

MONTICELLO OPERA HOUSE WEDDING/RECEPTION CONTRACT

Date of Original Contract Signing:

Date of Event(s):

The Renter named below hereby rents the Monticello Opera House pursuant to the terms set forth below:

WEDDING & RECEPTION ___ CEREMONY ONLY ___ RECEPTION ONLY ___ REHEARSAL DINNER ___

Space rental fee for Rehearsal Dinner or extra half day: \$500 Date of Rehearsal Dinner _____

Renter's time of Arrival and Departure from the property:

Event Guests' time of Arrival and Departure from the property:

GENERAL INFORMATION

| | | |
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| Name of Bride and Groom | | |
| Mailing Address | | |
| Telephone(s) Home/Work and Cell | | |
| EMAIL | | |
| Event Coordinator (if any) | | |
| Contact info - Event Coordinator | | |
| Caterer* | | |
| Caterer Contact info | | |
| Caterer License Number | | |
| Proof of Caterer Insurance provided (Yes/No)** | | |
| Music – (Sound & Lights) contact - if any (S&L setup must be reviewed by MOH) | | |
| Day of event insurance policy – Policy Number Required if self-catering/no caterer license/insurance. Day of event insurance may be obtained from www.theeventhelper.com | | |
| Proof of Renter Identification – Driver's License or other Photo-Id (Govt. Issued) | | |
| SETUP TIME Please let us know when you will be arriving for event setup | | |
| Attach the Itinerary to this contract 10 days before the event | | |
| BAR AT THIS EVENT (Y/N) | | |
| Expected Attendance: *** | | |

*The MOH kitchen is a warming kitchen only. Please see kitchen rules below.

**Proof of insurance is required for all catering companies bringing food to be served at the MOH. If you plan to self-cater you must provide proof of a day of event license which covers foodborne illness. A copy of the policy must be included.

***Please keep the Opera House staff updated as to changes in expected attendance. A final number of attendees must be provided ten (10) days from your event. All rental provisions based on attendance are non-negotiable after this date. Maximum seated-dinner capacity is 160. Maximum seating in upstairs theater is 275.

