

THE GRAND THEATER

Facility Use Agreement and Contract of Terms

Client: _____ Event Date: _____

Client: _____ Work Phone: _____

Address: _____ Home Phone: _____

_____ Fax Number : _____

Email: _____

Event Type: _____ Event Time: _____ to _____

Estimated # of guests: _____ Alcohol amount/type: _____

Theater Fee \$550 for 4 hour use

Sound/Light Technician: Doug Hoffman (503) 507-5698
Apex Pro-Audio (503) 363-3555

Requirements

Deposit: A deposit of half the Theater fee is required at the time of booking. There is no refund if the event is cancelled. Remaining balances are due no later than seven (7) business days prior to the scheduled event. Visa/MasterCard number are accepted. If for any reason the Grand Theater is unable to fulfill this contract the liability is limited to the payments and deposits collected. **Theater fee does not include use of the sound board and other equipment. You must hire one of our approved sound technicians listed above to run our equipment.**

Cleaning: "Light cleaning" is included in your use fee, (garbage removal, vacuuming, cleaning rest rooms). If there is excessive cleaning the Rental Party is responsible. **There is a automatic \$50.00 charge if the Rental Party uses confetti or glitter.**

Food & Beverage: There is no food or beverage allowed in the auditorium.

Damage: The Rental Party is responsible for physical damages on the premises. This includes, but it not limited to, the auditorium, lobby, rest rooms, elevators, corridors, stairway areas, sidewalk, and parking lot, and for any excessive clean up in these areas.

Insurance: The Rental Party shall issue a *certificate of liability insurance* to Grand Theater. This certificate shall be in the amount of not less than \$500,000 and shall name Grand Theater. as an additional insured. This liability is usually available on your homeowners policy.

RULES FOR THEATER USE:

Rental party may decorate with the following exceptions: No nails, tape, glue, tacks, staples, etc. in walls, door or window frames, or anywhere inside the building. No aerosol type spray, paint, on the windows. No candles are allowed except in glass containers. PLEASE DO NOT USE RICE, BIRDSEED OR CONFETTI, etc. in or around the building. Blowing bubbles anywhere inside the building is prohibited. SMOKE/FOG MACHINES cannot be used on the premises.

Rental Equipment: All rental equipment, supplies, decorations, etc. must be removed by the rental company or event host the evening of the event.

Beverages: Alcoholic beverages must be served by an OLCC licensed, insured server, and must be consumed only in the Theater lobby. Proof of license and insurance will be required. Security may be required, and if required, will be an additional expense to you. Security is charged at \$25 per hour. **Food and beverage are not allowed in the auditorium for any reason.**

Smoking & Gum: There is no smoking anywhere inside the building. Gum is forbidden.

Hours: Your rental fee includes four hours use, all events must finish by midnight unless prior written permission for an extension is given by the Grand Theater management.

Clean-up: Please remove all equipment, and any personal property from the premises immediately after your event. Please clean up all tobacco product refuse in the outside entry and sidewalk. The Grand Theater is not responsible for any personal items left in the building after the date of the event.

Other: The Rental Party agrees to take responsibility for noise control and the action of their guests. The current city guidelines for noise are 65 dBA after 10:00 PM. General RULE of thumb, if you can hear it outside the Theater premises, it is too loud.

We can, and will, close down your event if we have problems with unruly behavior, drunkenness, unsupervised children, damage to the building, and noise violations, etc. Defining unruly behavior, damage, noise violation, and drunkenness are at the sole discretion of the Grand Theater staff and/or any security guard on duty during the event.

I AGREE TO PAY THE FULL COST OF ANY EXCESSIVE CLEANING AND ALL DAMAGE, BEYOND THE REFUNDABLE PORTION OF MY DEPOSIT. I will be provided a written account of these costs.

I HAVE READ AND AGREE TO THE HEREIN STATED CONDITIONS:

Signed: _____ Date: _____

VISA or MC # _____ Exp. date: _____

Three digit security code ___ ___ ___