

# The Lab Theater

**700 North First Street  
Minneapolis, MN 55401**

To:

From: Mary Kelley Leer  
Lab Productions, LLC

Re: Rental Agreement for The Lab Theater

Date: , 2018

This letter serves as the agreement between Lab Productions, LLC (the "Lab") and \_\_\_\_\_ (the "User") for the rental of The Lab Theater, located at 700 North First Street, Minneapolis, MN 55401.

In consideration for the User's payment of rent and other fees set out below, the Lab agrees to the following:

- User's exclusive use of the Space beginning at (time, day, date) and ending at (time, day, date). The Lab shall have the right of access for normal and incidental maintenance as well as emergencies.
- The User may reconfigure the staging, seating, lighting and sound equipment as it suits their performance and audience needs so long as the Lab first agrees to the proposed reconfiguration and, at the conclusion of the rental period, User returns the Space to the same configuration in which it was found. Any reconfiguration will be confirmed in writing prior to the time of load-in to the Space. The reconfiguration of the Space shall be at User's cost and expense.
- Lighting and sound equipment are included in the rental. Tech staff are not included. The theater's master electrician (Ray Steveson) is available to the User at a rate of \$25/hour, or may be hired directly by the User on a fee for services basis. Ray is also available for design and to operate the board for lighting.
- User is required to set a production meeting at The Lab Theater at least 30 days prior to load in. Jessie Storovich, Lab Production Coordinator, is the contact for this meeting: [jessiestorovich@gmail.com](mailto:jessiestorovich@gmail.com)/(605) 695-7910.
- Use of a mechanical lift to access the theater grid is included in the rental. If the equipment is not operating properly, the Lab will repair it as soon as reasonably possible. User must make sure the electric battery is plugged in and recharged after

each use. A detailed instruction manual is attached to the lift. Any individuals involved with a production wishing to use the lift must provide proof of insurance. Otherwise, only Lab staff shall use this equipment.

- User shall take full responsibility for the safety of all persons working on their production. User shall be required to produce evidence of workers compensation and liability insurance for any and all individuals who asked by the User to work on the production in the Space.
- The Lab Theater has a baby grand piano that may be used for performances. The only cost to the User is the cost of tuning the piano for their use. If the User would like to use the piano, please initial here \_\_\_\_\_.
- House Management shall be the responsibility of the Space.
- Tickets: The Lab Theater offers full box office services as well as online ticketing. The costs for this service are included in the rental. All details are to be determined prior to signing the rental agreement. All income from ticket sales shall belong solely to the User. The only cost involved is the pass-through of all credit card transactions fees (4%). On Monday, following the performances, a box office settlement statement will be sent to the Users for approval. As soon as it is approved, a check shall be issued to the User for the full amount due.
- Ushers are not provided by the Lab. Should the User wish to provide volunteers as ushers, they will work under the direction of the house manager.
- Chairs for 300 people will be provided, and should be returned to the original seating arrangement at the end of the rental. The theater's fire code capacity is 350 which includes all performers and staff. Official seating capacity of the main bank is 230 and official seating capacity of the mezzanine is 50. Additional seating can be provided but seating capacity shall be determined by the user's configuration of the space.
- Men's and women's dressing rooms, with toilets and showers, shall be provided.
- The Lab shall be delivered clean to the User on load-in. During the rental period, the Lab shall provide full janitorial services on the morning of each performance day. On rehearsal and tech days, the User shall be responsible for the cleanliness of the space, including the removal of trash to receptacle bins (located outside at the back) of the theater. At the end of the rental period, when load-out is complete, User will leave the theater and backstage areas in broom-clean condition and all trash shall be removed. Dumpsters for refuse and recycling are located in the alleyway behind the theater. Dumpsters at the Space cannot be used for building materials. Any construction materials brought to the Space by the User must be hauled away at the close of the rental period.
- For load-in of sets and props, User may use the elevator in the Space or, if needed, there is a hoist off the loading dock behind the Space for large, heavy items. User shall notify the Space of their need to use the hoist as an operator is required.
- The Lab Theater operates all concessions (including beer and wine). All income from concessions shall belong solely to the theater. Unless previously agreed to by both parties, every performance shall include at least one intermission.

