

TOWN HALL AUDITORIUM RENTAL AGREEMENT

This agreement was entered into this day _____ between the Village of Grand Rapids and _____ for the following dates and times:

Dates: _____ Times: _____

Dates: _____ Times: _____

Dates: _____ Times: _____

Additional Dates & Times: Please supply calendar

1. Rental cost will be established using the Town Hall Fee Schedule per production to be paid prior to the first performance utilities (gas & electric) during the period of rehearsals and performances. Utilities will be invoiced at the completion of the production. All checks shall be made payable to the Village of Grand Rapids.
2. Performances and rehearsals will be scheduled with the Village of Grand Rapids. Scheduling can be done up to one year in advance. There shall be a \$200.00 per production deposit payable upon scheduling and to be refunded when utilities are paid and building condition is satisfactory to the Village of Grand Rapids. The cancellation fee will be \$100.00 to be subtracted from the deposit. The Village of Grand Rapids reserves the right to refuse to schedule a production it deems inappropriate for the Community.
3. The Historical Society owns the follow spot, pole lighting and piano. Arrangements to use them should be directed to the Society.
4. Lessee will provide liability insurance naming the Village of Grand Rapids as additional insured and will protect the high school pictures on the walls.
5. There will be no smoking, food nor drinks (except for bottled water) in the auditorium or hallways. No nails, tacks, or tape may be used on any portion of the building or its furnishings.
6. There shall be no extra heating supply in the dressing rooms due to fire regulations. Any additional lighting or electric use besides what is already present will need inspection and approval prior to use.
7. There shall be no type of open flame during rental period.
8. Lessor will provide cleaning of the auditorium, dressing rooms, stairs, hallways and restrooms before first performance at each scheduled event. After the initial cleaning, lessee will be responsible for any cleaning before the performance, and the lessee will leave the facility as it was found. A final cleaning will be done by the Lessee, and a walk through with a member of the Lands & Buildings Committee and a representative from the renting party will take place within three days of the last performance.

VILLAGE OF GRAND RAPIDS, PO BOX 309, GRAND RAPIDS, OHIO 43522
PHONE: (419) 832-5305 FAX: (419) 832-0561
INFORMATION@GRANDRAPIDSOHIO.COM

For Office Use Only: Amount Paid with Application: _____ Date Paid: _____ Check No.: _____

9. Lessee will remove scenery and props upon completion of the rental period.
10. The Village of Grand Rapids will provide heating or cooling on the first floor, restrooms and general lighting.
11. Lessee will be responsible for securing the building and turning off the lights and thermostat after each rehearsal and performance.
12. The lessee will provide for the operation of the chairlift for handicap access to the second floor. This lift is restricted from use as a freight elevator. If lessee cannot provide this service then the village will provide this service at a fee of \$75.00/performance.
13. The Lessee will not take any props and/or equipment up the inside stair case and will use the west fire escape for delivering to and from the second floor area. There shall be no vehicles driven on sidewalks. All deliveries shall be made through the west side overhead door.
14. No alcohol is allowed on the premises.
15. No commercial fundraising is permitted; however, nonprofit groups are excluded from this restriction.
16. This agreement will be in force until the Village of Grand Rapids amends it.
17. The undersigned understands and hereby acknowledges that the Village of Grand Rapids shall not be responsible or liable for person injury or property damage occurring to persons or their guests and invitees while using the Town Hall for their own personal matters, or for matters unrelated to the business of the Village of Grand Rapids.

Village of Grand Rapids

Lessee

(Village Administrator)

(Name of Organization or Person)

(Signature of Contact Person Responsible for Agreement)

Date: _____

(Address)

Contract #: _____

(Phone Number)

(Insurance Policy Number)

(Insurance Company)

Date: _____

TOWN HALL
AUDITORIUM
RENTAL AGREEMENT

	RESIDENT	NON-RESIDENT
Rental	\$ 150.00	\$ 350.00
Day 2	\$ 75.00	\$ 75.00
Day 3	\$ 75.00	\$ 75.00
½ Day	\$ 100.00	\$ 200.00

ADDITIONAL COSTS:

\$200.00 Deposit
+ Utilities (gas & electric)

\$75.00/performance Chair Lift Operator
(If needed)

Total Due:	\$ _____	
Less Amount Paid	\$ _____	Date Paid: _____
Balance Due	\$ _____	
Plus Utilities	\$ _____	
 TOTAL DUE WITH APPLICATION:	 \$ _____	