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### **DERRY OPERA HOUSE GENERAL TERMS AND CONDITIONS:**

1. The Damage/Cleaning deposit shall be returned to the USER by GDAC provided the USER has fully complied with all GDAC rental policies. The cost of cleaning, repairs/replacement of equipment/fixtures or repairs to the facility and grounds will be deducted from the Damage/Cleaning Deposit; insurance and/or legal claims shall be pursued for costs above the deposit.
2. If the USER cancels the event, the USER will notify GDAC immediately; all monies paid except the non-refundable binder will be returned to USER if canceled 90 or more prior to the event. Fifty percent (50%) of the rental fee will be refunded if canceled 60 days prior to the event. Any event canceled less than 30 days prior to the event will not be refunded.
3. If GDAC must cancel an event for any reason beyond our control, all monies paid shall be returned to USER.
4. The USER must provide full payment no less than 30 days prior to the event and a certificate of insurance or receive written GDAC insurance waiver before entering the building.
5. Rental times include all arrivals, set-up and clean-up times. Rental for additional days or storage of equipment exceeding this agreement will be deducted from the Damage/Cleaning Deposit.
6. GDAC Certified Production Staff will be present at all load-ins, technical set-ups or work sessions, strikes and load-out. Refer to the Certified Production Staff program documentation on the GDAC web site for job descriptions and responsibilities and a list of available certified staff online at [www.derryoperahouse.com](http://www.derryoperahouse.com) Rental Information
7. Potential costs for GDAC Certified Production Staff shall be paid directly to the technician by the USER.
8. All performance rights and royalty fees required for each performance will be paid by the USER.
9. The USER will bear costs of any police or fire personnel presence that may be required for certain events.
10. The USER will obtain permission from GDAC and the Derry Fire Department for use of open flame, pyrotechnics or any special effect, such as a fog machine, that may trigger the smoke detectors.
11. All GDAC policies and practices relating to fire codes safety codes, the Americans with Disabilities Act, smoking, alcoholic beverages, and non-discrimination will be strictly followed by all participants.
12. A GDAC Certified House Manager is required for all events. Up to 4 ushers (2 for each floor of the house occupied) must be provided by the renter to work with the House Manager.
13. GDAC reserves the right to conduct on-site marketing and promotional activities during any public performances or events in the building, unless otherwise agreed in advance between GDAC and USER.
14. Decisions of the GDAC Rental Staff, Technical Director or House Manager in matters of safety and facility rules compliance, shall be final.

### **USE OF ALL SPACES:**

1. A GDAC staff member will open the facility at the agreed rental time and sign out keys to the Contact person named on the rental agreement.
2. All common spaces/hallways must be cleaned and straightened every day. All props, tools and costumes must be placed in proper storage at the end of every day.
3. Trash must be placed in recycling bins near the red dumpster, behind the building. Paper and food trash must be carried to the red dumpster against the outside back wall of the building. **RENTERS ARE RESPONSIBLE FOR TAKING AWAY ALL WOOD, CARDBOARD, PAINT CANS, PROPS, ETC.** Renters will be charged a dumping fee for not complying.
4. Building and painting sets is absolutely restricted to the stage itself; all materials, especially paint brushes, must be cleaned in the Custodian sink at the back of the house.
5. Nothing may be attached to any walls without the written consent of GDAC.

6. The following are prohibited anywhere in the building:
  - Use of alcohol without GDAC Board written permission two months in advance of the event and a signed permit available from the GDAC office.
  - Smoking
  - Animals unless of necessary physical assistance or approved by the GDAC Board.
7. All youth under the age of 18 must be supervised by an adult at all times.
8. The USER is responsible for closing and locking all windows and doors and locking elevator access to the Opera House (Second Floor) to secure the building.
9. The USER is responsible for making a pre-show safety and parking announcement.
10. The USER shall make patrons, staff, cast and crew aware of the parking areas and parking restrictions, as posted throughout the building.

**USE OF STAGE FACILITY:**

1. GDAC Certified Production Staff will be present and supervise load-in, set-up, technical work sessions and strike; they will provide assistance to each USER to achieve production needs.
2. The Control Rooms (Booth) is restricted to the Technical Director, Stage Manager, ASM, operating technicians, Director and GDAC personnel. No drinks or food, except bottled water, are allowed in the Control Rooms. Keep all liquids away from control surfaces.
3. Drywall screws only are to be used on the stage floor.
4. Stage weights are preferred to screws.

**USE OF HOUSE;**

1. No food or drink (except bottled water) is allowed in the house without GDAC written permission.
2. The elevator is reserved for those needing assistance or access to the basement rest rooms.
3. State laws require the following:
  - Fire exits must be clear at all times: all doorways throughout the building, including entrances to stage, stairs to balcony, and lobby areas.
  - There must be a 3 foot wide aisle around perimeter of chairs; all aisles must be at least 3 feet wide.
  - No audience member may go beyond the affixed seating in the balcony.
4. Each renter is responsible for setting up the configuration of seating and restoring seating to the original configuration unless notified otherwise.
5. A Certified House Manager must be present at every performance to train ushers at least 90 minutes before every performance. Two ushers must be stationed in the balcony throughout the performance and 2 ushers on the main floor.
6. The audience shall be admitted to the house at least 30 minutes before the performance, 45-60 minutes in inclement weather. Fire code prohibits waiting on the stairs.

**USE OF CONCESSION AREA:**

1. The Certified House Manager or contact person shall supervise the cleaning of the area.
2. All food left overnight must be stored in the refrigerator or covered plastic containers.

**USE OF DRESSING ROOMS AND GREEN ROOM:**

1. The Contact person shall have control of the keys and supervise the cleaning.
2. Costumes and make-up are restricted to dressing rooms.
3. Adults must supervise young people at all times; interference or lack of respect toward other businesses may result in loss of rental privileges.
4. The Greenroom is a common area and technical staff will have access to this room during the rehearsal/performance period. Please do not change clothes in the Greenroom.