



**CONTRACT FOR USE OF VLT FACILITIES by Outside Organizations**

The Very Little Theatre agrees to co-produce \_\_\_\_\_ (total number) of performances that will take place on (dates and times) \_\_\_\_\_ for (event name) \_\_\_\_\_ with (organization name) \_\_\_\_\_ in (VLT facility name) \_\_\_\_\_

The Very Little Theatre agrees to provide the following:

- |                                                   |                   |
|---------------------------------------------------|-------------------|
| Technical assistance or materials, as agreed upon | Seating           |
| A host member to assist the organization          | Use of the Lobby  |
| Use of public rest rooms                          | Heat and Lighting |

Please check any of the following amenities that you might need to use:

- |             |                |            |            |       |
|-------------|----------------|------------|------------|-------|
| The kitchen | Dressing rooms | Box office | Green room | Piano |
|-------------|----------------|------------|------------|-------|

If needed, the use of the space will require the following date(s) and time(s) for rehearsals:

\_\_\_\_\_  
\_\_\_\_\_

In return, the Organization named above will include the statement, "**In Cooperation with The Very Little Theatre**" on all publicity, printed tickets, and in any other way appropriate.

The Organization agrees to pay VLT a non-refundable deposit in the amount of \$150.00 for the use of the theatre space each performance day. The deposit is to be paid no less than one week prior to the performance or event and submitted along with the signed contract. In addition, the Organization will pay \$50.00 or 10% of the gross receipts, whichever is greater, if admission is charged for the performance or event. Payment is due within 10 business days after the event or performance.

If the Organization needs the assistance of a technician for sound and/or lighting, the VLT will provide a technician. The technician's charge is \$15.00 per hour with a three hour minimum. The technician's charge for operating equipment during performances is \$15.00 per hour with a three hour minimum. Technician charges will be paid directly to the technician the day or night of the performance(s).

Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature for The Very Little Theatre* *Date*

\_\_\_\_\_  
*Signature of authorized agent of organization named above* *Date*

VLT Scheduling Coordinator: Robert Rubinstein, 541-344-8176  
E-mail: scheduling@thevlt.com

The Very Little Theatre, 2350 Hilyard Street, Eugene, Oregon 97405