



Village of Adelphi Opera House Reservation Contract

11987 Main Street, P.O. Box 568, Adelphi, Ohio 43101

Mayor and Clerk (740) 655-3445 Administrator (740) 655-3443
Fax (740) 655-3115 website: www.adelphiOhio.com

Event Name/Purpose of Use _____

Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Primary Phone: _____ Alternate Phone: _____

Date of Event: _____ Arrival Time: _____ Depart Time: _____

Time of Event: _____ If profit-motivating activity, check here _____

Availability:

- The Opera House is available for rent on weekdays from 9 am to 11 pm and on weekends from 8 am to 12 am.
- Hall is not available: Easter, Thanksgiving, Christmas Eve, Christmas Day, and January 1st to April 1st.

Rental Fees:

- The Opera House may be reserved for the following cost:
 - Village of Adelphi residents, civic associations or person employed within the Village of Adelphi for social events (i.e. no profit-motivated activity) cost is \$125.00 including a \$50.00 refundable deposit.
 - Non-resident of Adelphi for social events (i.e. no profit-motivated activity) cost is \$150.00 including a \$50.00 refundable deposit.
 - All persons wishing to reserve the Opera House for any profit-motivated activity the rental fee will be 25% of the total receipts or the standard rent, whichever is greater. Reservation cost is \$150.00; \$100.00 for standard rent and \$50.00 for refundable deposit.
- Contract holder agrees to reimburse the Village of Adelphi for any damage to premises, building and equipment. Rent and refundable deposit are separate charges and will not be used as compensation for any damages.

Payment of Rental Fee and Deposit:

- Payment shall be submitted in advance along with this contract to reserve the hall
 - Village of Adelphi residents, civic associations or person employed within the Village of Adelphi shall submit two checks. One check for \$75.00 (rent) and one check for \$50.00 (deposit).
 - Non-residents of Adelphi shall submit two checks. One check for \$100.00 (rent) and one check for \$50.00 (deposit).
 - Persons wishing to reserve the town hall for any profit-motivated activity shall submit two checks in advance. One check for \$100.00 (Standard rent) and one check for \$50.00 (deposit).
- Checks and money orders only. **No cash** will be accepted. If submitting money orders, leave the 'pay to' on the deposit check blank.

Opera House Policies:

- Community Center rules, posted inside the hall, must be followed.
- Alcohol, illegal substances, gambling, glitter, smoking, bubble/fog machines, lit candles (excluding candles on birthday cake) are prohibited.
- Pets are not permitted in Opera House.
- Maximum Capacity is 232 persons.
- The hall shall be cleaned up after use. Group is responsible for set-up of hall and return to original set-up upon completion of their event. Tables and Chairs may **not** be removed from the Hall. Table, chairs and building must not be

defaced in any way. All rubbish must be removed from the hall and placed in the dumpster located on the west side of the building (North Street Side). Grounds shall be kept in good and clean condition.

f. Highly adhesive materials, e.g. packing/duct tape, and similar materials may not be applied to painted surfaces.

g. No personal property shall be on premises other than during the rental period.

h. Children are not to run or play on the stage and the steps leading to and from the stage. Children's' access to the stage should only be permitted if using the stage for performance.

i. Youth/teen activities must have adequate adult supervision of at least 1 adult per 10 youth.

j. All local and state laws must be observed.

k. In event of emergency call 911, and if non-medical notify Contact Person/ Village Officials.

l. The Village of Adelphi is not responsible for any lost or stolen property.

m. Failure to comply with the above conditions will result in forfeiture of deposit.

o. Failure to notify contact person of departure of premises and failure to sign out will result in forfeiture of deposit.

p. Groups or individuals who abuse the facility or violate the rules and regulations will be required to leave the premises and will not be issued any future permits. **Contract signer is legally and financially responsible for actions of group and is required to be present at the event for which the Opera House rental is sought. Note: Under Ohio Law, this contract is a public record and as such is subject to disclosure pursuant to a public records request.**

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The undersigned agrees:

a. To be present at arrival time and depart time

b. To accept the premises in its present condition and return it in the like condition.

c. To follow the Opera House Policies.

d. To defend, indemnify and hold harmless the Village of Adelphi and its members or agents against all liability to persons or personal property on the premises, and from any and all claims, injuries and liabilities arising out of use of the Adelphi Opera house.

e. To pay a cancellation fee of \$50.00 (deposit) if cancellation occurs within 3 days of the rental date.

Signature of Responsible Party

Date

Village use only

Payment:	Date _____
_____ Rent	CK # _____
_____ Deposit	CK # _____

Verification that Contract Signer is at event:
Sign in: _____
Sign out: _____