

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_



## Application For Use of Mesquite Community Theatre

Important: All lines on pages 1 & 2 must be completed.

Date Submitted: \_\_\_\_\_

Producer: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Name of event: \_\_\_\_\_

Intermission: Yes \_\_\_ No \_\_\_ Tickets required? Yes \_\_\_ No \_\_\_

Music licensed? Yes \_\_\_ No \_\_\_ (See item #12 on page 2, Usage Policy)

### Dates and Times

#### Audition Dates

From

To

\_\_\_\_\_ @ \_\_\_\_\_

#### Rehearsal Dates

From

To

\_\_\_\_\_ @ \_\_\_\_\_

\_\_\_\_\_ @ \_\_\_\_\_

#### Tech Rehearsal Dates

From

To

\_\_\_\_\_ @ \_\_\_\_\_

#### Event Dates

From

To

\_\_\_\_\_ @ \_\_\_\_\_

\_\_\_\_\_ @ \_\_\_\_\_

\_\_\_\_\_ @ \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

## MCT Reservation/Usage Policy

“MCT” refers to Mesquite Community Theatre facilities. “VVTG” refers to Virgin Valley Theatre Group, the 501c3 non-profit organization solely responsible for management and operation of MCT. Agreements made with other individuals or organizations are not binding on VVTG or the City of Mesquite.

1. Applicant must be an authorized agent of the entity submitting the application.
2. TENTATIVE CONFIRMATION of reservation dates will be by email upon receipt of application pages 1 and 2. Reservations may be made up to 24 months/2 years in advance.
3. A reservation deposit of \$100 is due within 7 days after TENTATIVE CONFIRMATION is received.
4. FINAL CONFIRMATION of reservation dates will be sent to the applicant via email after receipt of the reservation deposit fee and liaison meeting. At this time, the reservation deposit becomes non-refundable.
5. Up to 12 days rehearsal within a two-week period prior to the event may be reserved. Additional rehearsal days may be reserved, if available. No sets, props, costumes, etc. may be placed prior to the first confirmed rehearsal date, unless approved by VVTG in advance.
6. The theatre and (green room if used) must be completely restored and cleaned no later than the day following the final show in a series. If the theatre and (green room if used) cleaning is insufficient as determined by the VVTG, then a \$125 cleaning fee will be assessed.
7. All fees will be deducted from ticket sales. Net proceeds will be paid by check as soon as possible, not to exceed ten (10) business days, after post-cleanup inspection by the VVTG.
8. If total fees exceed ticket revenue, the shortfall must be paid by the Producer as soon as possible after notification but not to exceed 7 business days.
9. Sale of any items on the theatre property must have prior approval by VVTG.
10. Sale of food or drink items other than MCT concessions must have prior approval by the VVTG.
11. The use of nails or screws or thumbtacks on any walls or floors of the theater must have prior approval by the VVTG. The use of nails or screws or thumbtacks on the stage floor or proscenium is strictly prohibited. 3M “Command” adhesive hooks and tape approved by the VVTG are permitted. The producer will be charged for any repairs required if these rules are violated.
12. **The Producer guarantees that all materials (music, scripts, etc.) used for an event have been properly licensed prior to the performance. Proof of such license must be presented to VVTG 30 days prior to event. Alternately, music licensing is available for an additional fee.**
13. VVTG reserves the right to review any printed material intended to be distributed at any event. Material (s) must be submitted at least 5 days prior to opening.
14. **Please email a digital copy of your playbill/program to [vvtheatre@gmail.com](mailto:vvtheatre@gmail.com). A copy of all programs that contain music is submitted to BMI, SESAC and ASCAP for music royalties**

### Liability Insurance is Required

- Minimum coverage required is \$100,000 property damage and \$1,000,000 general liability.
- Virgin Valley Theatre Group and the City of Mesquite must be named as additional insured.
- A copy of the insurance declarations page must be submitted at least 30 days prior to the first rehearsal or audition day or show opening, whichever comes first. In the event the reservation application is submitted fewer than 30 days from production the reservation will not be confirmed before receipt of evidence of insurance.
- If the producer does not possess insurance, they may be covered under the VVTG policy with a signed Wavier of Liability form from each cast/crew member. Cost \$40 for <=4 events and \$80 for >4 and up to 8 events.

### Hold Harmless Provision

Producer understands and agrees to indemnify, hold harmless and defend the Mesquite Community Theatre, Virgin Valley Theatre Group, and City of Mesquite, their officers, volunteers, and employees from any and all claims resulting from injuries, damages or losses sustained as a result of the use of this facility and its adjoining property which was not the result of negligence by Virgin Valley Theatre Group, City of Mesquite or its employees or agents.

