

OMAHA COMMUNITY PLAYHOUSE
RENTAL POLICY FOR SCENIC BACKDROPS AND PROPERTIES
Revised November 2012

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 ensure smooth transactions with a minimum of time and confusion.

It is advised to call several weeks ahead in order to ensure that we will be open on the date you need the item. You must call ahead to make an appointment with the props or paints departments in regards to rentals. Because of our busy show schedule we are unable to accept walk-ins. 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 we are officially closed.

Our revised policy is as follows:

**A mandatory refundable \$100 check damage deposit will be required of all borrowers by or before 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 (Darin Kuehler for Properties – Michelle Bonker for Backdrops) unless otherwise specified
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 per backdrop. This may range from \$100 to \$150 depending on the backdrop

RENTAL FEES FOR BACKDROPS

**Rates vary depending on backdrop rented

Rates- \$50-\$100 for up to 3 days \$100-\$150 per week

Replacement Value: Full Stage Drop - \$1,000

Small drops, legs or borders - \$500

Backdrops may be viewed or picked up **by appointment only**.

All backdrop inquiries should be directed to Michelle Bonker at (402) 553-4890, ext. 165.

PROPERTIES

Theatres/Commercial Rate

**For all appointments a \$25 per hour fee will be charged please be aware that this does not include the rental fee for the items. Contact the props master for list of rates.

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 props master. The props master is available for advice on where to find something or how to build something needed for a production.

Rentals are limited to Tuesdays only. All rentals are **by appointment only and must be scheduled by Friday of the week prior.

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 Darin Kuehler directly at (402) 553-4890, ext. 151 if you have any questions about this policy or if you have a specific prop inquiry.