

OMAHA COMMUNITY PLAYHOUSE
RENTAL POLICY FOR SCENIC BACKDROPS AND PROPERTIES
Revised July 2010

The Omaha Community Playhouse is happy to serve the community by sharing our stock of scenic backdrops and properties. The ever increasing number of rentals has made it necessary to revise our policy. Our production schedule allows a limited amount of time and labor to handle this process. Therefore, we want to insure smooth transactions with a minimum of time and confusion. Our revised policy is as follows

A refundable \$100 damage deposit will be required of all borrowers at the time of pickup. The deposit will be forfeited in the following case:

1. damage
2. failure to return the item by a specified return date.
3. failure to check items in with the appropriate staff member
(Amy Reiner for Properties - Jim Othuse for Backdrops)
4. failure to return item to its original storage location.

**Should the item be lost, destroyed, or irreparably damaged the borrower will be held responsible for the total amount of the item.

** Items are not to be painted or altered in any way without the permission of the appropriate staff member

BACKDROPS

Our stock of painted backdrops is photographed and catalogued for easy viewing. The drops vary in size and are generally equipped with webbing, grommets, and ties along the top. Rentals are made under the condition that the drops will be properly hung (i.e. tied to a baton or pipe, or stapled through the webbing) Backdrops must be properly folded and returned in the original packaging.

All organizations are required to make a refundable deposit of \$100.00 per backdrop.

RENTAL FEES FOR BACKDROPS

Commercial rate - \$50 for up to 3 days \$100 for one week
Theatre Rate - \$100 for the length of your production

Replacement Value: Full Stage Drop - \$1000
Small drops, legs or borders - \$500

Backdrops may be viewed or picked up by appointment only.

All backdrop inquiries should be directed to Jim Othuse at 553-4890 ext. 162

PROPERTIES

Theatres/ Commercial Rate

Beginning at your scheduled appointment time, a rental fee of \$25 per hour will be charged in all cases. If you are only renting one or two items the fee will be determined by the propmaster.

All Other organizations (schools, churches, charities)

Due to our heavy production schedule we only rent to theatres. However, we will occasionally loan difficult items to find for a nominal stocking / restocking fee to be determined by the Propmaster. I am always available for advice on where to find something or how to build something needed for your production.

Rentals are limited to Tuesdays only.

All rentals are by appointment only and must be scheduled at least 24 hours in advance. It is advised to call several weeks ahead in order to insure that we will be open on the date you need the item. Rentals will not be made during tech weeks for our productions and due to our difficult production schedule the Prop Department will be closed during the months of February and April. We will be happy to provide you with a calendar of our production season, indicating tech weeks, holidays and all other days the prop department is officially closed.

Our Warehouse is located at 3300 North 88th Plaza #3329

When picking up furniture and large items borrowers are expected to provide their own labor, packing materials, ropes, and a covered vehicle large enough to transport items safely. Please feel free to call Amy Reiner directly at 553-4890 extension 151 if you have any questions about this policy or if you have a specific prop inquiry.