



AUDITORIUM RENTAL AGREEMENT

The newly renovated Auditorium is available to rent by day, week, or month and is ideal for concerts, recitals, movies, pageants, business presentations, and church performances. It is located at the Albert Parkhurst Municipal Complex at 200 S. Center St.

Seating: There are 381 seats varying in size from 21"-24".

Lobby: The lobby includes 4 restrooms (2 ADA), a concessions stand and closet, and a ticket booth. Wi-Fi is available upon request.

Behind the Stage: The area behind/beside the stage includes a green room, 2 dressing rooms with mirrors and chairs, 4 restrooms (2 ADA), 2 showers, and a prop room.

ADA Accommodations: Outside ramp, electrical wheelchair lift to the stage, 4 ADA restrooms (2 in the lobby and 2 behind the stage), and seating for 6 wheelchairs and 4 ADA chairs.

Sound System/AV Equipment: The sound system features four high, two base speakers on either side of the stage, four highs on the ceiling, two front and two middle which is fed through the soundboard. The auditorium also comes with a projector/screen and a background screen.

**Your group must have a trained sound technician to run the sound and light board or the Town can recommend one for you to hire.*

RENTAL CHARGES **The deposit and rental fees must be paid in CASH on the day of booking in order to reserve the Auditorium.**

Security Deposit: \$250.00
\$450.00 If Selling Concessions
The deposit will be refunded, by check via mail, after an inspection of the Auditorium is found to be in the same condition as when it was originally rented.

Rental Fees:	Daily (24 consecutive hrs 12:00am-11:59pm)	<u>Mon-Fri</u>	<u>Sat-Sun</u>
	Regular Rental Rate	\$200.00	\$300.00
	Non-Profit Military/Veterans (*Proof required)	\$150.00	\$225.00
	Weekly (7 consecutive days)		<u>Weekly</u>
	Regular Rental Rate		\$1,400.00
	Non-Profit Military/Veterans (*Proof required)		\$1,050.00
	Additional Weeks Rates (Up to 3 add'l consecutive weeks)		<u>Add'l Week</u>
	Regular Rental Rate		\$700.00
	Non-Profit Military/Veterans (*Proof required)		\$525.00
	Monthly (30 consecutive days)		<u>Monthly</u>
	Regular Rental Rate		\$3,200.00
	Non-Profit Military/Veterans (*Proof required)		\$2,400.00

Liability Insurance: Renters are responsible for purchasing general liability insurance coverage on their own for all events. Renters can use GatherGuard insurance (information provided at Town Hall) or may purchase a policy on their own following all required guidelines provided by the Town.

BOOKING

The Town of Hildebran will book your reservation once all rental charges (**deposit and fees**) are paid (in **CASH**), the Auditorium Rental Policy is completed in its entirety, and the Auditorium Rules & Regulations form is signed and dated. All renters must provide a copy of a valid driver's license or other photo ID.

*In order to receive a **non-profit rate**, the organization must be found on the NC Secretary of State website and have been active for at least 6 months prior to booking, be listed as active, non-profit status, and the name must match the name on the rental form AND the COI. The deposit will be refunded to the name of the organization.

*In order to receive a **military or veteran discount**, the person in the military (or the veteran) must provide written proof/photo ID of military status/service and sign all documents. The deposit will be refunded to the person in the military (or to the veteran).

CANCELATION POLICY

Cancellations must be made at least forty-eight (48) hours before your reserved start time in order to receive a full refund of all rental charges (deposit and all fees). Cancellations made less than forty-eight (48) hours before your reserved start time shall result in a forfeiture of the deposit AND 30% of the rental fee(s), **NO EXCEPTIONS**. In case of a death in the family that occurred before your rental and required a cancelation thereof, a full refund of all rental charges (deposit and all fees) will be issued if valid proof can be shown of said death. In addition, a full refund of all rental charges (deposit and all fees) shall be issued if a natural disaster or snowfall prohibits the use of the facility.

Auditorium renters will be responsible for any damage or loss sustained as a result of the renter's occupancy of the Auditorium, and the \$250/\$450.00 security deposit shall be retained by the Town until all of said damages are paid for by the renter.