**NO CONFETTI – NO GLITTER – NO BIRDSEED – NO FEATHERS –
NO CANDLES OR FLAMES – NO SMOKING
INITIAL HERE: _____**

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| FACILITIES DAILY RATES | | | | |
|---|--|---------------------------------|----------------------|---------------|
| All facilities rent for a full day only, 8am to 12am (midnight). | | No. of Days: | Cost | TOTALS |
| Banquet Hall & Kitchen | | | \$1,000 | |
| Historic Theater | | | \$1,000 | |
| Historic Theater, Banquet Hall & Kitchen | | | \$1,800 | |
| Garden alone or in addition to other facilities rented | | | \$400 | |
| Rehearsal Dinner or extra ½ day when possible | | | \$500 | |
| Additional Event Hours past 12:00 am – Please inform MOH staff no later than 3 days before the day of the event. Requests for time past midnight may be declined. <i>All events must close by 2:00 AM per city ordinance.</i> | | <i>No. of hours</i> | <i>\$75 per hour</i> | |
| <i>In case of inclement weather, your event may be moved from the GARDEN to the THEATER at no additional cost.</i> | | | | |
| TABLES There is no cost for using Monticello Opera House tables and chairs. MOH performs the set up and break down of all MOH tables and chairs according to your seating diagram at no additional charge. | | | | |
| Round Tables Setups in the hall include round tables of either 6 or 8 seating capacity. 6-capacity rounds are 48" and 8-capacity rounds are 60" in diameter. We have a total of 10 tables of 8 capacity and 14 tables of 6 capacity. 8 capacity round tables: _____ 6 capacity round tables: _____ | | Total No of Round Tables: | No Cost | |
| Buffet Tables/Head Tables Head Table typically includes 2 rectangular 8-foot tables for 8 to 10 guests. Risers for Head Table are available. We have available 7 rectangles measuring 8', and 4 rectangles measuring 6'. 8' rectangle tables: _____ 6' rectangle tables: _____ | | Total No of Rectangular Tables: | No Cost | |
| Accessory Tables We have 5 rectangular tables measuring 4', and 7 round bistro-style high-top tables measuring from 2' to 2 ½'. These can be used for drinks, desert, gifts, sign-in, or for other purposes. 4' rectangle tables: _____ 2'- 2 ½' bistro tables: _____ | | Total No of Accessory Tables: | No Cost | |
| Risers MOH has a number of risers of different sizes available to elevate any table set up or presentation. Riser set ups begin at \$75 per arrangement. | | | | |
| GARDEN CHAIRS – We have 48 white folding chairs available. The Renter will need to obtain more chairs if needed. | | No of chairs: | \$3 per chair | |
| LINENS | | | | |
| WHITE TABLE CLOTHS – Round and Rectangular cloths are available. Tablecloths for dining are white (we have a limited number of black or brown). Seven (7) days from your event number cannot be changed. | | Total No of Table Cloths: | \$12 per cloth | |
| TOPPERS – Available in black, brown, gold, silver, burgundy and pink | | Total No of Toppers: | \$10 per Topper | |
| CHAIR COVERS – Available in white spandex. | | Total No of Chair Covers: | \$3 per chair | |
| CHAIR RIBBONS – Available in blue, teal, gold, silver, and burgundy | | No of Chair Ribbons: | \$2 per chair | |
| MONTICELLO OPERA HOUSE CHINA & FLATWARE Service for up to 100 guests is available for \$3 per guest and includes: China – Dinner, salad, dessert plates, coffee cups & saucers Water Goblets, Flatware – Dinner & salad forks, knives & spoons | | No of attendees: | \$3 per attendee | |
| MOH DISHWASHING SERVICE – Required when MOH dishes are used. Service includes an MOH staff person and use of sanitizing equipment required by law. | | 1 | \$155 | |

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| <p>BARTENDING SERVICES – In all cases MOH Staff must serve all alcohol consumed on premises as required by law. All alcohol served from MOH stock no BYOB. See terms for additional information. One bartender for up to 74 guests. Two bartenders for 75+ guests. Three bartenders for 150+ guests. Minimum shift is five hours which includes 1-hour setup, 1-hour breakdown and 3 hours service.</p> | | | |
| Number of Guests being served at Bar | | | |
| BARTENDING SERVICE BEGINS AT: | | | |
| BARTENDING SERVICE ENDS AT (LAST CALL): | | | |
| Total Bartenders needed and rate | | \$25 per hour | |
| <p>TYPES OF BAR SERVICES: Option 1: Cash Bar MOH will sell drinks at your event for the following prices: \$3 domestic beer, \$4 import beer, \$4 wine glass, \$6 premium wine glass, \$5 wells mixed drink, \$6 premium mixed drink, \$8 doubles/specialty drinks. Sodas and bottled water \$1. Proceeds benefit the Monticello Opera House.</p> | | | |
| <p>Option 2: OPEN BAR MOH will pre-purchase wine, beer, liquor, and mixers in bulk by the case or by the bottle and the MOH will pour until it runs out. Any remainder will be returned to you at the end of the night. All payments for pre-purchasing Bar supply must be paid 30 days prior to the event. A typical budget for a wedding bar would be \$250 per 50 persons.</p> <p>The Renter will need to provide a list of the types of wine, beer, liquor, and mixers and quantity that is needed for the event. This list should be provided to the Executive Director 30 days in advance of the event so that purchases can be made in a timely manner.</p> <p>Bartender will secure building at end of the event. Bartender gratuity/tips are at the discretion of the renter</p> | | | |
| LIGHTS & CEILING DRAPES | | | |
| <p>Accent LED Up-Lighting on Walls: – <i>Designed to give your event a unique and vibrant touch. LED accent lights included available in primary colors.</i></p> <p><i>Available colors are as follows: blue-red-green-gold-clear-purple</i></p> | 1 | \$200 | |
| <p>CEILING DRAPES – <i>Drape sheer Ivory Voile across the ceiling and walls to give your event an extraordinary and unique look. Ribbons will be added to the drapery at no cost.</i></p> <p>Color of Ribbons for Drapes: - blue teal, gold, silver, burgundy</p> | 1 | \$500 | |

