

MILLER THEATRE ADVISORY BOARD THEATRE LICENSE INSTRUCTIONS AND APPLICATION

*****PLEASE READ CAREFULLY BEFORE COMPLETING THE APPLICATION*****

Qualified Event Producers and individuals may rent the Miller Outdoor Theatre, if and when dates are available during the performing season. The daily rate is \$1,500. A discounted rate of \$800 per day is available for nonprofit organizations (proof of non-profit status is required.) Additional charges for crew, security officers, ushers and ticket printing (if applicable) vary by event type and projected attendance.

All Rental Applications will be evaluated by the Program Committee of the Miller Theatre Advisory Board (MTAB) using the same criteria as grant applications, with MTAB's Core Values as the guiding principle. Only applications for professional quality full-length performances of music, theater or dance or for presentations of classic or contemporary films or from non-profit organizations wishing to rent the enclosed stage for fundraising/gala purposes will be considered. Programs whose primary purpose is religious or political will not be considered. In order to create a balanced season, the Committee favors those programs that are different from performances that are produced/presented by organizations that receive grants from MTAB.

All requests to rent Miller Outdoor Theatre must be made in writing and sent to the Miller Theatre Advisory Board. Return application and supporting documents to:
Cissy Segall Davis, Managing Director Miller Theatre Advisory Board, P.O. Box 66267
Houston, TX 77266-6267 e-mail: csegall@milleroutdoorthatre.com fax: 713-942-0863

MTAB CORE VALUES FOR EVALUATING ALL PERFORMANCES AT MILLER OUTDOOR THEATRE

QUALITY is the foremost consideration in selecting performances for the Miller stage. Performances shall be of professional caliber. While MTAB appreciates the crucial role that civic and emerging arts organizations play in the city's cultural fabric, MTAB's commitment is to present the finest, most professional performances available.

DIVERSITY MTAB is committed to serving the many DIVERSE communities of Houston and looks for programs with cross-over, multi-cultural and multi-generational appeal.

BROAD APPEAL Performances must have BROAD, POPULAR APPEAL. The vastness of the Miller stage and audience area demands that MTAB select performances which will attract a sizeable audience, and support cultural tourism. MTAB appreciates the fact that many performances, while of a generally accepted "excellent" artistic quality, are nonetheless of a limited audience appeal. MTAB believes such performances should be presented in more suitable, intimate spaces rather than at a venue as large as MOT. Conversely, performances with an anticipated attendance of more than 6,000 per night would be more suitable for a venue larger than MOT. Performances at MOT shall be "family friendly" in content.

ACCOUNTABILITY Rental applicants must follow sound business practices, follow the rules and regulations of the theatre facility and adhere to all the terms and conditions of the Theatre License Agreement. Any applicant in violation shall not be eligible to rent the facility in the future.

FREQUENTLY ASKED QUESTIONS:

1. ALL EVENTS AT MILLER OUTDOOR THEATRE MUST BE PRESENTED FREE OF CHARGE TO THE PUBLIC. NO ADMISSION FEE CAN BE CHARGED AT THIS VENUE. (The only exception to this rule is if an event is enclosed and contained completely on the stage such as a “gala configuration”). If you need to charge admission to offset the cost of the entertainment attraction you want to present, Miller Outdoor Theatre is not an appropriate venue.

2. Rental fees: \$1,500 for for-profit/commercial entity or individual
\$800 for non-profit organization (IRS determination letter must be attached as proof of status.)
½ fee will apply for all additional rehearsal/tech days, if any.

3. All events at Miller Outdoor Theatre require the use of Miller Theatre professional stage crew. Costs for crew will be determined based on the type of event and time in the facility.

4. All performances at Miller Outdoor Theatre require the use of a professional stage manager.

5. All events at Miller Outdoor Theatre require security personnel as determined by MTAB and the Facility General Manager based on type of event and projected attendance. The General Manager will make arrangements for security personnel.

6. All events at Miller Outdoor Theatre require use of Professional Ushers, as approved by MTAB and the Facility General Manager. No volunteer ushers are allowed. The General Manager will make arrangements for ushers.

7. All evening events require tickets for assigned seating (for the seats under the canopy). These tickets may only be provided by MTAB and will be no more than \$150 per performance.

8. **PLEASE NOTE: Miller Outdoor Theatre is designed for a capacity of 6,000 patrons (1,705 in fixed seats; remainder on the hill.) Performances that may reasonably be expected to exceed this capacity may not be considered for rentals.**

9. **NO PERFORMANCE MAY BEGIN BEFORE 6:00 PM.** No festival components (booths selling food, drinks or merchandise) are permitted.

10. All those who rent the facility must provide insurance as outlined below:

Licensee shall, at its sole cost and expense, procure and maintain throughout the duration of the License Period, the following insurance:

Commercial General Liability Insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the Theatre, such insurance to afford immediate protection to the limits of not less than \$600,000 per occurrence and \$1,000,000 aggregate and such insurance shall include (a) advertising injury, (b) personal injury and (c) blanket contractual liability coverage which insures contractual liability under the indemnification of MTAB and the City by Licensee as set forth above; and

Workers' Compensation (Statutory Amount); and

Employer's Liability - \$500,000 Bodily Injury for each accident; Disease Limits of \$1,000,000 per policy and \$500,000 per employee; and

Business Automobile - coverage to include owned, hired, and non-owned vehicles with a combined single limit of \$1,000,000.

