

Honolulu Museum of Art

Doris Duke Theatre Rental Provisions

This Doris Duke Theatre Rental Provisions is an integral part of the Doris Duke Theatre Rental Agreement.

I. Schedule of Fees for the Doris Duke Theatre and the Rental Service for this Rental Area

Doris Duke Theatre (Rental Area and Rental Service)	
Performances (1 AV tech and 1 Box Office Attendant included)	\$1,700.00
Film Screenings (1 Projectionist + 1 Box Office Attendant included)	\$1,200.00
Lectures (1 AV Tech + 1 Box Office Attendant included)	\$1,200.00

II. Schedule of Fees for Other Areas

Kinau Street Lanai (Located between the theater and Kinau Street)	\$500.00
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III. Schedule of Labor Fees, Plus Overtime if Applicable

Sound Technician	\$150 per 4-hour shift
Lighting Technician	\$150 per 4-hour shift
Security	\$120 per 4-hour shift (for two)

IV. Schedule of Additional Fees Per Day

Steinway Piano	\$300
Piano Tuning (required for use of the Steinway Piano)	\$175

V. Concessions, Liquor, and Merchandise

- a. The Doris Duke Theatre (hereinafter referred to as “DDT” or “the Premises”) reserves the right to provide all food and beverages for purchase.
- b. No outside food is allowed on the Premises, without the prior written approval of DDT, together with a valid catering agreement.
- c. If liquor is served during a reception, the Renter shall provide DDT with a valid liquor license for the Event at least seven (7) days prior to the Event. The Renter agrees to comply with and shall be responsible for the compliance of all city and county, state, and federal laws governing the serving of liquor.
- d. The Renter may sell merchandise at the Event and shall be solely responsible for complying with all applicable city and county, state, and federal laws concerning the merchandise and its sale and for any required taxes. The Renter shall not move any of DDT’s promotional materials from their locations.

- e. No nails, tacks, staples, or other items shall be driven into any portion of the Premises, and the Renter shall not do any act that will in any manner change the finish, appearance or contours of the DDT. No open flame of any kind is allowed on the Premises.
- f. The DDT requires prior written approval for all products and equipment brought on the Premises, such as decorations, banners, theatrical fog equipment, hazing products, special effects products, furniture, and other items brought on the Premises by the Renter (hereinafter referred to as "Event Products"). The Renter is solely responsible for ensuring that the Event Products are safe and comply with all city and county, state, and federal laws. The Event Products must be removed from the Premises no later than the ending time of the Event.
- g. The Renter is responsible for the clean-up of areas used by the Renter, including the removal of all personal property of the Renter from the Premises. All fixtures, including light fixtures, moved from their original positions must be placed as they were prior to the Event. The Renter shall be responsible for reimbursing the DDT in full for any reasonable expenses incurred in cleaning or repairing the Premises to restore them to their condition prior to the Renter's use of the Premises. The Renter shall make such reimbursement to the DDT within ten (10) days of DDT's presentation of an itemized invoice for these expenses.

VI. Film, Video, and Other Presentation Formats

- a. The Renter must provide the film, video, and other presentation formats to DDT no later than seven (7) days prior to the Event to allow DDT sufficient time to build the film print, preview the film, test the image quality, or determine whether the video or other presentation format will play on the theater's equipment. If editing is required, the Renter must schedule a viewing with the DDT prior to the above-stated deadline.
- b. The Renter is solely responsible to ensure that the film has been cleared for screening by the filmmakers when the film is not in distribution or by the distributors if the film has distribution. A faxed letter from the appropriate party to the DDT, allowing the screening is acceptable for a film run. The Renter is solely responsible for obtaining any required license, clearance, and permission to broadcast, perform, or display any copyrighted, trademarked, patented, or franchised materials, including but not limited to film, music, video, publications, and software. The Renter agrees to indemnify and to hold DDT harmless against all costs, expenses, or liability which may arise from the Renter's failure to obtain any required license, clearance, or permission.
- c. A performance that uses DDT's Steinway piano requires the service of a piano tuner prior to the Event.

VII. Fundraising on the Premises

- a. Fundraising for any person or organization other than the Honolulu Museum of Art is not permitted on the Premises. This is a provision in the by-laws that will be strictly adhered to.