

**Location:** 2nd floor, 180 Bloomfield Avenue, Montclair, NJ 07042

*\*There is no elevator in the building*

**Telephone:** 862-205-3525

**Contact Email:** rentals@dreamvtc.org

**Key:** Depth is how deep the area is; width is how wide the area is.

**Main Room:** 48' 2" in width from wall to wall and 46' 3" from wall curtain to wall curtain. 30' 9.5" in depth from sound booth to stage apron. It has hardwood floors, a high ceiling, and sleek black curtains covering black walls.

**Studio A:** Approx. 28' 9" in depth and 17' 11" in width. It has finished hardwood floors, a high ceiling, a double stall unisex restroom, lilac walls, and glass panoramic doors that can open to fully connect it to the main room.

**Studio B:** Approx. 28' 9" inches in depth and 9' 5" inches in width. It has finished hardwood floors, a high ceiling, a single stall handicap friendly restroom, lilac walls, and glass panoramic doors that can open to fully connect it to the main room.

**Capacity:**

- Theater Seating:
  - Main Room: 183
  - Studio A: 24
  - Studio B: 6
  - Total: 213
  
- Standing Only: 270
  
- Event Seating with Round Tables (Stage Fully visible):

*Note: Totals are based on our 60 inch round tables seating 10 people per table. Additional dais seating can be located onstage and is not included in these numbers.*

  - Main Room: 120
  - Studio A: 40
  - Studio B: 10
  - Total: 170
  
- Event Seating with Round Tables (Stage visible but not fully):

*Note: Totals are based on our 60 inch round tables seating 10 people per table. Additional dais seating can be located onstage and is not included in these numbers.*

  - Main Room: 180
  - Studio A: 40
  - Studio B: 20
  - Total: 240

**Stage/Proscenium/Apron:**

- **Stage:** Proscenium stage with two levels. Stage floor is black. There is a step separating the stage from the apron. The step is 8 inches in height. We have a 16' 7.5" inches in depth from step to the back wall and 14' 6" in depth from the step to the back curtain. It is 19' 6" inches in width. It is 9' 7.5" in height from floor of stage to electric grid and 10' 2.5" inches in height from floor of stage to ceiling.
- **Upstage Proscenium:** 18' 1.5" wide, 8' 5" in height
- **Apron:** 35' 5" in width and 11' in depth. From apron floor to ceiling, it is 10' 11" in height. From apron floor to lighting grid, it is 10' 4.5" in height. From floor to iron beam, it is 9' 2" in height. From main room floor to apron, it is 2 feet in height.
- **Stage Left Wing:** The wings are split into two parts via a black curtain. The space from the wing curtain to the wall is concealed from the audience and acts well as an aisle for actors to use or extra storage space for sets and props. The wing space from the curtain to the stage is visible to the audience and works well for entrances/exits as well as extra storage for sets in a minimally distracting location. From wall to stage it is 6' 6" in width and 14' 6" in depth. From wall to curtain, it is 2' 7.5" in width and 15' 5" in depth. From Curtain to stage, it is 3' 10" inches wide and 14' 6" in depth.
- **Stage Right Wing:** Same as the stage left wing, split into two parts via a black curtain. The space from the wing curtain to the wall is concealed from the audience and acts well as an aisle for actors to use or extra storage space for sets and props. The wing space from the curtain to the stage is visible to the audience and works well for entrances/exits as well as extra storage for sets in a minimally distracting location. The pulleys to operate the front curtain and traveler are located here. It is 14' 6" in depth and 6' 5" in width from wall to stage. 3' 7.5" in width and 14' 6" in depth from curtain to stage and 3' wide and 15' 5" deep from wall to curtain.

#### **Backstage space:**

- **Backstage Left:** 9' 2.5" in depth and 13' 8.5" in width. There is also a dressing cubby which is 4' 6.5" by 4' 7.5" and a single stall restroom
- **Backstage Right:** 10' 6" in depth and 6' 3" in width. There is also a single stall bathroom.