MTAB and the City of Houston shall be named as Additional Insureds on Licensee's policies, except Workers' Compensation, without any restrictive modifications. Waiver of subrogation shall include MTAB and the City and their employees.

The Board & the City may waive Workers' Compensation and Employer's Liability coverage for a Licensee who has no employees and provides a written statement verifying it has no employees. Insurance policies are to be written by companies authorized to do business under the laws of the State of Texas and on a form approved by the Insurance Commission of the State of Texas.

Licensee shall maintain with respect to each such policy or agreement evidencing such insurance such endorsement as may be reasonably required by either MTAB or the City and shall deliver to both MTAB and the City a certificate with respect to such insurance in a form reasonably satisfactory to both MTAB and the City at least (30) days before the commencement of the occupancy. Licensee shall notify both MTAB and the City at least thirty (30) days prior to cancellation, material alteration or non-renewal of any such insurance.

11. **ESTIMATED COSTS:** We cannot provide exact cost estimates until you provide very detailed information about your proposed program. Average costs to rent and utilize Miller Outdoor Theatre are \$5,000, not including the cost of insurance. A deposit covering projected expenses and proof of insurance is required in advance with an executed Theatre License Agreement. If actual expenses are less than projected (deposit), you will receive a refund for the difference. If actual expenses are more than projected, you are required to pay the difference within sixty (60) days from receipt of the Rental Summary Statement. Non-payment or late payment may jeopardize future rental of the Facility.

**MILLER THEATRE ADVISORY BOARD
THEATRE LICENSE APPLICATION**

APPLICANT: _____
(Name of company, organization or individual)

CONTACT PERSON(S): _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ EMAIL: _____

IS APPLICANT A NON-PROFIT ORGANIZATION? ___ yes ___ no
To qualify for non-profit rates, please attach your organization's IRS letter of determination.

IF APPLICANT IS A CORPORATION, LIST NAMES, TITLES & ADDRESS OF OFFICERS:

NAME/TITLE OF PERSON WHO WILL SIGN CONTRACT:

PHONE: _____ E-MAIL: _____

REQUESTED PERFORMANCE DATE(S): (NOTE - Friday and Saturday are rarely available throughout the season.)

CURTAIN TIME: _____ ESTIMATED LENGTH OF SHOW: _____
(No performance may begin before 6pm, and all performances must end no later than 11 pm.)

LOAD-IN/REHEARSAL DAYS: _____

TITLE OF PERFORMANCE: _____

SIZE OF CAST: _____ SIZE OF CREW: _____

ESTIMATED ATTENDANCE: _____

DETAILED DESCRIPTION OF THE PERFORMANCE: _____

DESCRIPTION OF STAGE SET, IF ANY: (moving pieces, soft goods, props, flying pieces?)

ATTACH STAGE PLOT SHOWING COMPLETE LAYOUT, INCLUDING POSITION OF MONITORS, MICROPHONE STANDS, CHAIRS, MUSIC STANDS, SET PIECES, DRUM SET, RISERS OR PLATFORMS, ETC.

NAME OF STAGE MANAGER: _____

LIGHTING DESIGNER: _____

SOUND OPERATOR/PROVIDER: _____

BANK REFERENCE (Account must be in the same name as the Applicant shown above)

Bank: _____ Contact: _____

Address: _____

Phone: _____

FACILITY REFERENCE: (List theatres, auditoriums, arenas, hotels and/or exhibit halls previously leased by Applicant shown above. If this is your first time leasing a facility, write "N/A".)

Facility: _____ Contact: _____

Address: _____ Phone: _____

City/State/Zip: _____ Date(s) of Event: _____

Name of Event: _____

Facility: _____ Contact: _____

Address: _____ Phone: _____

City/State/Zip: _____ Date(s) of Event: _____

Name of Event: _____

Facility: _____ Contact: _____

Address: _____ Phone: _____

City/State/Zip: _____ Date(s) of Event: _____

Name of Event: _____

BUSINESS REFERENCES (List companies with which Applicant has done business. If you wrote "N/A" for Facility References, you must list four (4) business references.)

Company: _____ Contact: _____

Address: _____ Phone: _____

City/State/Zip: _____

Company: _____ Contact: _____

Address: _____ Phone: _____

City/State/Zip: _____

Company: _____ Contact: _____

Address: _____ Phone: _____

City/State/Zip: _____

Company: _____ Contact: _____

Address: _____ Phone: _____

City/State/Zip: _____

This application will NOT be processed/approved if information is incomplete or inaccurate. No dates can be held or contracted without an Approved License Application.

This is not a legal contract and is not binding on either the applicant or MTAB. DO NOT make any advance arrangement regarding facility usage or promotion until a contract has been fully executed with MTAB and HoustonFirst Corporation.

I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature of Applicant
(Person who will sign contract)

Date

Return application to:
Cissy Segall Davis, Managing Director
Miller Theatre Advisory Board
P.O. Box 66267, Houston, TX 77266-6267
e-mail: csegall@milleroutdoortheatre.com
fax: 713-942-0863