



SCHORR FAMILY FIREHOUSE STAGE RENTAL GUIDELINES

46-48 Willow Street
Johnson City, NY 13790

1. Smoking is expressly prohibited anywhere on the premises, including the Dressing Room areas. A cigarette butt container is located beside the front door.
2. The sale, consumption, use, or distribution of illegal drugs on or about the premises is expressly forbidden.
3. Licensees may not bring into the premises, or use, or store flammable or hazardous materials or chemicals of any kind.
4. Licensees and/or Owner shall eject rowdy or misbehaving patrons, whose conduct may cause injury to persons or damage to property at the discretion of management.
5. No chemical sprays of any kind shall be disbursed or directed at patrons or other persons on or about the premises.
6. Licensees shall keep all fire doors, exits, and staircases free of obstructions at all times, when persons are present on the premises.
7. Licensees shall obey all fire, building, and other safety ordinances which may be imposed upon or to which Goodwill Theatre Inc. (GWT) may be subject, whether same exist at the present time or are created subsequent to the execution of this agreement.
8. Licensees shall take no action that may jeopardize or endanger the Goodwill Theater Inc.'s licenses or permits.
9. Licensees shall take no action that may jeopardize, endanger, or otherwise harm the **SCHORR FAMILY FIREHOUSE STAGE** facility and equipment. Licensees are responsible for any damage done during their rental. GWT shall charge the Licensee with the reasonable cost of repair and/or replacement for damage committed during a rental.
- 10. No permanent alternations may be made to the space without the express prior permission of GWT. Any alterations made will be restored and charged to the licensee. Please note that you cannot drill holes into the walls or fixtures or tape objects (including on the floors) without the prior permission of a Goodwill Theater Inc. representative.**
11. All cords shall be secured in a safe and acceptable manner for general public traffic. All hanging equipment must be properly cabled and secured.

12. Alcohol may not be sold or consumed on premises without prior permission. You must have a temporary event permit in order for any alcohol to be distributed. The process for obtaining such a permit takes a number of weeks, so please plan accordingly. For an application for this temporary permit, please visit www.abc.state.ny.us/forms-quick-find and see “Special Event Permit Application” and “Special Event Permit Application Instructions.” Please note that GWT must have a file copy of your permit application at least one (1) week prior to the event. The original permit must be on display during your event.
13. All events necessitate the use of one off-duty Johnson City patrolman for security and traffic purposes. Officers must report at least one half-hour before the doors open for your event and remain until the facility is cleared. Officers make \$28/hour and have a three-hour minimum call. Goodwill Theater Inc. will make the arrangements for all off-duty officers and will bill the Licensee appropriately.
14. A janitorial staff person must be on staff for any event where food or alcohol is consumed. The Licensee is responsible for paying this fee at a rate of \$12/hour with a four-hour minimum. GWT will schedule such staff and bill the Licensee appropriately.
15. Your rental period begins from the moment you (or someone from your group) gains access to the facility until the moment the last person leaves. This includes any set-up personnel, including but not limited to decorators, deejays and caterers. This also includes the clean up time. Please note any item left behind will be considered property of the GWT, unless a specific pick up time has been scheduled with personnel prior to the event.
16. If you fail to vacate the premises at the conclusion of your contracted time, a \$250 penalty fee will be applied. GWT personnel have the right to disconnect power and lighting at the end of the contracted time period.
17. Open flame (such as candles or cooking apparatus) shall not be used within the SCHORR FAMILY FIREHOUSE STAGE.
18. Materials used on the SCHORR FAMILY FIREHOUSE STAGE staging area must be flame retarded.
19. Licensees shall be responsible for any “false” fire-alarm fees or security alarm fees related to their rental.
20. In the event of an emergency, Licensees shall follow the direction of GWT staff and/or any emergency personnel (police, fire, bomb squad, etc.).
21. Move-ins/Move-outs and/or rehearsals may be arranged pending availability during normal working hours (Monday through Friday from 9:00 a.m. to 5:00 p.m.). Move-ins and/or rehearsals on your event day should be listed in your contract. Any move-ins/move-outs and/or rehearsals that do not happen on your event day or that happen outside of normal business hours will be billed at a rate of \$50 per hour.