

## Rental Policies/FAQs

### IMPORTANT:

- We are a performing arts theater that programs the majority of our season shows on Fridays and Saturdays. We cannot guarantee a weekend for rental but please check with our Patron Manager and they can confirm whether or not a specific date is available.
- Our season is September-June each year. Our season schedule is typically set by August of each year. If you request for the upcoming season, we will have your name on a waiting list *until we finish our season build*, then let you know in August our upcoming season availability.
- ALL RENTAL REQUESTS MUST BE MADE AT LEAST ONE MONTH PRIOR TO THE REQUESTED DATE. There is a long Rental process that we use to complete all rental requests.

### Renter Requirements:

- Please note: Our Z website calendar does not reflect all events, rehearsal times, etc. going on in our building.
- **Each year we cannot book rentals past September until we have finished plugging in our Z Season Shows for the Sep-June season each year. Our season is normally fully done by the summer of each year, then we know which dates are available after September each year.**
- If you are a Non-Profit organization, you must submit proof of your non-profit status to receive the non-profit rental rates before a quote and contract are done for you.
- **For Public, Paid** ticketed events: Renter must fill out the Community Events Application (provided by The Z) and email it to the Commissioner of the Revenue to find out how much admission taxes you must pay or if your admissions taxes are waived. Renter is to send the invoice that admission taxes were paid the Commissioner of the Revenue OR forward the email from the COR that they have waived admission tax fees
- All renters are required to obtain Event Insurance for the day/days of rental:
  - Insurance: The Lessee shall, at all times during the term of the lease and at its own expense, carry commercial general liability insurance with coverage limits of not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate. The Lessee shall name Zeiders American Dream Theater as an additionally named insured (at no extra cost to Zeiders American Dream Theater) under its policy and shall provide evidence of such coverage by providing a Certificate of Insurance at least one week prior to the lease commencement date. This insurance will be maintained at all times during the lease term.
- 50% non-refundable deposit is due at the time of signing the contract.
- Final payment is due 3 days before the rental date.
- Map of Town Center, Seating chart, and Areas of Access building layout will be provided to renter for them to give copies to their third party vendors, staff/volunteers, and guests.
- Renter with more than 20 performers must do one of the following:
  - Rent an overflow space such as the Main Lobby, Studio Lobby, or Studio Theater-if available on date of rental
  - Rent the Green Room as overflow space of capacity of 10
  - Add chairs in the backstage for performers to wait

- **OR** provide seating for performers in the audience seating for performers to wait
- Renter, third-party vendors, guests, performers, etc. will not be able to enter the building earlier than the time indicated on the contract.
- Renter is responsible for providing volunteers/staff in **all** areas of rental use to assist guests throughout the theater spaces. The Welcome table staff will need to be staffed the **entire rental time**.
  - Main Stage Theater: Staff at Welcome/Greeting table, House Doors to direct guests to seating/Ushers in the theater to assist with seating, accessible seating, etc.
  - Studio Theater: Staff at Welcome/Greeting table, House Doors to direct guests to seating/Ushers in the theater to assist with seating, accessible seating, etc.
  - Main Lobby: Staff at Welcome/Greeting table, Staff at terrace doors to ensure no alcohol goes on the terrace(for paid,ticketed events)
  - Studio Lobby: Staff at Welcome/Greeting table
- Front entrance doors will be locked right before rental is over to prevent the public coming into the building at the end of a rental.
- Renter is not to leave the building until all guests, renter contracted third-party vendors such as caterers, photographers, videographers, performers, DJs, decorators, sales vendors, etc. are out of the building at the end of the rental time.
- Renter must stay within the contracted rental times and not go over timing. Renter is responsible for watching the time during the entire rental period. For every ½ hour past the rental end time, renter will be charged. Our Z staff is only scheduled for the times agreed upon on the contract.
- Renter is only allowed to set up within the times on the contract. The Z will not be able to hold any equipment or supplies in the building before or after a rental. Everything a renter and third-party vendors bring, they must take with them at the end of the rental.
- All third-party vendors must load up from the public front elevator. Parking on the curb with their flashers and moving their car to a parking garage after they load in.
- Loading dock elevator is offered only to caterers, performers with large equipment, and renters with large items to load up.
- Renter and third-party vendors are responsible for providing their own equipment such as point of sale, petty cash, wagons, carts, office supplies, reserved seat signs, extension cords, power strips, lobby and directional signs, etc.
- Renters are not able to bring in, deliver, or store any supplies or equipment for their rental before the date and times of their rental or keep them in the theater after their event. All renters must take all supplies and equipment they brought for their event with them at the end of the event.
- Walkthrough with the House Manager and renter after the rental is required to ensure there are no damages to the building. Pre-walkthrough can be requested by renter at the start of their rental time.
- Renter to offer volunteers/staff in the theater rented to oversee safety/fire hazard egress areas.
- 2 House Managers will be onsite when there is a catered/food reception.