#### **Theatre is appropriate for:**

Dance recitals/performances, music recitals, play readings, lectures, meetings, movie nights, award ceremonies, wedding receptions, quinceaneras, bat/bar mitzvahs, children's workshops, theatrical performances.

*Please Note: The theater is NOT accessible*

#### **Available, depending on price package:**

##### **Lighting System:**

1 Element ETC Lighting Board Console  
 4 Mini Moving lights  
 36 Color Source JR. Zoom DB, 25 - 50 degree Zoom with Edison  
 2 ADJ FS-1000 Spotlights

##### **Sound System:**

2 Electro-Voice ELX 118P  
 2 Electro-Voice ZLX-15P  
 YAMAHA TF5 Digital Mixing Console  
 5 Handheld Wireless Mics  
 14 Wireless Face Mics

**Projector:**

Optoma ZU860 8500 Lumens WUXGA Professional Installation

Laser Projector with an Optoma BX-CTA 15 Motorized Short Throw Zoom Lens and a 10' 1" high and 18' wide projector screen.

**Tables:**

8 x Round 60 inch Tables (seat 10 people)

4 x Round 48 inch Tables

3 x Rectangular 60 inch Tables

**Chairs:**

100 stylized black chairs

10 stylized white chairs

**Ladders:**

1 - silver ladder - 12 feet tall with a 12 foot extension

1 - Silver & Blue Werner - 6 feet tall with 10 foot maximum reach and 250 lbs. capacity

1 - Orange Werner - 10 feet tall with 14 foot maximum reach. 300lbs. capacity

1 - Silver & Blue Werner -10 feet tall with 14 foot maximum reach. 300lbs. capacity

**Bathrooms:** There are 4 restrooms: 2 Single stall restrooms backstage, 1 single stall restroom in Studio B, and a unisex double stall restroom in Studio A. All restrooms are equipped with no-touch toilets, sinks, and soap dispensers

**Heating/Air Conditioning:** The space has a modern HVAC air replacement system. The temperature can be controlled via two thermostats located on either side of the stage.

**RENTAL FEE:** \$425 per hour; \$2,500 per 8 hours (\$315 per hour for every additional hour), for a basic rental package. Use of our stage lights, sound equipment, projector, and kitchen, are additional fees. They are as follows:

Staffing	TOTAL	Hours	Rate	Description
For events using our stage lights and/or microphones/sound system, you must hire our Technical Director			80.00 an hour or \$500.00 per 8 hour Day.	Includes standard lighting plan and two hand held microphones.
For Events that require customized lighting looks/cues, special effects			an additional 20 an hour.	To create and execute customized lighting plans or effects
For Events that require customized sound cues or additional microphones			an additional \$20 an hour	To create and execute customized sound plots/plans or effects using more than two hand held microphones

<b>Custodial</b>			\$250.00	Charge added after the event if the space is not restored to its original condition by the Client
<b>Kitchen Fee</b>			\$500.00	Kitchen usage fee if required
<b>Projector/Screen</b>			\$250.00	Projection usage fee if required

**SECURITY DEPOSIT:** 50% of the rental fee

**INSURANCE:** \$1 Million dollar liability insurance certificate with The Vanguard as the name beneficiary must be provided by the renter.

**CLOSING TIME:** Please plan on being out of the building by 11 pm or such other time as agreed to with the Rental Coordinator. There are apartments next to the theater and we must be respectful of our neighbors.

**Stage Floor:** The stage floor is black, however renters are permitted to paint it differently as long as it is restored to black at the end of their contract.

**For theatrical productions:** Lighting and set plans must be submitted to Vanguard a minimum of two weeks prior to load-in for approval by our Technical Director.

**Strike/Clean up:** When you do your strike/clean up, please plan on leaving the theater and equipment in the same condition you received it. The stage must be restored to its original condition at the conclusion of your contract and all costumes, props, and set pieces must be removed from the space.



The Vanguard  
180 Bloomfield Avenue  
Montclair, NJ 07042  
862.205.3525  
vanguard@dreamvvc.org

DATE:

TO:

Re: Rental Agreement

Dear \_\_\_\_\_:

It has been a pleasure meeting and working with you as you plan your event.

