

# HALL RENTAL INFORMATION :

Please check the appropriate space regarding: 1) the type of organization renting the facility; 2) the approximate number of people who will be in attendance; and 3) any addition fees as listed.

**Individual** \_\_\_\_\_ **Business** \_\_\_\_\_ **Non-Profit Organization** \_\_\_\_\_ (50% discount)

Rental fees include the use of the kitchen and chairs (for inside use only). Tables, dishes, stemware, flatware, serving pieces, coffee makers and etc. are available for rental (listed on a separate sheet).

**Basic Rental Fees** – (based on number of people):

\$350.00 up to 50 people

\$450.00 51-to 100 people

\$550.00 101 to 200 people

Basic Rental Fee: \_\_\_\_\_

**(Capacity for a sit-down meal is limited to 120 people)**

20% discount for Arts Center members (applied to basic rental fee only

(must have been a member during the year previous to reservation)

25% discount for non-profit organizations (on basic rental fee only)

\_\_\_\_\_

- \_\_\_\_\_

- \_\_\_\_\_

**SUB TOTAL =** \_\_\_\_\_

## ADDITIONAL FEES:

\$200.00 Use of facility on Saturday, Sunday, Monday and Holidays + \_\_\_\_\_

\$ 25.00 per hour before and/or after official open hours Tuesday-Sunday 1:00 pm to 5:00 p.m. + \_\_\_\_\_  
Closed Mondays

\$75.00 Use of Grand Piano\* + \_\_\_\_\_

\*OAC maintains the pianos. If the renter wishes the piano to be tuned for their event, the OAC staff will arrange with the Arts Center technician to have piano tuned at the current fee.

Use of Microphones:

\_\_\_\_\_ Podium Mic. (\$35 each) \_\_\_\_\_ Wireless Handheld Mic (\$50) \_\_\_\_\_ Headset Mic (\$50 each)

**Total Microphone charge +** \_\_\_\_\_

Total from **Table & Dinnerware Rental Form** (see separate sheet attached + \_\_\_\_\_

*See separate sheet attached* (OAC will bill renter for tables, dishes, stemware, etc. if used for your even, unless informed to bill the caterer. See separate Table & Dinnerware Rental Form.)

Sales Tax on use of Piano(s), Microphone(s), and Table Service rentals (current rate of tax) + \_\_\_\_\_

The Law must be present for an event that goes beyond 8:00 PM and when alcohol is being served. Charge for Law Enforcement official to be present (\$88.00 for first four (4) hours; \$22.00 for each additional hour.) Subject to change to what the current law enforcement fee is + \_\_\_\_\_

**SUB TOTAL =** \_\_\_\_\_

**\$250 down payment required** \_\_\_\_\_

**BALANCE DUE =** \_\_\_\_\_

# PERFORMING ARTS HALL RENTAL FORM

## RENTER INFORMATION:

Renter's Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email Address \_\_\_\_\_

## EVENT INFORMATION

Date of Event \_\_\_\_\_

(Events requiring day before set up is subject to availability and advance permission.)

Day of Week \_\_\_\_\_

Time Frame \_\_\_\_\_ (include set up & take down)

Description of Event \_\_\_\_\_

Rehearsal required ?  Yes  No Date \_\_\_\_\_

Food/Beverage/ Caterer Information: \_\_\_\_\_

Buffet, sit-down, etc. \_\_\_\_\_

Alcohol being served  Wine  Beer  None (No cash bar allowed by law)

Alcohol served from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

### **Law Officer is required if the event goes beyond 8:00 PM**

When wine/beer is served there must be a law enforcement person on the premises.

The initial fee is \$88.00 for one to four hours. Additional hours are an additional \$22.00 each. There must also be a responsible adult serving the alcoholic beverages at all times. No alcoholic beverages can be served after 12:00 a.m. All guests must comply with all laws regarding alcoholic beverages.

REFUND POLICY: 100% Return of deposit 90 days or more. 75% return of deposit 60 -89 days. 50 % return of deposit 30-59.

**PAYMENT IS DUE IN FULL 30 DAYS FROM DATE OF EVENT.**

**A 1.5% FINANCE CHARGE (18% ANNUALLY WILL BE ADDED TO ALL PAST DUE ACCOUNTS)**

I have read and understand the Arts Center Performing Arts Hall Policies, including the policy regarding the serving of alcoholic beverages, and agreed to abide by them. Any damages occurred during rental time agreement will be subject to legal restitution.

For first time renters two references are required from either of the following people:

- 1) Employer
  - 2) Minister
  - 3) Banker
- Etc.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Please fill out and sign two copies of this Rental Agreement. Return the original copy to the Owatonna Arts Center at the address above, and keep one copy for your own records.)