### **Safety:**

- Renter must abide by the egress spaces for safety and fire hazard purposes in all areas of the building with equipment.
- Please do not allow anyone to sit or stand on The Z's tables/equipment
- Do not stand on chairs to hang anything
- If renter uses a step ladder of The Z's they take personal responsibility to do so.
- All exterior doors must be free of signage, backdrops, tables, chairs, any equipment guests could trip on trying to get out of the building.
- In the Main Stage Theater, no one is allowed to sit at the top of the stairs, behind Row H, in front of Row A, on stairs, or in emergency pathway exits. Please Make sure children are not standing or hanging on the vo railing at the top of the stairs.
- No wheelchairs, walkers, baby strollers, large bags, tripods, or any large equipment in front of our Row A or back Row H, on the stairs, in walkways of seating, etc. in the Main Stage Theater and in Studio Theater these items are not able to be behind or in front of seating, in aisles, or walk ways.
- No equipment can be blocking any emergency doors, pathways, or theater's doors, front entrance or exits.
- If children will be in the building for events in the lobbies or the theaters, parents are responsible for making sure children are safe, seated, not running in theater areas of access and watched by parents at all times.
- No smoking or vaping in any part of the building. This needs to be done outside of the building.
- DISRUPTIVE PATRONS: The Z staff reserves the right to escort disruptive patrons from the theater at any time.

### **Security and Weapons Hired by Lessee**

- FIREARMS & WEAPONS: Firearms and weapons of any kind are not permitted inside the theater.
- Renters may hire off-duty police officers, sheriff's deputies, or private security officers for their event at The Z, under the following guidelines.
  - Any individual or company providing security services must be engaged for the event under a written agreement with the renter.
  - Off-duty police officers or sheriff's deputies must have a current police ID and must be contracted through the VBPD or VBSO systems, currently
    - <https://police.virginiabeach.gov/services/hiring-off-duty-police-officers>
    - <https://vbso.net/hiring-off-duty-deputies>
  - Private security individuals must have proof of having completed DCJS approved Armed Security Guard training if they will carry a holstered handgun or the Unarmed Security Guard training if they will not carry a handgun.
  - While on duty, Security personnel must be uniformed to be easily recognizable as security and must visibly display their DCJS ID or police badge on their person.
- The Z is private property, and weapons are not permitted on the premises, regardless of individual certification and state open carry laws, with the following exceptions;

- Off-duty police officers and deputies may only carry holstered handguns and/or holstered weapons that are not firearms on their person, while on duty at an event onsite.
- DCJS licensed security may only carry holstered handguns and/or holstered weapons that are not firearms on their person, while on duty at an event onsite.
- The renter is responsible for providing The Z with copies of valid and current registration and IDs for any and all security officers working the event. These documents include:
  - DCJS Armed Security Officer or other Armed training category,
  - DCJS Firearms Category for any firearms carried,
  - Proof of registration for any weapons carried, and
  - Proof of a Weapons Carry Permit.
  - The Z staff or hired security may request to search bags as a condition of entry to private property, or if they have reason to believe the bag contains a prohibited item, or if a bag appears to be abandoned or unattended for a reasonable length of time. Individuals who refuse a bag search request may be denied entry or asked to leave if already onsite.

**Reminders:**

- Z House Managers will be on site the entire rental time to oversee the rental goes smoothly
- Printing on site is not offered. Signage is the responsibility of the renter.
- Signage is the responsibility of the renter for their event. The Z will have a sign at the front.
- Any excessive mess or damage to the building, renter will be invoiced for the damages/cleaning.

