



Venue Rental Policies and Procedures

- At the initial walk-through/site visit, a worksheet will be completed and signed by the client, outlining all pertinent details and requests. 48 hours notice is required for any changes.
- RMTC respectfully requests that one representative of the company be the primary contact for this event.
- The Cabaret venue can be available the day of the rental as early as 12:00 noon to allow caterers, etc. to complete final details for the chosen evening. Any further visits requiring RMTC staff will be scheduled at the discretion of the Production Manager. A fee may be charged in the event of multiple additional visits, as described in the Pricing Menu.
- The Backstage area is restricted. Access is NOT available to the client. Backstage access is only granted to a Performing Act under the Entertainment Package, as listed in Pricing Menu.
- The Stage area is available at an additional fee, as described in the Pricing Menu. Permission to use the Stage or set up electronics or musical equipment during an event must be pre-arranged and approved by the Production Manager.
- RMTC will provide the venue in a clean and organized state. Tables and other furniture are NOT allowed to be moved unless previously arranged with the Production Manager. Client is responsible for leaving the facility in the manner it is found. Any excessive cleaning needed will be subject to a Refit Fee, as described in the Pricing Menu.
- RMTC Cabaret is a smoke-free facility. Smoking is strictly prohibited.
- RMTC reserves the right to advertise its season and/or sponsors during event.
- The use of RMTC's name and/or logo must be pre-approved with the Production Manager.
- RMTC reserves the right to charge 10% for any merchandise being sold during event.
- RMTC merchandise counter will not be available unless requested prior to the event.
- Any and all decorations must be pre-approved with the Production Manager. Open flames are NOT allowed.
- RMTC does not have rights to any parking facilities at the Cabaret Theatre. However, the adjoining parking deck next to the Cabaret Theatre is used in the evenings at no charge and is usually available for performances.
- Liability: RMTC shall not be liable for any damage, loss or injury to any persons or to any property that occurs during the use of the Cabaret.
- Indemnify RMTC: The party requesting rental of the Cabaret space will indemnify and hold harmless RMTC from all fines, suits, claims, demands and actions of any kind or nature, by reason of any breach, violation or non-performance of any condition of this Agreement. Rental party will indemnify, protect and hold harmless RMTC from any loss, cost, damage, or expense caused by injuries to persons or their property, while in, on, or about the Cabaret in connection with the rental.
- Damages: Any loss, costs, expenses or damages to the Cabaret or RMTC, including without limitation any damage to or destruction of any equipment, supplies, or other items located at the Cabaret, or any damage to any part of the building in which the Cabaret is located, arising from or related to the use of the Cabaret, shall be the sole responsibility and expense of the party renting the space.