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| RENTAL OF MOH SOUND SYSTEM | | | |
|---|--|----------------------|--|
| All rental of sound equipment requires the use of the MOH sound engineer. | | | |
| MOH SOUND ENGINEER: <i>Use of MOH Theater sound system requires contract with MOH sound engineer @ \$25 per hour for a minimum of 5 hrs.</i> | | \$25 PER HOUR | |
| Podium and 1 microphone | | \$40 | |
| Rental of MOH Sound System – BANQUET OR GARDEN - Specify which setting: | | \$300 | |
| Rental of MOH Sound System – BANQUET AND GARDEN | | \$500 | |
| Rental of MOH Professional Performance Sound System – THEATER | | \$400 | |
| MOH LCD Projector and Screen – Minimum 3 hours of use. | | \$75 | |
| MOH High-Definition (720p) LCD Projector <i>MOH provides necessary cords and assistance with setup prior to event, if necessary. Renter brings own laptop to connect to projector. Renter is responsible for operating the presentation.</i> | | \$100 | |
| HISTORIC THEATER LIGHTING AND SOUND – Addressed on a case-by-case basis <i>Please note: only MOH staff may make ANY changes to MOH stage lights or sound.</i> | | | |
| HISTORIC THEATER LIGHTING COST | | | |
| HISTORIC THEATER SOUND COST | | | |
| TOTAL FOR ALL SERVICES | | | |
| <i>SECURITY Deposit paid –SECURITY DEPOSIT of \$500 required for all events. This will be returned at the close of the event if the hall is left "as is." Security Deposit may be in the form of a check that is held and not cashed or a credit advance payment or cash advance payment.</i> | | | |
| <i>DOWN PAYMENT – PAYMENT 1 –Due at time of rental (at least 1/3 of base rate due to secure date. Non-refundable after 7 days)</i> | | | |
| <i>Payment plan – payment 2(due 60 days from event date)</i> | | | |
| <i>Payment plan – payment 3(due 14 days from event date)</i> | | | |
| <i>Other payments</i> | | | |
| | | | |

SECURITY DEPOSITS: Minimum of \$500.00 for every wedding rental. Deposit required at time of contract signing. Security Deposit is in addition to rental fees and will be refunded or destroyed within five to seven business days following rental. Entire Security Deposit will be forfeited if alcohol remains/evidence found on premises if none to be present per contract. Security Deposit may be in the form of a check which will be held and not cashed. *MOH retains the right to cash the check or hold the funds if damage or negligence is noted after the event.*

**Down Payment is non-refundable after 7 days.
All payments are non-refundable 120 days from day of event.**

MOH STAFF Coordinator will be available to assist with logistics during the first two hours of the event.
(This fee is covered in the space rental)

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— TERMS OF RENTAL CONTRACT —

PAYMENTS: A 30% down payment is due when the contract is signed, 30% no more than 60 days prior to event date and final payment must be received no later than 15 days prior to the event. Security Deposit is due 60 days prior to the event.

EVENT HOURS – Renter may setup as early at **8:00 am** and the event may last until **12:00 am**. Additional hours past 12:00 am may be paid for above. All events **MUST** end by 2:00 am per city ordinance.

SETUP – All event setup will follow detailed instructions provided by the renter at least 30 days prior to the event. All changes must be provided to MOH staff at least 7 days prior to event date.

DO NOT BREAK DOWN TABLES AND CHAIRS. THIS SERVICE IS PROVIDED.