**Front of House equipment:**

- At no extra cost
  - Up to 16 cocktail tables
  - Up to 10 easels
  - (10) 6ft tables and (8) 8ft tables
  - 6ft & 8ft black table linens
  - Up to 5 benches
  - (15) Black fold out chairs
  - (16) Gray chairs
  - Up to 50 Reserved signs
- Extra equipment/Rentable spaces:
  - Pipe and drape is an extra cost if needed.
  - Grand Piano/Upright piano on site for an extra cost if needed.
  - Rentable spaces:
    - Green Room
    - Each Dressing room
    - Studio Theater
    - Studio Lobby
    - Main Stage Theater
    - Main Lobby
    - Terrace(if a 2nd concessions stand iss needed)

### **Marketing/Advertising/Ticketing:**

- Renters are responsible for their own marketing and ticketing of their event. All information about the renter's event including contact name, number, email, ticketing site, etc. should be provided to The Z in case we get any calls about your event.
- If renter chooses The Z's Box Office services, we will need all necessary information about the event for our Box Office to build the event.
- The Z does not offer any marketing on our marquees, website, or programs rental events.
- The Z lobby tv's are not able to be utilized by renters to display advertisements on.
- The Z does not offer The Z website for advertising for renters.

### **Theater/Tech Info:**

- Main Stage Theater seated capacity is 299.
- Main Lobby capacity with minimal equipment in the lobby is 244 standing room. Capacity is lower if catering food tables, check-in tables, prize/trophy tables, artwork on easels, photo backdrops, cocktail tables, benches, etc. are in the lobby.
- Studio Theater capacity is 100 seated guests. With minimal standing room in the back up to 10-15 more guests. The whole room capacity is 148 with performers, seated and standing guests, Z staff, and renter staff.
- Studio Lobby capacity with minimal equipment in the lobby is 65 standing room. Capacity is lower if Z Concessions bar, catering food tables, prize/trophy tables, artwork on easels, photo backdrops, cocktail tables, benches, etc. are in the lobby.
- Terrace capacity if renting the entire terrace with a 2nd concession stand is 244. If you are not renting the whole terrace and want a portion of it, you are allowed ¼ of the terrace to be fenced off just outside our terrace doors with cocktail tables with a lower capacity.
- If renter wants to reserve more than 50 seats for guests, they will need to provide their own reserved signs
- Accessible seating is available in each theater. The Z needs to know if there is a seat that needs to be taken out ahead of time.
- No wheelchairs, walkers, baby strollers, large bags, tripods, or any large equipment in front of our Row A or back Row H, on the stairs, in walkways of seating, etc. in the Main Stage Theater and in Studio Theater these items are not able to be behind or in front of seating, in aisles, or walkways.
- In the Main Stage Theater all large items need to be stored in the upper elevator lobby, the light lock (in between the double set of house doors), or in the lobby. In the Studio Theater, they need to be stored in the lobby.
- The Z does not allow renter's tech staff to utilize our equipment. All tech equipment for rentals are controlled and staffed by Z Tech Staff only.
- Film-obstructed views: For rentals that want to show a film in the Main Stage Theater, please note, there are obstructed views in the left and right sections. Obstructed view means the patron would not be able to see 100% of the screen. Some seats are partial view. The Z can provide a seating chart of the obstructed view seating upon request.
- Rehearsal time in the space for an event must be scheduled during rental hours. Renter is responsible for including in their rental the time needed for rehearsing if necessary.

- Testing of any technical aspects of the rental (ie: projections, music or other audio, and lighting) must be done during your rental hours. Renter is responsible for including in their rental the time needed to check any technical aspects when necessary.
- For Production level rentals, lighting and audio cue programming, as well as sound checks must be scheduled during rental hours. Programming is estimated to take at minimum the length of the stage event plus 30 minutes (complex shows or shows lacking clear run-of-show information may take longer). The more prepared you are, the quicker we can work. Programming can be completed on a different day from the event, but sound checks must be the day of the event.
- For every consecutive 4 hours of a rental, a 15 minute break must be included for our technical staff. Rentals over 8 hours must include a 60-min break for our technical staff.
- Renters may bring scenic elements in for their events, however, they may not be hung in the theater, block emergency exits, or block egress paths as determined by the fire marshall. Scenic elements may not be screwed or lagged to the stage deck unless advanced permission has been given.