Enclosed please find the rental agreement. Please sign where indicated and return to me with a deposit in the amount of \$\_\_\_\_\_ as soon as possible to secure your event dates.

The balance of \$\_\_\_\_\_ will be due on\_\_\_\_\_.

*Please note: this contract is not binding until we receive the original with your signature, accompanied by a check for the balance.*

An outline of the event is as follows with the pricing:

We look forward to working with you to make your event a success!

Sincerely,

\_\_\_\_\_  
rentals@dreamvvc.org

# AGREEMENT

## THE VANGUARD

### FACILITIES TERMS AND CONDITIONS

Vanguard Theater Company (“VTC”) is a private nonprofit performing arts organization. VTC is pleased to make its facility available to businesses, organizations, and individuals. Clearance must be arranged with VTC’s Rental Coordinator.

VTC requires strict adherence to the following agreement and guidelines. If your event is less than a month away, payment in full must be received along with this signed contract, unless otherwise agreed

**THIS AGREEMENT**, made on \_\_\_\_\_ is made between Vanguard Theater Company (“ VTC”) acting by and through \_\_\_\_\_, and [Name, Title and Address of Renting Party] (Herein referred to as the “Client”)

VTC agrees, subject to the terms and conditions specified below, to provide the use of The Vanguard to the Client on [DATE] from [TIME] (“Rental Period”)

Facilities and areas included are: \_\_\_\_\_

Facilities and areas excluded are: \_\_\_\_\_

Purpose of the rental is: \_\_\_\_\_

**Client hereby agrees to use the included areas, and only these areas, on the rental dates for the purpose described.**

Rental rates are: \$425 per hour; for \$2500 for 8 hours (each additional hour is \$315) plus add-ons:

Category	Hours x	Rate =	TOTAL	Description
<b>Base Rental (includes house lights on/ off and no sound equipment)</b>				
<b>Basic lighting and sound plan requires hiring our Technical Director</b>		80.00 an hour or \$500.00 per 8 hour Day.		Includes standard lighting plan and use of two handheld microphones.
<b>Customized lighting plan:</b>		an additional 20 an hour.		Creation and execution of customized lighting plans or effects
<b>Customized sound plan and/or additional microphones</b>		an additional \$20 an hour		To create and execute customized sound plots/plans or effects using more than two hand held microphones

<b>Custodial</b>		\$250.00		This charge will be added after the event if the space is not restored to its original condition by the Client
<b>Kitchen Fee</b>		\$500.00		Kitchen usage fee if required
<b>Projector/Screen</b>		\$250.00		Projection usage fee if required
<b>TOTAL FEES:</b>				

The client will pay to VTC the total sum of \$\_\_\_\_\_ for the use of said space.

**A. GENERAL TERMS:**

1. **Payment of \$\_\_\_\_\_ (½) is due upon signing. This deposit is non-refundable.** Failure to pay the balance will result in cancellation of the event and release of the facility for rental. The rental coordinator may adjust this timing as required.
2. **The balance of \$\_\_\_\_\_ is due two weeks prior on \_\_\_\_\_ or such other date agreed to by VTC..**
3. **A cancellation fee of 25%** of the **total** rental fee will be charged to the Client if cancellation occurs within 2 months (or such other time frame agreed to) prior to the event. If cancellation occurs within 4 weeks of the event, **50% of the rental fee will be charged.** After the event, if necessary, VTC will invoice the Client for any additional fees including those incurred by the Client’s vendors, for damages to VTC property, overtime, or other added services not covered in this contract.
4. **A valid credit card authorized for up to \$1500 must be provided by Client as a security deposit. Client will receive prompt notification if a charge is made to their account.**
5. **Fees.** The Client hires VTC to provide the services described in this agreement and agrees to pay as provided herein. The Client agrees to notify VTC, as well as the chosen caterer, at least 3 business days prior to the event **of any increase over 3% of stated attendance.** Increases of over 3% may only be accepted with consent of VTC. Further changes to the event may require a new contract and additional fees. Client agrees to pay surcharges or damages as outlined below:
6. The function shall begin promptly at the scheduled time and the function room shall be vacated promptly at the indicated closing time. Should the time be extended, **the Client will bear the additional costs of \$ 315 per hour.**
7. **Planning and Setup.** Client shall provide detailed set up requirements within 10 days of the date of the event (or such other time frame agreed to with the rental coordinator). If less than 1 week remains between the date of the Agreement and the date of the event; the Client shall provide written set up requirements as an attachment to this Agreement.
8. All programs, advertisement and other promotion must contain the following lines:  
*“This presentation is a guest production at The Vanguard, and not a production of Vanguard Theater Company. The Vanguard is on the second floor; walking up stairs is required.”*

