



**Thank you for your interest in a group
Buyout for Riverfront Playhouse!**

PERFORMANCE AVAILABILITY

Regular performances take place on Friday and Saturday evenings and Sunday afternoons. Buyout performances are added to the regular run of the play to accommodate group buyouts. These are usually Wednesdays, Thursdays, and Tuesdays during the Christmas show. If your group is interested in buying out the theatre for a buyout performance, please contact our buyout coordinator for available dates and reservations.

SEATING CAPACITY

Buyouts are for 100 seats. More seats can be purchased at \$7 each if needed. There is a maximum of 149 seats available in our theater, four of which are ADA friendly. Your host can assist with wheelchair seating when necessary. No seating or standing is allowed in the aisles.

PREMISES

The theatre will be made available at an agreed-upon time for your group. Please allow enough time to set up and clean up at the end of the evening. The theatre will be clean when you arrive. You must clean up before leaving, including picking up and disposing of all food and drinks, emptying the trashcans, and a general pickup of any trash in the seating area and floors of the theatre. Your Riverfront Playhouse host will be there to advise you.

RIVERFRONT PLAYHOUSE HOST

A Riverfront host will contact you a few days before your buyout to assist you in getting into the theatre and will remain on duty to assist you during the evening. Please be aware that Riverfront personnel are all volunteers. When the play is over, you are welcome to talk as long as you wish in the parking lot, but please clean up and vacate the theatre in a timely manner. If you have not been contacted by your host three days before your event or if you have questions that the host cannot answer, please contact the buyout coordinator.

TICKETS

Riverfront Playhouse will provide 100 tickets for the date of your event unless arrangements have been made to purchase more seats. Your group decides the admission price of the tickets and how the tickets will be sold or distributed. Advertising for your event is the responsibility of your group. Riverfront Playhouse will provide poster art for you to advertise to your group. Tickets are general seating with no seat numbers on them. Tickets will be given to your group after payment has been made unless prior arrangements are made with Riverfront Playhouse.

RAFFLES - Your group is welcome to hold raffles. The 15-minute intermission is when you can talk to your audience and conduct your raffle. Please keep on schedule as a courtesy to our actors and crew.

REFRESHMENTS

Your group can choose to have Riverfront serve drinks that we normally provide during regular shows (water, soda, beer, wine, pre-mixed cocktails, coffee, tea, and hot chocolate). If Riverfront is serving, you cannot bring

in your own water and soda for us to serve. If you prefer, you can provide and serve your own non-alcoholic refreshments out of coolers and bring your own ice, cups, coffeemaker, and utensils. Large tables will be on site for your use.

PAYMENT ARRANGEMENTS

Buyouts are \$700.00. (\$800 for musicals). Payment is due at least 30 days before the opening night of the play for which you are booking a buyout. Please make your check payable to Riverfront Playhouse and mail it to Riverfront Playhouse, PO Box 994666, Redding, CA 96099.

Tickets will be available for pickup as soon as your payment is received.

REFUND POLICY

Riverfront Playhouse requires a 30-day notice prior to the play's opening performance to cancel your event. This is to allow Riverfront Playhouse to try to find a replacement buyout for your evening.

Our cancellation policy is that the royalty fee is non-refundable.

Please complete and sign this contract and return a copy of this page only, as soon as possible. You can sign, scan and return by email if you wish. Your reservation date will not be held until a signed contract is received.

Mail your check at least 30 days before the opening performance of the run of the play to:

Riverfront Playhouse

P.O. Box 994666

Redding, CA 96099

By signing and returning this document, Riverfront Playhouse assumes that your group has read and agreed to the contract.

NAME OF PLAY: _____

DATE OF PERFORMANCE: _____

GROUP NAME: _____

GROUP REPRESENTATIVE (please print): _____

TELEPHONE NUMBER: _____

EMAIL: _____

SIGNATURE OF GROUP REPRESENTATIVE: _____

DATE: _____

Riverfront Playhouse Buyout Coordinator

Larry Morgon

ldmorgon@gmail.com (530) 941-3617