

# WALHALLA CIVIC AUDITORIUM RENTAL AGREEMENT

**CONTRACTOR:** \_\_\_\_\_

Contact Info: Name \_\_\_\_\_ Phone \_\_\_\_\_  
E-Mail \_\_\_\_\_ alt Phone \_\_\_\_\_

Arrival date: \_\_\_\_\_ Arrival time: \_\_\_\_\_ (am/pm)

Departure date: \_\_\_\_\_ Departure time: \_\_\_\_\_ (am/pm).

## COSTS

**USE OF Reception Hall**  YES  NO (MINIMUM \$100=4Hrs + \$25 Each Additional Hour)

Podium  Chairs(36 incl)  Tables(6 incl)

Chairs=\$1 ea additional  
Tables=\$5 ea additional  
Table Linens=\$7 Table  
Serving Counters \$10 Ea

**USE OF AUDITORIUM** (from setup to tear down including rehearsal)

Total # hours: \_\_\_\_\_ X \$100.00 Amount due: \$ \_\_\_\_\_

Additional equipment available:  Piano \$ 100 per contract \$ \_\_\_\_\_

**Facilities Personnel** Start time: \_\_\_\_\_ (am/pm) Stop time: \_\_\_\_\_ (am/pm)  
House Technician charge: \$20.00 /hr. X \_\_\_\_\_ hrs. Amount due: \$ \_\_\_\_\_

\*\*The House Technician will inspect/inventory equipment and report to the Board of Directors.

**Total due:** \$ \_\_\_\_\_

**Deposit required:** \$ \_\_\_\_\_

(Due at signing of agreement)

**Ticket sales %** \$ \_\_\_\_\_ (5% to "for profit" contractors.)

\*\*Nonprofit contractors must attach a 501c3 document to exempt this charge

**Balance Due on day of event:** \$ \_\_\_\_\_

(Please make check payable to: Walhalla Civic Auditorium, Inc.)

**The following equipment is available with rental. Please indicate your needs:**

Podium  Chairs(36incl)  Tables(6incl)  Curtain open & close

**Public Address System:**  YES  NO

Number of Microphones \_\_\_\_\_ Stands \_\_\_\_\_ CD Player \_\_\_\_\_

## Lighting:

House and general stage work lights \_\_\_\_\_ Stage Lighting \_\_\_\_\_ Spotlight \_\_\_\_\_

Other (please specify) \_\_\_\_\_

PAID?  Yes  No  
Check # \_\_\_\_\_

**AGREED THIS DATE:** \_\_\_\_\_

\_\_\_\_\_  
(WALHALLA CIVIC AUDITORIUM)

\_\_\_\_\_  
(CONTRACTOR)