Please keep all exterior doors closed to retain proper interior temperature and not waste energy.

NO RICE, BIRDSEED, GLITTER OR PAPER OR METALLIC CONFETTI SHOULD BE THROWN INSIDE THE OPERA HOUSE.

SMOKING IS NOT PERMITTED INSIDE THE OPERA HOUSE. VAPE/Vaporizer AND ECIG/electronic cigarette ALSO NOT PERMITTED

NO ANTIQUE FURNITURE MAY BE MOVED - NO FOOD OR DRINK MAY BE PLACED ON THE FURNITURE.

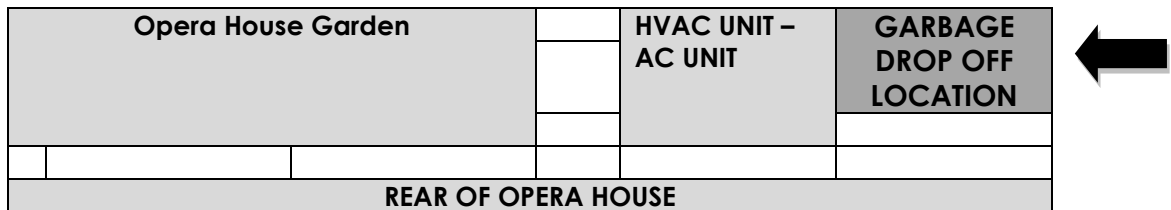
NO OPEN FLAME OF ANY KIND – NO CANDLES – LED LIGHTS SIMULATING CANDLES MAY BE USED

DAMAGED CLOTHS WILL BE ASSESSED AT \$35.00 EACH.

THE CATERER, OR PERSONS RESPONSIBLE FOR THE USE OF THE KITCHEN MUST ABIDE BY THE RULES POSTED IN THE KITCHEN (AND ATTACHED TO THIS CONTRACT).

No entry by guests to the kitchen area. At all time, only catering staff should be in the kitchen area.

GARBAGE OR DEBRIS MUST NOT REMAIN IN THE OPERA HOUSE OVERNIGHT. ALL GARBAGE BAGS SHOULD BE TAKEN OUTSIDE AT THE CLOSE OF THE EVENT. Garbage must be placed away from the building at the appropriate location noted below:



INCLEMENT WEATHER: It is the responsibility of the renter to have an inclement weather plan. In the case of Inclement weather, please contact MOH Management. If the event is moved into the BANQUET Hall (if available) from the Garden, BANQUET Hall rental rates will apply. As noted above, In case of inclement weather your wedding may be moved from the GARDEN to the THEATRE at no additional cost.

PERFORMANCE RIGHTS: Renter is responsible for securing appropriate rights for any entertainment. If you book a musician or performing artist, you must notify MOH management and advise MOH management if the artist is represented by a performing arts rights group.

PARKING: The city of Monticello has convenient parking located on all sides of the building. A large city parking lot is located on the east side of the building with over 40 spaces. Most downtown businesses are closed after hours and on weekends and their parking spots are therefore available. Street parking is available on the South and West facing sides. Please do not park in handicapped spaces unless warranted with appropriate license.

SECURITY – The MOH is located conveniently next to the Monticello Police department and while they are not there to secure your event, they may be called upon in the event of an emergency. Please dial 9-1-1 if you encounter an emergency during the event. If you consider that security will be necessary for your event, please let your MOH contact know and security personnel will be provided for you for a reasonable cost. Ultimately you are responsible for the behavior of your attendees. Please plan accordingly.

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IF THE MOH GARDEN IS USED:

- Tables may be placed in the Garden area only with permission of the Opera House.
- Trash must be removed from the Garden after the event. Trash receptacles will be provided. Can liners must be provided by the renter.
- No rice, confetti or sparklers should be thrown in the Garden area.
- Music must be kept to a reasonable level so that it will not interfere with police radio transmission.
- No parking is allowed in the Police Department parking lot or along the roadway in front of the police department.
- A \$50.00 cleanup charge will be assessed if debris is left in the Garden following a rental.
- Ash trays must be provided by the renter and cigarette butts must be cleaned up.

