

Broken Arrow Performing Arts Center
701 S. Main
918-259-5758

Rental Requirements

Insurance

A certificate of \$1,000,000 liability insurance to comply with the Tort Claims Act (HB 1940) with Broken Arrow Public Schools listed as additional insured must be furnished to the Fine Arts office ten (10) days prior to the scheduled event.

HB 1940 Tort Claims Act - The liability of a political subdivision or an employee, claims within the scope of this act arising out of an accident or occurrence happening after June 30, 1983, shall not exceed:

- \$25,000 to claimant for any number of claims for damage to or destruction or property arising out of single accident or occurrence
- 100,000 to claimant for all other claims arising out of single accident or occurrence
- \$1,000,000 for any number of claims arising out of a single occurrence or accident

Deposit

A deposit of 50% of rental costs must be submitted at the time the rental agreement is signed. This deposit is not refundable unless the agreement for facility is cancelled in writing 30 days prior to the event.

Payment

Payment in full of all known charges shall take place prior to or on the day of the event. Additional charges that may develop because of required changes in equipment, additional personnel, or additional facility use will be billed to the lessee.

Scheduling

All scheduling will take place through the BA PAC events office. **(918) 259-5758**

Rental Regulations

1. No food or drinks will be permitted in BAPAC Theatre. NO EXCEPTIONS!
2. Smoking and use of all tobacco products is expressly prohibited in the PAC and on all school property.
3. Only qualified BAPAC technicians will run lights and sound, move the orchestra shell and piano, and handle all lift and batten operations including the main drape.
4. Lessee will be responsible for damages and thefts.
5. Pinning to the curtains or use of nails and screws in school-owned set pieces and equipment will not be permitted. Any necessary nailing to the stage will take place under the supervision of the theater manager.
6. All properties not belonging to the school system are to be removed at the conclusion of the event.
7. There must be a minimum of two uniformed security persons on duty at all

performances. The need for more than two security persons will be determined by the crowd expected and the type of event. Security personnel are required to arrive at least 30 minutes before scheduled event and to remain until the area is cleared. Security costs are charged to the lessee.

8. No flammable materials may be used for decorations. Open flames are not permitted in any part of the BAPAC without the written permission of the Broken Arrow Fire Marshall and the BAPC Director.

9. The BAPAC reserves the right to ask anyone to leave who is making it difficult or impossible for others to enjoy a performance. Objectionable actions include disruptive behavior or violation of BAPAC policy, city, state, or federal law. The lessee will be responsible for any damages sustained because of the BAPAC's actions in dismissing a disruptive person or persons.

10. The lessee shall not sell tickets in excess of the BAPAC seating capacity. The BAPAC seats 1,500 persons.

12. Broken Arrow Public Schools shall refuse to rent the BAPAC for any event, activity or performance if it is determined that the said event may cause physical damage, liable stipulations, or create unusual risks or conditions for the school district.

13. The lessee shall be responsible for the rules, regulations and conditions as defined in the Broken Arrow Performing Arts Center rental agreement