

RULES, REGULATIONS AND PROCEDURES

General

Insurance

Users of the Wimberley Playhouse are required to provide general liability insurance to cover all activities: i.e., set-up, rehearsal, performance or presentation, clean-up, and any time spent by participants on the premises. Insurance will be for a minimum \$1,000,000 per occurrence, combined single limit, and shall name the Wimberley Players Inc., its officers, employees and volunteers, as additional insured. All Users must provide proof of this insurance in the form of a certificate of insurance from User's insurance carrier. Some exceptions may apply.

Payment

Rental deposit and fees are payable by check or money order only.

Damages

Wimberley Players will retain all or portion of deposit, plus costs exceeding deposit amount, in event of damage or need for extra custodial services.

Personnel

The Wimberley Players provide an on-site Players representative for every event. For use of the Eastwood Theatre, an additional Players representative is provided. Tech personnel required by the User will be at User's expense; tech personnel must be approved by the Wimberley Players.

Applications, reservations, deposits and cancellations

- Preliminary inquiries about dates available for use of the Wimberley Playhouse may be made by calling the Facilities Manager at 512-632-7638.
- If date is available, complete and submit the [User Information Form](#) with documentation on proposed presentation or program, insurance certificate. Non-profits, please include 501c(3) documentation
- After review by the Wimberley Players, a written response to the application will be sent.
- If request is accepted, User completes [User Agreement Contract](#) and submits with deposit (see Rental Rates).
- Deposit is non-refundable if User cancels a production event within 60 days of reservation; or within 30 days for an event in the Playhouse lobby.
- Full payment is due 30 days prior to performance events, 15 days prior to other events. If event is booked within 30 days for performance, or 15 days for other events, deposit and full payment will be due at time of booking.

Building and grounds

Smoking

The Wimberley Playhouse is a non-smoking facility. Smoking is permitted on exterior covered walkway and in the parking lot. Containers are provided for refuse.

Alterations or attachments to building

User assumes care of the building, making no attachments in the form of nails, tape, glue or any other alteration of the walls, floors or ceilings. User is required to leave the facility in the same condition it was found.

Signage

Use of the Playhouse marquee sign is permitted only on the day of User's event (unless the marquee is in use by the Wimberley Players).

Any outdoor signage provided by the User must meet the requirements of the City of Wimberley Sign Ordinance and by agreement with the Wimberley Players as to length of time the sign may be displayed.

Box Office

The Box Office and Players personnel are not available for the sale of tickets for events other than those of the Players. However, User may provide personnel and use the Box Office for ticket sales on the day of the event.

Concessions

User may provide refreshments to be served at the event. No equipment for heating food is available. Refrigerator may be used on day of event by special arrangement.

Absolutely no food or drink is permitted in Eastwood Theatre at any time.

Alcohol

No alcohol may be served by outside Users, except by special arrangement.

Emergency phone numbers are maintained by the Players representative on site.

In addition, each user is encouraged to download this information: [Emergency Phone Numbers](#)

Feedback Survey

After using the Wimberley Playhouse, you will be asked to help us improve use of our facility by completing the [Feedback Survey](#). Thank you!