtown Kalamazoo.

The 4,500 square foot theater provides an intimate setting with seating options for 100-140 guests. The suspended wooden performance floor and state-of-the-art lighting and sound equipment are perfect for theater and dance performances. It also is a beautiful space to host corporate meetings, special events, or workshops.

The Wellspring Theater facility offers:

- ☞ Intimate, 110-seat theater
- ☞ State-of-the-art sprung wood floor with optional Marley covering
- ☞ Innovative lighting and sound equipment
- ☞ Projection screen/canvas cyclorama
- ☞ Dressing rooms with restrooms and showers
- ☞ Discreet kitchenette
- ☞ Handicap accessible
- ☞ Free 90 minute street parking
- ☞ Attached covered parking garage
- ☞ Convenient downtown Kalamazoo location



The Wellspring Theater at the Epic Center is the permanent home of southwest Michigan’s only professional modern dance company, Wellspring/Cori Terry & Dancers. Wellspring offers a variety of programming, including modern dance performances, classes, and workshops. Rental of the Wellspring Theater is available dependent on Wellspring’s dance concerts, workshops, and class schedule. All theater scheduling is done on a “first come, first served” basis.

A signed rental agreement, signed rental rates, policy & contract, completed technical request form, deposit payment, and certificate of liability insurance are required by all renters at least one month prior to rental.

Please review the rental policy guidelines. To book your event or for more information, contact Amanda Cooke, Operations Assistant, at 269/342-4354 or amanda@wellspringdance.org.

Wellspring Theater at the Epic Center
359 S. Kalamazoo Mall, Suite 204
Kalamazoo, Michigan, 49007
Phone: 269/342-4354
Fax: 269/342-4245
www.wellspringdance.org

Wellspring Theater Rentals

Program Rental

Defined as a one-time rental of the Wellspring Theater for a specific event (i.e., performance, concert, workshop, meeting, party, or fundraiser).

Base Rental Fee: \$350 Hourly Rental Fee: \$150 1st hr., then \$60/hr.

Additional required costs include:

\$15 per hour fee for House Manager for duration of program, set-up, and take-down

Optional costs include:

\$15-\$25 per hour for additional set-up time

\$10 per hour for use of theater lamps

\$25 per hour for theater technician (sound and light board operator)

\$100 lighting design fee (performances)

\$100 for use of Marley dance floor

\$1 per additional padded theater chair (max. 30 chairs)

\$3.50 per 5' rectangular classroom table (max. 5 tables)

Additional custodial fee of up to \$100 may be imposed.

- ☞ A House Manager provided by Wellspring is present one hour prior to and for the duration of all program rentals and will assist with general logistics and use of the theater space.
- ☞ Program Rental grants use of the facility up to total of six hours. This may be extended with prior approval by Wellspring staff.
- ☞ Wellspring technical personnel is required to operate sound/lighting equipment. No outside technical personnel are allowed to operate equipment without prior approval by Wellspring staff. Lessee must inform Wellspring of all technical needs, including the need of technical personnel, at least one month prior to rental.
- ☞ All rentals shall be confirmed by signed contract at least one month prior to the event.
- ☞ A security deposit in the amount of \$100 shall accompany the signing of the rental contract. This amount will be applied to the final billing or refunded as agreed upon.
- ☞ In the event the Lessee cancels their rental, Wellspring shall retain the deposit.
- ☞ Balance of program, House Manager fee, and optional fees are due in full following receipt of the final invoice from Wellspring.

Class Rental (Evening or Day)

Defined as an ongoing weekly series for purposes of instruction with regular meeting days and times

Hourly Rental Fee: \$60/hr.

- ☞ 1 hour block per day minimum
- ☞ Fee based on a regular usage of at least one time per week
- ☞ 6 week minimum commitment
- ☞ 6 week rental payment must be received *in advance*
- ☞ In the event of cancellation, Wellspring shall retain any amount of the pre-payment necessary to cover costs incurred by the cancelled class.

