RENTAL RATES AND FEES

FOR USE OF THE CEDARTOWN CIVIC AUDITORIUM

*(Effective September 1, 2015)*

**BOOKING REQUIREMENTS AND HOLDING DEPOSIT**

* A **$150.00 non-refundable deposit** will be paid at the time of booking in order to hold desired date. This deposit is applied to the final balance of your total rental fee.
* **Insurance Certificate in the amount of $1,000,000.00 naming City of Cedartown as additional insured required**
* **$200.00 Cleaning Deposit (refundable after final inspection)**

**RENTAL RATES**

* + **School/Church Rental Rate:** $450.00
	+ **Non-Profit, Not Selling Tickets Rental Rate:** $600.00
	+ **For Profit/Non-Profit, Selling Tickets Rental Rate:** $850.00

**\*The auditorium can provide custom printed tickets for an additional fee. Please let us know at the time of booking if you would like this service.**

***Contact information***

*You must contact Oscar Guzman at* oguzman@cedartownshows.com *in order to check date availability and to book your date.*

*Technical inquires should also be directed to Oscar Guzman.*

**Additional hours of rental time are billed at the rate of $45 per hour and DO NOT include a sound and light technician.**

Sound and light technicians are available for additional time at a cost of $20 per hour per technician.

Any extra labor needed for a rental, would be the responsibility of the lessee to pay at a cost of $10 per hour per person.

All rates include:

Five (5) hours of rental time

One (1) sound technician

One (1) light technician

Stage Curtains, three (3) sets of legs, three borders

Standard stage lighting with three-color wash

Technical/backstage communication set up

Basic sound system with up to four (4) wired, stand microphones

*\*four wireless hand-held mics can be rented for an additional fee at $20 per mic*

*\*lapel and wireless face mics can be rented starting at $40 per mic*

*Any additions or modifications to services provided in the above description requires at least two weeks notification prior to the scheduled event. We strive to accommodate changes, modifications and special requests, but no guarantees will be made.*

Please provide a brief description of your event on this page *(type of audience you hope to attract, ticket information, story line):*

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RENTAL APPLICATION

FOR USE OF THE CEDARTOWN CIVIC AUDITORIUM

*(Effective September 1, 2015)*

ALL FIELDS MUST BE COMPLETED

Event date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Areas requested: Dressing Rooms: \_\_\_\_\_\_ House: \_\_\_\_\_\_ Lobby: \_\_\_\_\_\_

Type of Show (drama, dance, musical):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Description of Set:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Lighting Needs:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sound Equipment Provided By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(If auditorium is providing sound, please let us know what you will need)*

Mics\_\_\_\_\_\_\_\_\_\_Monitor\_\_\_\_\_\_\_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application Made By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State:\_\_\_\_\_\_\_\_\_\_\_\_\_Zip:\_\_\_\_\_\_\_\_\_\_\_

Phone (day):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(evening)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Load-in date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Load-out date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RENTAL AGREEMENT

FOR USE OF THE CEDARTOWN CIVIC AUDITORIUM

*(Effective September 1, 2015)*

ALL FIELDS MUST BE COMPLETED

Rental Dates:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Total Fee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This agreement, made and entered into this \_\_\_\_day of \_\_\_\_\_\_\_\_\_\_, 20\_\_\_ by and between the Cedartown Civic Arts Commission (Cedartown Civic Auditorium), hereinafter called **LESSOR** and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and hereinafter called **LESSEE.**

WITNESS

1. Premises leased and terms of lease

Lessor does hereby lease to lessee the describe space, area and services as outlined in the rental application (see page 2). Lessee understands and agrees that during the term of the lease, lessor may use or caused to be used, any portion of lessor’s premises not deemed to lessee.

1. Certificate of Insurance

Lessee agrees to provide to the lessor, a Certificate of Insurance in the amount of $1,000,000.00 naming the City of Cedartown as additional insured at the time the lease agreement is submitted.

1. Use of premises

Lessee agrees to pay the lessor as rent for the use of said space the following sums: $150 non-refundable deposit due at the time this agreement is executed; plus the amount of \_\_\_\_\_\_\_\_\_\_\_\_ in daily (five hour minimum) rental. This fee is to be PAID IN FULL to the Cedartown Civic Auditorium before load-in can be performed. Lessee agrees to pay to the lessor a fee of $45.00 per hour for each hour of use in excess of the daily five (5) hour rental. Lessee understands that the daily five (5) hour rental includes the cost of one sound technician and one lighting technician. Lessee agrees to pay to the lessor a fee of $20.00 per hour per each additional sound technician and each additional lighting technician desired.

1. Lessee agrees to pay the lessor any costs incurred for the use of additional labor or additional equipment or electrical services not specified in the rental agreement.
2. Any sum due lessor for the use of premises to be paid to the lessor within thirty (30) days of the close of performance
3. Premises will not be made available for lease to anyone with an unpaid balance at the time of request.
4. Lessee shall not have the right to assign this rental agreement of any rights hereunder or sublet said premises without the written consent of the lessor.
5. Lessee agrees that any performer or group or performers which lessee seeks to bring to the Cedartown Civic Auditorium shall be subject to the approval of the lessor, and it the lessor concludes that the presence of any performer or any group of performers would not be in the interest of the health, safety, welfare, or morals of the citizens of Cedartown, the lessor does hereby resolve the right to cancel this lease, and in that event, the lessee hereby waives any claim for damages or compensation should the rental agreement be terminated.
6. Lessee assumes all risk of damage to or theft of any property to the lessee or the property of the lessee’s exhibitors, contestants, guests, patrons, invitees or employees, and lessor is hereby expressly released and discharged from any and all liability for any such loss.
7. Lessee shall pay and save the lessor harmless from any and all damages or liability occurring by reason of any injury to the person or property caused by any act or omission, neglect, or wrong doing of the lessee or any of its guests, patrons, invitees, employees or persons contracting with the lessee.
8. Lessee shall be held responsible and charged a $200 excessive cleaning fee for cleaning of the facility due to negligence or vandalism by lessee or any guests, patrons, invitees, employees or persons contracting with the lessee. The lessor shall determine what is excessive cleaning.
9. If default occurs on the part of the lessee in the fulfillment of any terms of the rental agreement or if the lessee causes or permits any waste or damage to be done to the premises, the lessor may at its options, terminate this agreement.
10. Lessee agrees to comply with all federal, state and local laws.
11. Any matters not herein expressly provided for shall be in the discretion of the Cedartown Civic Arts Commission (Cedartown Civic Auditorium).

In witness hereof, the parties have executed this lease agreement and they have caused it to be executed by their representatives duly authorized to so execute this agreement on the day first mentioned above.

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Cedartown Civic Auditorium Date

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 Lessee Date

Rev. 27.8.15