**B. POLICIES AND GUIDELINES FOR FACILITY USE**

1. The Client shall conduct the function in an orderly manner in full compliance with the VTC Policies and Guidelines for Facility Usage and with all applicable laws, ordinances and regulations, as set forth below:
  - a. Client or his/her representative shall be present on the premises during the entire event.

- b. The Client shall not permit, and shall cooperate with VTC in not permitting, the consumption of alcoholic beverages on the premises by any persons less than 21 years of age.
- c. Smoking, and use of illegal drugs or any illegal substances, is prohibited at all times on the premises.
- d. The Client or the Caterer is responsible for trash removal from the premises, for the setup and break down of all rentals including tables, chairs, table cloths, glasses and china. The user of the pantry space has the responsibility to leave the space clean, swept and mopped.
- e. A valid credit card authorized for up to \$1500 must be provided as security deposit prior to the event. No charges will be placed without prior notice to Client.
- f. A Certificate of Liability *naming Vanguard Theater Company* must be provided to VTC prior to the event. (Our rental coordinator can assist you.)
- g. Clients and caterers must meet with the rental coordinator at VTC at least once before the event.
- h. Beverages at a catered event must be purchased through the approved caterer.
- i. To serve alcoholic beverages and charge admission and/or have a cash bar, you must obtain a one day Alcoholic Beverage Permit from the Township of Montclair (fee: \$150; 3-4 weeks turnaround time).
- j. VTC has a **non-harassment policy** that prohibits sexual harassment, intimidating, hostile or offensive behavior to VTC's staff, visitors and guests.
- k. ***Client agrees to make guests aware that The Vanguard is up one flight, and walking up stairs is required.*** On street parking, as well as parking in the nearby TD Bank and Lackawanna Lot, is available.
- l.

## 2. Permissions:

- a. You have been granted permission to have beverages, food, floral decorations (see below for certain floral restrictions), and entertainment on the premises of VTC in The Vanguard.
- b. Catering/food service is permitted but VTC must approve your catering/food service plan.
- c. **Sterno pots and chafing dishes:** **Sterno pots and chafing dishes** are the **only** open-flame heating device that will be considered for use as heating devices. All sterno use must be approved **in advance** by VTC staff. Heatproof pads or ceramic tiles must be used underneath all sterno pots. Chafing dishes must be approved in advance by VTC. Chafing dishes must be equipped with stands that raise the sterno pots **at least two inches above** the table surface. VTC will not stock sternos on site for caterers. Caterers must also provide their own heat proof pads or ceramic tiles. The staging area for the sterno pots must remain clear of any and all decorations and other flammable materials. Fire extinguishers must be readily available and positioned close to sterno pots. Catering and Facilities staff must be aware of their locations prior to use of sternos. Caterers must **continuously** monitor sterno pots while lit, **and** until the sterno pots have cooled after being extinguished. Sterno pots must be disposed of immediately after use and such disposal shall be immediately removed from the venue.
- d. **Admission** to the event and/or the sale of tickets to cover the cost of the event is acceptable; however, VTC encourages prior ticket sales in order to ensure appropriate planning for the number of guests.

