

Ethos at IFCC 2010 – 2011 Rental Policies

WHAT IS ETHOS AT IFCC?

The Interstate Firehouse Cultural Center was established in 1982 by Portland's first African American elected official, Commissioner Charles Jordan. The building was formerly run by its own independent non-profit organization, which went out of business in May 2010. Ethos Music Center began operating the facility in August 2010. The IFCC building is owned by Portland Parks and Recreation.

Ethos' mission at the IFCC is to be a meeting place for artists, performers and musicians who are committed to offering diverse arts opportunities to the Portland community. In addition to renting the theater, gallery and dance studio to other non-profits at affordable rates, Ethos also implements its own music and dance programming to all ages at the IFCC throughout the year.

If you are interested in renting space at Ethos at IFCC:

1. **Read** through Ethos/IFCC's Rental Policies.
2. **Check** the calendar at www.ethos.org to determine availability. Please note that some private events may not be listed, but this will give you a general idea of our availability.
3. **Complete** the Theater Rental Form and submit it to Aila Bloomfield.
4. Ethos at IFCC will follow up within 10 days with a quote based on your proposed schedule as well as availability. At this point a meeting will be required to go over the contract and deposit fees.

RENTING THE THEATER

Capacity:

- 90 fixed seats, 110 with added seats

Features:

- Stage is 32' wide and 26' deep
- ADA Accessible front row seating and restrooms
- One green room and two large equity-standard dressing rooms with bathrooms, showers and lockers
- Lobby with concessions counter and refrigerator
- The theater has a fully-equipped television studio with three robotic cameras and a hand-held which feed into a live editing suite in the booth. Live broadcast capabilities. Use of this equipment may be made available on a case-by-case basis.

THEATER PERFORMANCE RENTAL RATES

Organization's Annual Revenue	Daytime rate before 6pm first 3 hours	Evening/weekend rate starting at 6pm first 3 hours	Late night rate begins at 10:30 pm first 3 hours	Run Use 4 or more performances first 3 hours
Small Organizations: 0 - \$100,000	\$220 per performance \$55 each additional hour	\$385 per performance \$65 each additional hour	\$110 per performance \$40 each additional hour	\$220 per performance \$55 each additional hour
Medium Organizations: \$100,001 - \$500,000	\$245 per performance \$60 each additional hour	\$440 per performance \$75 each additional hour	\$220 per performance \$60 each additional hour	\$330 per performance \$70 each additional hour
Large Organizations: \$500,001 and above	\$275 per performance \$65 each additional hour	\$495 per performance \$85 each additional hour	\$330 per performance \$80 each additional hour	\$440 per performance \$80 each additional hour

REHEARSAL RATES

\$40 an hour with a day or evening performance rental

Additional \$10.00 an hour for use of booth

Long run rentals may have access to a rehearsal/load-in block of **four, eight-hour days** for \$350, which does include use of booth.

****Note: Preview/Final Dress Rehearsal is considered a rehearsal**

PHOTO SHOOT BLOCK

\$130 for a three-hour block. Available weekdays between 12pm and 6pm and Saturdays between 10am and 2pm. Includes full use of the booth.

GALLERY AND STUDIO RENTAL

Small organizations - \$25 per hour

Medium organizations - \$30 per hour

Large organizations - \$35 per hour

PAYMENT SCHEDULE

A scheduling deposit of 25% of the entire rental fee is **due at the time a contract is signed**.

Dates will not be considered to be reserved until the deposit is received.

Depending on the length of a production, a fee schedule will be worked out at the time the contract is signed. In most cases, half of the remaining balance (after the initial deposit) is **due by the first day of theater occupation**, and the final balance is **due by the last performance**.

ADDITIONAL COSTS

Online ticket sales and printed tickets: All renting organizations must sell tickets through Ethos' website. After last ticketed event has finished, renting organization must pay a 3% credit card fee from total online sales through Ethos' website. In addition, Ethos charges \$20 per performance for full-color printed tickets (100-seat theater = 20 cents per ticket). This fee will be included in the full rental fee

Cleaning deposit: A \$250 cleaning deposit is **due by the first day of theater occupation**. This deposit will cover dusting, sweeping, cleaning and re-painting of soiled or damaged areas if necessary, but will be fully refundable if the facility is left in very good condition.

Unscheduled hours: If the schedule agreed upon at the signing of the contract is not strictly obeyed, or if additional time is needed, there will be an additional fee of **\$55 per hour** for use of the facility beyond the hours stated in the contract schedule.

