WOODLAND THEATRE RENTAL FACT SHEET

Mission Statement

The mission of Woodland Productions is to enable and present high quality performances in the musical and theatre arts; provide cultural enrichment, educational experiences and performance opportunities for all ages; and preserve and enhance the historic Woodland Theatre.

General Information

Woodland Theatre is a historical building located in Kettle Falls, WA. It is available for private rental by individuals and/or organizations who meet the conditions described herein. The rental purpose must be compatible with the Mission and image of the Woodland Productions. Compatible purposes include but are not limited to music, dance, theatrical performances, lectures, presentations, meetings and film screenings. The Rental reservations are subject to approval by Woodland Productions and completion of required documentation and payment of a deposit. Use of the space and equipment is subject to availability. The lobby, stage and theatre, including a large screen, lighting, and sound system, are currently available for rental. In the near future backstage rooms will be available. Woodland Productions events take priority over any other use of all facilities.

Maximum seating capacity is 171 people which includes 2 wheelchair spaces.

Rental of the theatre or any part of it is subject to the following requirements:

Fees for rental by members of Woodland Productions, which shall include Friends of Woodlands, shall be $45 for rehearsals and $75 for performances or events;

Fees for rental by nonmembers shall be $75 for rehearsals and $150 for performances or events;

A member is defined as anyone 18 years or older who has participated in any Woodland Productions effort during the past five years ending June 1st.  In addition, an active member is any person who has made a donation of $35 or more during any two of the last five years.

If Woodland Productions determines, based on the use of the theatre for a particular event, that a General Supervisor and/or Technical Supervisor is needed, the renter shall be notified in advance of this requirement and shall pay $15 per hour for a General Supervisor and $20 per hour for a Technical Supervisor. A Supervisor is a person who has been trained in the operation of the various theatre systems and the theatre itself, and that person must be approved by the theatre to serve in that capacity;

If needed, a General Supervisor and/or Technical Supervisor shall be present during all hours of the rental and shall ensure that the renter conforms to all conditions in the rental agreement, that the facility is in good working order and that the facilities are cleaned and restored to their pre-rental condition, including cleaning of the restrooms, proper gathering and disposal of refuse and vacuuming of floors;

A Technical Supervisor shall handle all stage lighting and sound equipment for the rental, including prior setup and the entire event;

A “Rental” of the theatre or any part thereof shall be for no more than 8 hours per rehearsal or performance, absent prior approval by Woodland Productions, and the premises must be restored to their pre-rental condition within the 8-hour period;

Prior to development of a Lease Agreement, detailed information regarding the event must be submitted to the Booking Agent. If the event is approved by Woodland Productions, a Lease Agreement will be developed. Once a rental deposit in the amount of 50% of the total cost of the rental, up to a maximum of $500, is received, the Lease Agreement will be signed by all parties and the reservation will be confirmed;

Payment in full of the rental fee must be received by Lessor no later than 14 days prior to the event. Cancellation of the rental agreement by either Lessor or Lessee for any reason may and must occur no later than 14 days prior to the scheduled event date.

The Lessee must secure, at their own expense, a liability insurance policy insuring Woodland Productions against any and all liability arising out of their use and occupancy of the premises, including all outdoor areas, in an amount not less than $1,000,000 per occurrence. The Lessee must provide Woodland Productions with a copy of the required insurance policy no later than 14 days prior to the rental period. Failure to do so is a violation of the terms of the lease agreement and will result in cancellation of the lease;

Woodland Productions requires that all Lessees and all event participants comply with current State of Washington Department of Health and Northeast Tri County Health District recommendations and requirements.

Violation of terms of the Lease Agreement will result in forfeiture of all or part of the Deposit.

Woodland Productions does not discriminate on the basis of race, color, creed, religion, age, gender, gender expression, sexual orientation, national origin/ancestry, disability, marital status or military status, in any of its activities or operations. Events which have a stated or implied bias which violates this policy shall not be approved for rental.