## 3. Not Allowed

- a. It is strictly prohibited for the Client to move, alter, or obscure VTC property in any way. Decor must not endanger artwork, necessitate its removal, affect its appearance nor obscure its visibility. Decorations including cut floral arrangements and table centerpieces are limited and subject to approval and must be removed at the end of the event. Arrangements for delivery, setup, and removal are to be made through the Facilities Department.
- b. **No candles are permitted anywhere in VTC.** Battery powered candles only.
- c. **No live animals** are permitted without prior permission from VTC.
- d. Smoke/fog machines and any type of dry ice dispenser are *not permitted* in VTC without special permission.



- e. The Client shall not put up **displays** on the premises or entrances without VTC consent.
  - f. **Products, books, or services** may not be sold at an event except in special instances with approval by VTC.
4. **Security.** VTC will provide staff on the date of the event for the purpose of protecting the premises. Depending upon the type of event (party vs. recital, for example) and number of guests, the Rental Coordinator may require that a security guard be hired by Client. The Client is responsible for controlling the conduct of guests during the event. VTC is not responsible for the security of the Client or their guests, agents, employees or volunteers or their personal property during the course of the event.

**IN THE EVENT THE BEHAVIOR OF CLIENT OR CLIENT'S GUESTS VIOLATES VTC'S POLICIES AND PROCEDURES, OR BECOMES UNRULY, VTC RESERVES THE RIGHT TO ASK GUESTS TO LEAVE OR, AT VTC'S DISCRETION, TO TERMINATE THE EVENT.**

5. **No Liability:** Client shall be liable for all damages to VTC's premises and the equipment and personal property contained therein, including, without limitation, such acts caused by yourself, your guests, employees, contractors, decorators and all persons attending the function.

VTC shall have no liability to you if it is unable to perform because of strikes, labor problems, governmental disorders, rules or regulations, acts of God, commotion, fire casualty or other causes beyond VTC's reasonable control, except that in such circumstances VTC shall refund to you any sums deposited less expenses incurred and disbursements expended by VTC on your behalf.

VTC shall have no liability for any personal injury which may have occurred to any person at the premises on the date of or prior to the function and you agree to indemnify and hold VTC harmless against any such liability or claim which indemnity shall include but not be limited to the payment of reasonable attorneys fees except such liability resulting from the gross negligence of VTC. Any liability of VTC shall be limited to its insurance coverage.

VTC reserves the right to immediately terminate any event should any guest, employee, contractor, decorator or any person attending the function act in a manner which is detrimental to the health, safety, or property of VTC or its guests.

6. **Liability Coverage.**
- a. Prior to the date of the event the Client must provide VTC with a **Certificate of Insurance naming VTC as an "Additional Insured" on a public liability policy with minimum \$1 million coverage.**
  - b. For events where alcohol will be served, the rider must also include liquor liability in the amount of \$1 million and name VTC as an "Additional Insured". The certificate must state VTC's name, address and date of event.
  - c. It is the Client's responsibility to obtain valid certificates of insurance from all vendors it contracts to provide equipment or services for the event. For individuals whose homeowner's policy does not cover rental events, the individual must obtain "single event coverage", and provide VTC with a Certificate of Insurance as outlined above.
7. **Force Majeure.** Performance of this agreement is contingent upon VTC's ability to perform, and the management shall not be responsible for failure to perform due to labor troubles, government acts and regulations, fires, acts of God, and other causes, whether or not similar to the foregoing, beyond VTC's control.
8. **Indemnification.** The Client agrees to protect, indemnify, defend and hold harmless VTC and its agents and employees, against all claims, losses or damages to persons or property, government charges or fines, and costs

(including reasonable attorney's fees) arising or connected with the function (including, but not limited to, the installation, removal, maintenance, occupancy or use of the premises, or part thereof), by Client or any guests, invitee or agent of Client, or any independent contractor hired by Client, except those claims arising out of the sole negligence or willful misconduct of VTC.