#### **Lobby Info:**

- Balloons, centerpieces, decorations, backdrops, red carpets, artwork on easels or tables, etc. can be brought into the building.
- Renters may bring decorations in for their events, however, they may be hung from the ceiling, block emergency exits, or block egress paths as determined by the fire marshall.
- No open flames in the building at any time.
- No decorations allowed outside of our building.
- No taping or tacking on wooden panel walls, walls, doors. Signs can be taped to windows. Renter responsible for pulling tape off the windows.
- More than 2 mics and lobby sound for live bands is an extra cost.
- Lobby lights cannot be fully turned off during events. There is a default light that always stays on.
- Outlet use in the lobby must be approved by The Z staff to ensure you are using the correct outlet.

#### **Concessions/Catering/ABC Info:**

- If you would like our Z concessions open, renters must meet a \$170 minimum (for events with less than 150 guests) in sales by the end of the event. If you have an event that is 150 or more guests, you will require a 2nd bar/bartender at a minimum of \$340 of sales at the end of your event. If minimums are not met, the renter is responsible for paying the difference at the end of the event.
- For catered food reception events, The Z will have 2 House Managers working that event.
- Chafing dishes with sterno cups are able to be used
- There is no cooking onsite in any areas of the theater.
- Green Room can be rented if catering prep space is needed. Limited space.
- Sink, 8ft table and small counter space is available. An extra table in the backstage hallway can be requested for caterers.
- The Z's refrigerator is not for use by renters.

- Caterers/Renter should provide their own coolers, warming racks, and ice for food and drink.
- The Z does not offer ice from our concession stand.
- Z concessions sells alcohol and non-alcohol drinks and snacks. These drinks and snacks are able to be brought into the theater.
- The Z concession can be open during rental, we offer alcohol and non-alcohol items, and snacks during rental. Renter can decide to run a full tab, partial tab, or drink tickets for guests. Payment will need to be made at the end of the event. If renter guarantees one of these options, the alcohol will be discounted.
- Drink tickets will need to be provided by renter to give to their guests.
- For Paid, Public ticketed events: If renter does not want The Z's Concessions open for alcohol sales, Lessee/Caterer will maintain exclusive use and control of sale and consumption of alcohol the day of the event and is responsible for having the appropriate license in accordance with Virginia Department of ABC regulations. ABC license should be provided to The Z prior to the event date. Alcohol should not leave the building.
- For Private, Invite/Membership Free events: Lessee is allowed to offer alcohol without an ABC license. Alcohol should not leave the building. Renter is responsible for ensuring guests do not take alcohol outside of building.
- Alcohol is not permitted on the terrace except for Private, non-ticketed events with The Z fencing off part of the terrace.
- Reception food needs to be consumed in the lobbies and not be brought or consumed in the Main Stage Theater or the Studio Theater.

### **Third-Party Vendors:**

- Renter is responsible for all third-party vendors and contracts their own vendors for the event.
- All vendors are responsible for providing all of their own equipment to load-in and to vend: wagon/carts, POS equipment, petty cash,
- **Vendors are only allowed to offer/sell food if Renter has paid a Reception Cleaning fee.**
- Renter will need to be in the building to receive the vendors and stay until all vendors have left the building.

### **Theater Clean-up:**

- The Z House Managers are responsible for taking trash to our dumpsters and cleaning theater space used at the end of the rental
- Renters are responsible for cleaning and tidying up **during** their rental. A broom dustpan will be provided for each rental. If a large mess is made during rental, Lessee is responsible for letting the House Manager know so they can clean it up right away.
- Renter is responsible for all balloon popping, decoration strike, catered platters, breakdown of boxes, etc. that they used or brought at the end of their rental. All trash should be put in trash cans and not left under or on tables before they leave the building.
- Renters are responsible for sweeping and picking up any trash in dressing rooms and Green Room and putting all trash items in the trash cans.
- Renters are responsible for clean-up of all trash items in the theaters under the seats.

**Backstage spaces:**

- 2 Dressing Rooms with a capacity of 10 per room is an extra fee
- Middle bathroom-large enough for a 1-2 person dressing space-no extra cost
- Green Room for hospitality food or drinks or an overflow space for performers is an extra fee
  - Sink and 8ft table only available for use
  - Refrigerator is not included in rentals