





**D. LIABILITY INSURANCE COVERING THE SPONSORING ORGANIZATION** is now in effect with:

Name of Company: \_\_\_\_\_  
 Limits of Liability: \_\_\_\_\_

**IMPORTANT**

All users are **required** to maintain, in addition to any insurance required by law, Comprehensive Liability Insurance, in an amount not less than \$1,000,000 per occurrence. The Caldwell-West Caldwell Board of Education (CWC BOE) must be named AS ADDITIONAL INSURED on this policy. Approval to use the school facilities is contingent upon the applicant supplying a certificate of liability insurance prior to the date premises are to be used. Failure by the CWC BOE to enforce the required production of the certificate will not void users' obligation to provide the insurance as aforesaid. Failure to furnish such evidence of insurance coverage will automatically cancel permission to use the school facilities. In addition, by making this application, user agrees, that should this application be granted, user will indemnify, hold harmless, and defend the CWC BOE against any and all demands, claims, damages, fees, cost and liabilities of any kind (including, but not limited to attorney's fees) to the fullest extent permitted by law.

**E. SCHEDULE OF CHARGES FOR USE OF CENTER FOR PERFORMING ARTS:**

The following charges for rental of the James Caldwell High School (JCHS) Center for Performing Arts (CPA) have been established. If rental agreement is offered, charges will be assessed after consultation with Board Secretary/Business Administrator. A security deposit is required with the signing of the final rental agreement. The security deposit is non-negotiable and checks must be made out to the Board of Education Caldwell-West Caldwell. A partial payment of fees will also be required at signing of final rental agreement.

1. **Performance Rate:** \$200 per hour – 5-hour minimum = \$1,000
  - Note – This rate does not include Auditorium Manager fee. If the event exceeds the 5-hour minimum period, the additional charge will be at the listed rate per hour.
2. **Rehearsal Rate:** \$150 per hour – 4-hour minimum = \$600
  - Note – This rate does not include Auditorium Manager fee. If rehearsal exceeds the 4-hour minimum period, the additional charge will be at the listed rate per hour.
3. **Scenery/Equipment Take-in/Take-out:** \$100 per hour – 3-hour minimum = \$300
  - Note – This rate does not include Auditorium Manager fee. If Take-in/Take-out exceeds the 3-hour minimum period, the additional charge will be at the listed rate per hour. The rate does not include any labor for Take-in/Take out of scenery/equipment which is the responsibility of the lessee.
4. **Center for Performing Arts Manager Fee:**

P-Performance	\$75 per hour (minimum of 5 hours) = \$375
R-Rehearsal	\$75 per hour (minimum of 4 hours) = \$300
T-Take-in/Take-out	\$75 per hour (minimum of 3 hours) = \$225

NOTE: Rate of \$112.50/hour applies for any additional time over the minimum hours specified in the P, R and T rates above.

NOTE: Above rates apply for services rendered from the designated arrival time (including set-up) until the auditorium is restored to its previous condition following lessee' usage.

**IMPORTANT:**

- CPA Manager labor after 11:00PM ET will be charged at 1.5 times the regular hourly rate.
- Lessee is responsible for paying service of piano tuner (technician), if necessary.
- Lessee must procure the services of piano service that is included in the Board's vendor list.



**Caldwell-West Caldwell Board of Education**  
**Mike Scalera - CPA Manager**  
**Phone: 973-228-6981**  
**Fax: 973-226-9236**  
**[mscalera@cwboe.org](mailto:mscalera@cwboe.org)**  
**Business Administrator: Thomas Lambe**

**5. Center for Performing Arts Stage Crew Fee**

P-Performance	Minimum of four (4) crew members at \$9.00 per hour (minimum of 5 hours) = \$180
R-Rehearsal	Minimum of four (4) crew members at \$9.00 per hour (minimum of 4 hours) = \$144
T-Take-in/Take-out	Minimum of four (4) crew members at \$9.00 per hour (minimum of 3 hours) = \$108

*Rate of \$36.00 per hour (minimum of four (4) crew members at \$9.00 per hour) applies for any additional time over the minimum hours specified in the P-Performance, R-Rehearsal and/or T-Take-in/Take-out rates.*

*NOTE: Above rates apply for services rendered from the designated arrival time (including set-up) until the auditorium is restored to its previous condition following lessee' usage. There will be an additional charge of \$9.00 per stage crew member per hour if the lessee requests more than the four stage crew members provided.*

**IMPORTANT: CPA Manager labor after 11:00PM ET will be charged at 1.5 times the regular hourly rate.**

**6. Custodial Personnel**

A rate of \$50 per hour will be assessed for one custodian for any weekend or holiday usage by the lessee under this rental agreement.

*NOTE: A custodial rate of \$50.00 per hour will be applied for two (2) hours beyond the time of usage for weekend and holiday rentals.*

If additional custodial service is required, the \$50 per hour rate will apply for each custodian. Custodial labor beyond 11:00PM will be charged at 1.5 times the regular hourly rate.

*\* There will be a 25% reduction of performance and rehearsal charges for local organizations whose participants are residents of the Caldwell-West Caldwell communities and their event is not for profit. The charges for the CPA Manager, Stage Crew, and Custodial personnel as stated will still apply.*

\_\_\_\_\_  
 Applicant (Please Print)

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date