



## Rental Reservation Request

### **KMC Onstage Staff**

Phil Vannoorbeeck, Technical Director, Theatre Specialist NF-3 [phillip.s.vannoorbeeck.naf@army.mil](mailto:phillip.s.vannoorbeeck.naf@army.mil)

Naythen B. Rinehart, Director of Operations Recreation Assistant NF-2 [naythen.b.rinehart.naf@army.mil](mailto:naythen.b.rinehart.naf@army.mil)

Amy Barron Smolinski, Managing Artistic Director Theatre Specialist NF-4 [amy.e.smolinski.naf@army.mil](mailto:amy.e.smolinski.naf@army.mil)

DSN 314-541-9129, COMM 0611-143-541-9129

### **Location (Please select one):**

\_\_\_\_ KMC Onstage  
Bldg 3232, Kleber Kaserne

\_\_\_\_ KCAC  
Bldg 3109, Daenner Kaserne

Option	Price	Number	Total
Price Facility half day	\$300		
Facility full day	\$500		
Facility 1800-2200	\$600		
Projector and Screen	\$150		
Wireless Mic (each) (KMC Onstage ONLY)	\$50		
Special Lighting, per half hour setup	\$50		
Sound cue input, MUST provide cue list	\$100		
Operator (lights, sound, spotlight)	\$100 per operator		
Box Office (ticket sales/reservations)	\$350		
Dressing Room Setup/Teardown	\$150		
Table for Speaker Presentation	\$40		
Podium (KCAC ONLY)	\$25		
KCAC Seating Setup	\$150 note request below		
Other request	Est provided on review		
TOTAL:			

**\*NOT included or available: Costumes, props, sets or set pieces including furniture (other than tables and chairs included in reservation), stage manager, run crew, ushers, programs**

For costume, prop, or set rental, Theatrix provides an extensive rental library for Army programs. Contact [Kimberly.d.stockton2.naf@army.mil](mailto:Kimberly.d.stockton2.naf@army.mil) with inquiries. KMC Onstage staff required on site for all events. Reservations are ONLY for authorized public areas of each venue. Initials \_\_\_\_\_

Staff initial at  
checkout

Client must ensure that all event attendees observe posted authorized access restrictions. Attendees are NOT authorized access to backstage areas, scene shop, theatre items in storage, etc. All requested tables, chairs, and equipment for each event will be pre-set for client on the day of the event. Initials \_\_\_\_\_

Rental reservation must include set-up and tear-down time. Client must remove all of their own equipment, personal or unit items, food, and trash before they leave the premises and by the allotted end time of the rental reservation, or a \$150 cleaning fee will be applied to the client's bill. KMC Onstage accepts no liability for items left after an event. Initials \_\_\_\_\_

\$150 deposit is due to confirm each approved reservation. Payment for the full rental balance is due by 24 hours before the event, or the event will be cancelled. Deposits are not returned for cancellation due to failure to pay in full by 24 hours prior to the event. Payments by Credit/Debit card, Unit Check, or TBA ONLY. Initials \_\_\_\_\_

**Will you need to serve food and beverages at this event?** \_\_\_\_Yes \_\_\_\_No

KMC Onstage does NOT provide food or beverage services, and any catering services must be contracted separately with an approved MWR catering vendor. Please see the Catering Policy for terms and a list of approved vendors. Initials \_\_\_\_\_



**Requesting Client**

Event

Date/Time

Estimated Attendance

POC Name, Email, Phone

Notes: (please be as specific as possible for how we can support your event!)

Approval: KMC Onstage \_\_\_\_ Can \_\_\_\_ Cannot support this event.

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KMC Onstage Staff

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Chief, Community Recreation Division



### **Catering Policy for KMC Onstage Venues**

- KMC Onstage will provide set up and teardown services for tables and chairs for attendees and tables for food service. The layout and configuration of tables and chairs MUST be arranged in advance during the pre-event walk-through. Any changes to the layout must be communicated clearly to KMC Onstage staff no later than 24 hours prior to the event. Same-day changes cannot be accommodated.
- KMC Onstage does NOT provide food or beverage services or table linens. Food or beverage services must be booked separately with one of the APPROVED MWR VENDORS.
- Catering contracts are between the Client and Approved MWR Catering Vendor.
- Client MUST provide setup request during walk-through for tables necessary for food or beverages. Client may, at their discretion, include a Vendor representative in the walk-through to ensure agreement on serving layout plans. KMC Onstage cannot accommodate major changes to furniture layout on the day of the event.
- Vendor MUST provide at least one staff on site during the event to supervise food and beverage service, including set-up, clean-up, and trash removal.
- Client rental reservation MUST include set-up and tear-down time for food and beverage Vendor.
- Vendor must remove all serving equipment, table linens, food, beverages, and trash by the end of client's reservation time. Failure to do so will result in client being charged a \$150 cleaning fee.
- Any food, equipment or vendor property left at the venue for more than 48 hours will be disposed of.
- Vendors who fail to abide by these terms more than once may have their catering approval status revoked for KMC Onstage venues.

### **Approved MWR Catering Vendors**

Java Cafe, KMC Onstage Lobby ([jesse.j.labell.naf@army.mil](mailto:jesse.j.labell.naf@army.mil))

Army Catering, Armstrong's Club, Vogelweh ([office@usarmycatering.com](mailto:office@usarmycatering.com))

ShaWingz, Landstuhl Combined Club (+49 (0) 6371 / 9185777)