

Yellow Bicycle Theater Fringe Festival Rental Agreement # _____

This Contract for the rental of Yellow Bicycle Theater is made this day, _____, by and between Yellow Bicycle Company, LLC, hereafter referred to as the Host, and _____, hereafter referred to as the Guest.

Whereas, the Guest desires to temporarily rent, occupy, and make use of the Host's venue, located at 1435 Arch St. Fl. 2, Philadelphia, PA 19102 and known as Yellow Bicycle Theater, and

Whereas, the Host agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated;

Now, therefore, the parties agree to the following terms and conditions:

1. The Guest shall pay to the Host the sum of _____ for rental and services (see attached invoice for breakdown). This sum is payable in two installments: 1) a 50% deposit within 24 hours of the signing of this Agreement by both parties, and 2) the 50% balance by August 1, 2026. Both payments are non-refundable, and shall be made by Zelle (no fee) or by card (2.9% fee) using the attached invoice.

2. The Guest shall have access to and use of the venue and all amenities on:

for the purpose of presenting _____ for the 2026 Philadelphia Fringe Festival. **The Guest understands that the start times are NOT curtain times; they indicate when the Guest can enter the theater, backstage and green room. The Guest agrees to vacate those spaces by the end times listed above to make room for the next show.**

3. The Host agrees to provide 1 hour of Front of House service per performance slot at no additional charge, starting 40 minutes before and ending 20 minutes after the curtain time. The street entrance shall be closed 20 minutes after the curtain time, unless the Guest books additional front of house time at a rate of \$30/h, subject to availability.

4. The Host agrees to provide the following marketing services at no additional charge: 1) Show listing on the Host's website, 2) 1 Instagram post a week before the Guest's show and 1 Instagram story on opening day, 3) a listing in the Host's newsletter, 4) The Guest's tent sign and Fringe Awards poster picked up from Fringe Central and displayed on performance dates.

5. The Guest shall have access to the following amenities for each show and rehearsal at no additional charge: 1) 34 fixed theater seats and 8 stacking chairs for a total of 42 seats, 2) 1080p DLP projector and 120" screen, 3) Tech booth with Mac Mini M2, 4) QLab 5 Free Edition for running lights, sound and video, 5) 24 lights on 16 DMX channels, 6) 4k camera with HDMI capture card, 7) OBS for live-streaming and recording, 8) 120 Watt Edifier R2000 DB bluetooth stereo speakers, 9) 8" mono speakers with a mixer and 2 wireless mics with stands, 10) a backstage with private restroom, 11) a lobby with a public restroom, 12) a green room with stage monitors and 6 dressing room spaces with vanity lights and mirrors.

6. If a tech operator is required to run lights, sound and/or video, the Guest may hire the Host at a rate of \$40/h, subject to availability. The theater runs the free version of QLab 5. Advanced features may be accessed by renting a license from QLab (currently \$8/day for Lighting, Sound or Video, \$12/day for any two, and \$15/day for all three).

7. The Guest understands that the venue is only accessible via two flights of stairs, and is not wheelchair accessible. Special arrangements may be made upon request to help patrons climb the stairs and find a comfortable seat in the theater. The Guest further understands that all events at the venue are mask-optional.

8. The Guest shall remove all personal property and other items that were not present in the venue when the Guest took control of it, unless otherwise arranged. The Guest understands that storage at the theater is very limited and must be arranged in advance.

9. No refunds shall be issued for rentals booked at the discounted rates offered in this Fringe Festival Rental Agreement. The Guest agrees to make all reasonable efforts to present the show as advertised in the festival program at the dates and times listed in the festival calendar. The Guest agrees to notify the Host without delay of any cancellations.

10. The Guest shall be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Host may incur as a consequence of the actions of the Guest or anyone the Guest allows into the space, including for unauthorized use of copyrighted material, and shall indemnify and hold harmless the Host against any and all legal actions which may arise from Guest's use of the venue.

11. The Guest agrees to obtain [event insurance](#) that meets FringeArts requirements. The policy shall name Yellow Bicycle Company as additional insured. The Guest agrees to upload, upon receipt, a copy of the Certificate of Insurance to the shared Google folder created by the Host for the Guest's event.

12. Any disputes arising under this contract shall be adjudicated in the Host's local jurisdiction.

In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their digital signatures at the end of this document.