*I attest that I have read, understand, and agree to the above MCT Reservation/Usage Policy.*

---

APPLICANT SIGNATURE (Individual or Organization)

Date

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

### Facility Fees

Deposits and fees may be paid by cash or check payable to Mesquite Community Theatre.  
Credit and debit cards are accepted; however, a 3% transaction fee will be added.

(Choose one package)

#### Package 1 Lobby, Theatre and Green Room (Additional tech fees may apply)

Number of Rehearsal Days \_\_\_\_\_ @ \$10 per day Fee \_\_\_\_\_  
Number of Audition Days \_\_\_\_\_ @ \$10 per day Fee \_\_\_\_\_  
Number of Events \_\_\_\_\_ @ \$150 per event (\$100/event 501 c3) Fee \_\_\_\_\_

#### Package 2 Lobby and Theatre (Additional tech fees may apply)

Number of Rehearsal Days \_\_\_\_\_ @ \$10 per day Fee \_\_\_\_\_  
Number of Audition Days \_\_\_\_\_ @ \$10 per day Fee \_\_\_\_\_  
Number of Events \_\_\_\_\_ @ \$150 per event (\$100/event 501 c3) Fee \_\_\_\_\_

**Total** \_\_\_\_\_

### Ticketing Fees

Box office ticket sales/online ticket sales: \$1.50 per ticket  
Music licensing: BMI= 0.80% of gross ticket sales  
SESAC= <500 tickets \$20 flat fee, >=500 tickets .05 per ticket

Tickets printed by any vendor other than MCT will not be accepted for admission to an MCT event.  
Discount coupons of any kind will not be honored unless pre-approved by VVTG.

### Technical Support

- a. MCT technical fees are **\$25 per hour**. Includes programming pre-show and intermission music, production sound effects, video, music, lighting, etc. as well as dress and technical rehearsals and performances.
- b. Miscellaneous support is **\$10 per hour**. Includes spotlights, curtain pullers, set crew etc. or may be staffed with your VVTG approved volunteers at no additional cost.
- c. A meeting between the Tech coordinator, VVTG liaison, and the producer/director shall be scheduled at least 30 days prior to the event.
- d. An estimated technical fee will be sent to the producer no later than one week after the conclusion of the production meeting.

### Cleaning Fees

The theatre and (Green Room if used) must be completely restored and cleaned no later than the day following the final show in a series. If the theatre and (green room if used) cleaning is insufficient as determined by the VVTG, then a \$125 cleaning fee will be assessed.

I will clean the theatre and (green room if used)  
Please use the MCT Cleaning Check List

Please clean the theatre and (green room if used)  
and deduct amount from net distribution

Requested by:(Name) \_\_\_\_\_ Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

### Event Description Required for Ticket Sales

At least 30 days prior to tickets going on sale please provide a 100-word maximum description of your event.

This will appear on the website when you click to buy tickets.

Also please provide a poster, photo, or other graphic (jpg or png format) to: [vttheatre@gmail.com](mailto:vttheatre@gmail.com)

---



---



---



---



---

### Marquee Usage Request

The MCT marquee is included with the rental of the theatre and available for informing the public about your upcoming event. Your announcement will be posted after the last event preceding yours.

MCT personnel will post your message as you specify below. The MCT reserves the right to edit your message, as necessary.

Please print your message in block letters in the chart below:

Use only upper-case letters, numbers and exclamation point, period, comma, question mark, dash, or dollar sign. (! , ? - \$)


Requested by:(Name) \_\_\_\_\_

Date: \_\_\_\_\_

Form to be submitted to VVTG/MCT at least 30 days prior to posting date.

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

### Ticketing Request

Production:

\_\_\_\_\_ P R E S E N T S

\_\_\_\_\_

Venue:

Ticket Type:

Capacity: Max 197

\_\_\_\_ Mesquite Community Theatre

\_\_\_\_ General Admission

\_\_\_\_ Reserved

SEE SEATING CHART TO CHANGE #

COMP TICKETS \_\_\_\_\_

Event Dates:

Time

\_\_\_\_\_ @ \_\_\_\_\_

\_\_\_\_\_ @ \_\_\_\_\_

\_\_\_\_\_ @ \_\_\_\_\_

Ticket Prices:

\$ \_\_\_\_\_ ADULT

\$ \_\_\_\_\_ STUDENT

Please note: Any changes to ticket pricing after the initial printing will result in a \$50 charge

Tickets To Be Sold Online:

Pass all fees on to Patron

Pass NO fees on to Patron

Pass \$ \_\_\_\_\_ on to patron

Requested by (Signature)

Date

Printed Name

Phone: \_\_\_\_\_

**Mesquite Community Theatre/Virgin Valley Theatre Group**  
**150 N Yucca Street, Suite 22, Mesquite, Nevada 89027**