CANCELLATION Policy

If a producer cancels more than 3 months before the scheduled event, the producer will receive a full refund less a **\$100 service charge**. There is **no refund** for events cancelled within 3 months or less of the event.

Ethos has the option to cancel a contract if all required expenses are not received 30 days prior to event and all fees are non-refundable. In case of cancellation, Lessee will remain responsible for all expenses agreed to in this contract and may be subject to collections enforcement if necessary.

INSURANCE

Lessee must present proof of liability insurance to Ethos on the first day of occupation. Failure of Lessee to provide proof of liability insurance is considered sufficient grounds for cancellation of contract and loss of all fees paid by Lessee. The Lessor, Ethos Inc., disclaims any liability for any personal injuries incurred during the tenure of the rental by Lessee. Lessee applying for use of Ethos facilities agrees to assume full responsibility for damages to property and all personal injuries, and to fully compensate for all damages and injuries incurred. Lessee agrees to be solely responsible for any damages occurring as a result of Lessee or Lessee's agents, and to indemnify Lessor for any losses that the latter may incur. Lessee agrees to comply with Lessor's policy regulating the Use of the Lessor's Building and Grounds, to comply with all requirements set forth in Lessor's Rates and Conditions found attached to this contract. It is also agreed that Lessor shall not be liable for any property damage or personal injuries whatsoever occurring from or connected with the granting of use of any Ethos facilities.

Publicity

Lessee's posters, advertisements and marketing materials must identify the location of this event as "**Ethos at IFCC**" or "**Ethos/IFCC**" (not just "IFCC" or "Interstate Firehouse Cultural Center").

Placement of posters, flyers etc on the front or inside of the facility is solely at the discretion of Ethos. Lessee shall not affix any materials to the building directly. Materials must be submitted to the Ethos office and will be placed in an appropriate location by Ethos staff **ONLY**. Failure to comply with this procedure will lead to all publicity materials being removed from the building. **This contract does not convey any use of the Marquee to advertise the Lessee's event. Placement on the Marquee is solely at the discretion of Ethos.**

Facility Use

Access: Ethos at IFCC does not give out keys to renting organizations. Ethos' house manager or other Ethos staff will open the building if it is not already open for normal business hours.

Light/Sound Booth: The light/sound booth and all lighting/sound inventory are permitted for use for all performance rentals. Lessee is responsible for sound equipment checked out during the rental time. Lessee is responsible for any damaged or missing equipment and must return the booth in the same condition it was found in.

Building and Painting Sets: The construction and painting of sets is not allowed in any area inside the building. Ethos at IFCC does not have workshop space. Adjustments and touch-ups are permitted.

Scenery, Set Pieces, Properties, and Costumes: Because of multiple events scheduled in the theater, Lessee may be asked to strike their set as much as possible to accommodate recitals or other performances. Lessee will not be requested to do this more than twice during their rental time, and will not be charged for the extra hours needed for these purposes.

Set Strike: All scenic items, including set pieces, draperies, properties, costumes, additional electrical and sound equipment used for the event must be **struck and loaded immediately after the last performance of the event** unless previously agreed upon in writing with the management of Ethos. Lessee is responsible to cover any expenses incurred by Ethos to restore the theater, upper and lower lobbies, dressing rooms, lighting equipment, and sound equipment to the original House Plot established prior to the Lessee's rental. When scenic pieces are brought into the facility, such items are not to be stored in such a manner in any way to interfere with any Ethos function or in defiance of any regulations set forth by the City of Portland.

Anything left behind by Lessee will be considered unwanted and will be handled accordingly. Should the Lessee wish to leave scenic items at Ethos to be picked up at another time, a storage fee of \$100.00 per day will be assessed on the Lessee.

Lessee may only use Ethos at IFCC's dumpster for items that fit in a regular sized trash bag. It is not permissible to dispose of scenery in IFCC's dumpster, unless arrangements are made ahead of time to pay the \$55 dumpster pick-up fee.

Supplies: Lessee must bring all hardware, tools, and crafts that will be necessary. **Ethos does not store any of these items for usage.**

Screwing and Nailing: No screwing and nailing into the stage floor are permitted.

Draperies: Nothing is to be attached or hung onto any of the soft goods and draperies in Ethos at IFCC.

Wires and Cables: All additional cabling and wiring for lights and sound must run along the floor of the stage or house, and taped in all appropriate areas to maintain the safety of the technicians, actors, and audience members.