9. **Compliance with Laws:** The Client hereby agrees to abide by all Federal, State and Municipal laws, ordinances and regulations of all governmental authorities and departments, thereof having jurisdiction over the premises.
10. **Prior Written Consent:** You shall not display any signs or advertising material anywhere on VTC's premises, including entrances, without VTC's prior written consent. The use of any amplifier or loudspeaker or like equipment without the prior consent of VTC is prohibited and VTC shall have the exclusive right to moderate the sound levels of any amplifier or loudspeaker or like equipment being used on the premises.
11. **Non-Discrimination:** The Client agrees that it will not, in its use of the facility, including any advertising of the event to be held at the facility, discriminate on the basis of race, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability.
12. **Removal of Personal Property:** If any personal property brought into VTC's premises by Client, their guests or employees, contractors, decorators or persons attending the function is not removed by 4:00 p.m. on the day immediately following the day of the function, it shall be deemed to have been abandoned and VTC shall have no liability whatsoever for its return and Client shall not be entitled to compensation therefrom. Client agrees to indemnify and hold VTC harmless against any liability thereof and from any claims by any person, corporation or entity claiming entitlement to be compensated for such personal property which indemnity shall include but not be limited to the payment of reasonable attorneys' fees.
13. **Amendments; No Waivers:**
  - a. Any provision of this Agreement may be amended or waived if, but only if, such amendment or waiver is in writing and is signed, in the case of an amendment, by each party to this Agreement or, in the case of a waiver, by each party against whom the waiver is to be effective.
  - b. No failure or delay by any party in exercising any right, power or privilege hereunder shall operate as a waiver thereof nor shall any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any other right, power or privilege.
  - c. The rights and remedies herein provided shall be cumulative and not exclusive of any rights or remedies provided by law.
14. **No Partnership:** No act of the parties hereto shall be construed as creating or establishing a partnership, joint venture, or association of any type between Licensor and Licensee. The only relationship intended to be created hereunder is a Licensor-Licensee relationship. All programs, advertisement and other promotion **must** contain the following lines: *"This presentation is a guest production at The Vanguard, and not a production of Vanguard Theater Company."*
15. **No Assignment:** Client shall make no assignment of this Agreement or any of its rights hereunder except with the prior written consent of VTC which may be withheld in VTC's sole discretion, nor shall Client suffer or permit the Premises or any part thereof to be occupied or used by others not specifically authorized by VTC. As so restricted, this Agreement shall be binding on the parties, successors and assigns.
16. **Consent by VTC:** The parties acknowledge and agree that any consent or approval of VTC required hereunder

may be withheld in VTC's sole discretion unless expressly stated otherwise.

**17. In the event this agreement is signed in the name of a corporation, partnership, association, club or society, the individual signing the same represents to VTC that they have full authority to sign and deliver this agreement.**

IN WITNESS WHEREOF, Vanguard Theater Company and the Client have read and understand and executed this **Agreement** as of the date and year indicated above.

**Client**

**Vanguard Theater Company**

\_\_\_\_\_  
**Signature(s)**                      **Date**

\_\_\_\_\_  
**Rental and Retail Operations                      Date**  
**Manager**  
**vanguard@dreamvtc.org**

\_\_\_\_\_  
**Name(s) (print)**

\_\_\_\_\_

**Phone/Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## To help your event go smoothly, please keep in mind .....

- Set-up can begin in The Vanguard at \_\_\_\_\_, on the day of your event
- The stairway and lobby area near and around The Vanguard are not part of your rental and may not be used for tables, chairs, food service or preparation, etc.
- You are responsible for coordinating with the Rental Coordinator and to set up your event to your specifications
- Any rentals you obtain from a rental company must be picked up by noon the day after your event  
*(Note: be sure you notify your rental company about this when you sign your agreement or they will attempt to charge you excessive fees.)*
- Rental drop-off days and times must be approved by our staff. Once the drop-off date is decided, please be sure to inform your rental company

We welcome your event to our beautiful space! We will do everything we can to assure that your event unfolds as you envision it. At the same time, we have to consider other tenants in the building. Thank you for your understanding. We look forward to working with you.