Restrictions

- ☞ The Lessee shall abide by the uniform fire code and shall not admit to the Wellspring Theater a larger number of persons than can safely and freely move about. The total capacity of the Wellspring Theater is **127 persons/150 persons depending on event** and includes all audience members, performers, event staff, house managers, technical staff, and all other persons located in any area of the Wellspring Theater facility, including the theater, dressing rooms, catwalk, office, etc. Wellspring staff will discuss with the Lessee which theater capacity is appropriate based on the event taking place. The Lessee shall cap ticket sales or otherwise limit admittance to ensure compliance (see Ticket Sales). Wellspring reserves the right to determine when an overcrowding condition and/or obstruction in aisles, passageways or other means of egress exists and shall cause the performance, presentation, or other rental event to be stopped until such condition or obstruction is corrected. **Wellspring staff will enforce this policy strictly.**
- ☞ No Smoking policy applies to all users at all times.
- ☞ Food or beverage is allowed in the Wellspring Theater only by special arrangement with Wellspring staff. Alcoholic beverages shall not be served in the Wellspring Theater without prior approval by Wellspring staff.
- ☞ Lessee shall be responsible for basic cleaning of the Wellspring facility upon completion of their use and it shall take place within the time period of the paid rental. Should it be necessary for Wellspring to provide janitorial services, the Lessee will be charged for such services in the final billing.
- ☞ Lessee is responsible for providing their own staging requirements.
- ☞ The special flooring surface, designed for dance performance, may not be scratched, painted, permanently marked, cut, or punctured in any manner. Scenic units and/or equipment may not be attached to the floor and no materials may be used which might damage its surface. PVC or cloth tape must be used for "spiking"; masking or duct tape may not be applied to the floor.
- ☞ The white wall panel designed for projection (cyclorama), is extremely fragile and may be used only as a projection screen. All contact with the screen surface is to be avoided. Scenic units and/or equipment may not be attached to the panel and no tape or other materials may be used which might damage the surface.
- ☞ Nothing may be attached to door surfaces (inside or outside) and/or wall surfaces of the office or entry-way of the Wellspring Theater or the lobby of the Epic Center.
- ☞ The suspended pipe system, in addition to supporting the stage lighting system and audio speakers, allows suspension of scenic units and other objects into the space below. To ensure audience and/or performer safety and the integrity of the suspended pipe design, all rigging from the suspended pipe ceiling must be approved by Wellspring, must employ specified hardware and must be operated by Wellspring personnel.
- ☞ Use of the atrium area outside the Wellspring Theater for receptions or events must be arranged through the Arts Council of Greater Kalamazoo and may incur additional charge (call 269/342-5059).
- ☞ Lessee or its agents may distribute or sell printed materials or other articles, but all items offered for sale must receive the prior approval of the Wellspring staff.
- ☞ Rentals are for the time period of rental only; no enduring on-site storage shall be available.
- ☞ Wellspring management reserves the right to determine the appropriateness of the events that take place within this performance space. This determination can be the basis for rental approval, or be cause for the cancellation of a scheduled event. Wellspring reserves the right to cancel for any reason.
- ☞ The management reserves the right to remove or ask for the removal of any objectionable person or persons. The Wellspring Theater or its staff shall not be liable to the Lessee for any damage that may be incurred by the Lessee through the exercising of such right.
- ☞ The Lessee shall pay on demand for any loss or damage due to rental activities to the Wellspring Theater, theater equipment, or equipment belonging to professional talent brought in by the Lessee.

Program Advertising

All materials advertising the program shall list the theater as: *Wellspring Theater at the Epic Center*. Name does not imply Wellspring or the Epic Center is supporting the event.

Ticket Sales

There generally is no objection to charging an admission fee for an event, but such intentions must be declared and approved in advance by Wellspring staff. Arrangements for door sales or use of/access to the Community Box Office is the responsibility of the Lessee. Wellspring has established a standard cap of 105 tickets per event with the Community Box Office. Wellspring staff may approve the release of additional tickets based on the capacity that is determined for the event. The Lessee is then responsible for all aspects of tickets sales, ticket collection, ushering, and ensuring compliance with the 127-person/150-person capacity limit.

Liability Insurance (\$1,000,000 minimum)

Lessee must provide proof of insurance (naming the Wellspring Theater at 359 S. Kalamazoo Mall, Ste. 204, Kalamazoo, MI 49007 as the "additional insured" for the duration of the rental) to Wellspring one month prior to rental date. Failure to provide proof of insurance will result in cancellation of the rental contract and loss of security deposit.

I have read and understand the rental policies of the Wellspring Theater.

Lessee's Signature _____ Date _____