AUDITORIUM RENTAL POLICY

RENTER INFORMATION

Name/Organization: _____

Address to Mail Deposit Refund: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alternate: _____

Email: _____ Employer: _____

EVENT INFORMATION

Event/Purpose: _____ Estimated Attendees: _____

Rental Date(s) Requested: _____

Time Occupied: _____

*Renters are responsible for purchasing general liability insurance on their own for all rentals before the rental is approved. The code to the auditorium will not be issued unless the Town has received the Certificate of Insurance (COI) at least two (2) weeks in advance.

Office Use Only

RENTAL CHARGES:

Security Deposit: \$ _____

Rental Fee: \$ _____

Concessions Fee: \$ _____

TOTAL: \$ _____

Date Paid: _____

DOOR LOCK CODE:

Code #: _____

Entered Into System?: ☐ Yes ☐ No

Date Entered Into System: _____

LIABILITY INSURANCE:

Town received COI? ☐ Yes ☐ No

Deposit Refundable?	☐ Yes ☐ No
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AUDITORIUM RULES & REGULATIONS

Please familiarize yourself with the Auditorium Rules & Regulations

- Adult supervision of all individuals during event/activity is required.
- The person responsible for the facility, as stated on the application, assumes full responsibility for all damages to the facility or to any Auditorium items during his/her contract and will be responsible for all repairs related to damage during the rental.
- No smoking, vaping, tobacco products or controlled substances, of any type, is allowed to be used or sold in or around the Auditorium or municipal complex.
- No alcohol shall be allowed in or around the Auditorium or on the municipal complex.
- No weapons (guns, knives, etc.) of any kind are allowed in or around the Auditorium or municipal complex.
- No decorations or signage is to be permanently attached to walls, ceiling or floors. The use of glitter and confetti is prohibited.
- Only animals used in facilitating the needs of persons with disabilities are allowed inside the Auditorium.
- The Auditorium cannot be rented to sell any wares or soliciting any products for private or public sale.
- Fireworks, sparklers, candles or other flammable items are prohibited in or around the Auditorium and municipal complex.
- Grills or other flammable cooking devices are prohibited in or around the Auditorium and municipal complex.
- Renters are responsible for cleaning the stage, green room, dressing rooms, seating area, and restrooms including cleaning up any spills or debris, and putting all trash in trash cans. All trash in excess of the container provided is to be hauled off by the renter. **(Please see renter info guide in sound booth.)**
- When leaving the building, all doors must be closed, locked and lights/sound board turned off.
- Any person/group violating any of the above rules & regulations is subject to suspension from use of the facility and prosecution in the event of a law enforcement violation, as provided in the Town of Hildebran "Code of Ordinances." Failure to clean up or comply with the Auditorium Rules & Regulations may result in expulsion from the Auditorium/Municipal Complex and/or forfeiture of all fees and deposit.

I, the undersigned, agree to abide by all Rules & Regulations and hereby covenants and agrees that it will defend, indemnify, protect and save harmless the Landlord from the claims of all persons arising from or out of the use or occupancy of the demised premises by or under Tenant or Tenant's agents, employees, or invitees, save and except claims, arising from the negligence of Landlord or Landlord's agents, employees, invitees or Landlord's other Tenants. Tenant shall not be liable hereunder for any special, incidental or from the negligence of Landlord, Landlord's agents, employees, or invitees. Dependent upon the type of event, separate insurance coverage by the Tenant may be required. Failure to abide by any part of this Rental Agreement could result in Renter losing the privilege to rent in the future. I hereby acknowledge that I have received a code/key(s) to the above reference facility and a copy of both the Rental Policy and the Rules & Regulations in this agreement. All keys, if assigned out to Renter, shall be returned to Town Hall the next business day.

I, the undersigned, hereby agree to indemnify, protect and save harmless the Town of Hildebran, its agents, elected officials, and staff from all claims, liability or lawsuits, including reimbursement of attorney fees in defending such claims and damage to real or personal property which arises out of, or results from the acts or omissions of the undersigned or resulting from the activities carried on by the undersigned and its employees, agents and representatives.

I have read and agree to abide by all Rules & Regulations.

Print Name: _____

Signature: _____ Date: _____