Mary Miller Theater

300 East Simpson Street

Rental/Policy and Use Guidelines

Theater Rental and Fees - The charge for the theater depends on the type of meeting you are planning.

$25 per hour, or any portion of an hour, for non-profit and Lafayette community events.
$40 per hour, or any portion of an hour, for for-profit and non-Lafayette community events.

$50 for up to three hours/$20 per hour for each additional hour, for theater-style lights and/or sound. There is no charge for regular house lights.

$150 deposit required for all events.

Payment is due, in full, five days in advance of the event. Make checks payable to: *City of Lafayette*, 1290 South Boulder Road, Lafayette, CO 80026, re: Mary Miller Theater.

Specifics and Capacities - Theater has an outdoor deck, two restrooms, a box office and a dressing room. The theater has central heating and window air conditioners.

Seating - 75 in stadium-style seating. Capacity is 82.
Stage - Usable stage of 6'x10'.
Audio Visual Provided - House lights.

Building Requirements –
1. Materials/Substances – The use of an extraordinary tools, materials or substances, including fire, spray-paint, solvents, etc., must be approved by the City before use. Smoking, flames and fires are not allowed anywhere in the theater. Firearms are not allowed in the theater.
2. Signage – Printed, typed or computer-generated signs may be hung in designated locations, both inside and outside the theater. Handwritten signs are not allowed. Exterior signage must be hung on existing hooks/screws/nails or posts. No other nails or screws should be added to the building. All signage must comply with the City's sign codes. Renting party is responsible for obtaining all applicable sign permits.
3. Noise – Renting party will abide by all current City noise ordinances.
4. Alcohol – Alcohol is allowed on the premises, both inside and outside the theater, only after obtaining any licenses or permits required by the City of Lafayette if alcohol is going to be served additional insurance is required by the City. Contact Sarah Hayes for additional information. sarahh@cityoflafayette.com
5. Food - Food may be served and consumed on the back deck only. No food is allowed

inside the theater.
6. Damages - Renting party shall be liable for any damage to the theater building or premises that is caused by its actions or negligence or those of any of its members, volunteers, staff or attendees. Renting party shall notify the City of any damages the following work day. Damages not brought to the attention of the City shall be assessed an additional repair fee.
7. Alterations – Renting party shall not make any alterations, additions, improvements in or around the theater or premises without first obtaining the written consent of the City.
8. Staff is not responsible for items or equipment left in the building before, during, or after an event.

Building Use - The renting party will use the theater building and premises only for officially scheduled and contracted events. The building is not to be used by individuals connected with the renting party outside these official events. Permission to use the theater does not imply endorsement by the City of the viewpoints expressed by the persons or organizations using the rooms. No advertisement or announcement implying such endorsement shall be used to promote any event in the theater. The City reserves the right to refuse the use of the Mary Miller Theater or to discontinue the use of the theater by any group. All events must be kept open to Mary Miller Theater staff. Staff reserves the right to take photographs of events for its own records and for future promotional materials.

Agreed - All individuals part of, or involved with, the renting party are bound by the terms of this agreement. The renting party assumes responsibility for assuring that their members, volunteers and staff are aware of and abide by, the terms of this agreement.

Questions – Contact susanb@cityoflafayette.com