— EVENT LOGISTICS —

1. **LOAD-IN:** All heavy equipment LOAD-IN should take place through the rear entry from the GARDEN ENTRANCE. Large trucks can be driven into the GARDEN area and left there during the load-in period but moved directly afterwards. **THE GARDEN IS A LOADING ZONE ONLY – NOT FOR PARKING.**
2. **MOH ELEVATOR:** Stated weight limits of the MOH Elevator (1400 lbs. maximum) MUST be adhered to.
3. **AIR CONDITIONING:** The HVAC unit of the MOH will be turned on for the duration of setup, event and closedown. Please inform MOH management if any issues arise with temperature. **Please keep all exterior doors closed to retain proper interior temperature and not waste energy.**
4. **BANQUET AREA LIGHTING:** Controls for the lighting for the BANQUET AREA lights are located at the rear wall of each section of the BANQUET AREA. There are two sections. RENTER may adjust the lighting as needed during their event.
5. **CLOSEDOWN PROCEDURE:** In all instances, the MOH should be left in the same condition upon the close of the rental. Any damage noted should be immediately reported to MOH management. MOH will be responsible for the Set-up and take down of chairs and tables in the BANQUET AREA. MOH will also be responsible for the take down of any materials or accessories that were contracted for the event such as tablecloths, drapery or any sound/lights equipment. **Event must be closed by midnight.** All public in attendance must have exited the building and event coordination staff must be ready for lock-down at 12:00 am. If a later closing time is necessary, this must be agreed to at least 30 days prior to the event date. No event may go past 2:00 am in Monticello due to city ordinance. Additional hours incur a \$75 fee as noted above.
6. **GARBAGE:** All Garbage should be removed from the building at the close of the event. The garbage bags may be left immediately outside of the building or in the area for trash receptacles located behind the HVAC unit. Check with MOH staff if you have questions. See designated map.

NOISE ORDINANCE: RENTER must abide by the City of Monticello Noise Ordinance. This refers to events which are excessively loud in nature after 9:00 pm. The MOH HISTORIC THEATER is highly sound insulated but the BANQUET AREA is less so. Event coordinators should exercise restraint in decibel levels produced for music or dance events. If complaints are received from Monticello Police the RENTER will be asked to immediately comply with police recommendation.

NON-DISCRIMINATION CLAUSE - The vision of the Opera House is to include people of all races, nationalities and ethnicities in entertainment and events. It is also the goal of the MOH that no physical disability will result in a patron not being able to enjoy a show so long as reasonable accommodation can be accomplished. The MOH facility is rented without regard to race, nationality or ethnicity. The MOH downstairs and theater have been remodeled to accommodate those with disabilities, allowing accessible wheelchair entry and the theater is fully accessible with an area designed to accommodate wheelchairs or other mobility devices.

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| ACCOMODATIONS REQUIRED – <i>If any special accommodations are necessary for disability</i> | |
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THE RENTER SHALL BE FULLY RESPONSIBLE TO THE OPERA HOUSE FOR ANY DAMAGES INCURRED, INCLUDING DAMAGES OR EXPENSES CAUSED BY THE FAILURE OF THE CATERER OR PERSONS RESPONSIBLE FOR USE OF THE KITCHEN, OR ANY OTHER AGENTS OR EMPLOYEES OF THE RENTER. THE UNDERSIGNED RENTER (OR PERSON AUTHORIZED TO SIGN FOR RENTER) AGREES TO PAY ALL REASONABLE CHARGES AS SET FORTH HEREIN AND TO PAY FOR ALL DAMAGES INCURRED, IF ANY, REASONABLE WEAR AND TEAR EXCEPTED IF IT IS AGREED OR DETERMINED BY A COURT OF COMPETENT JURISDICTION THAT THE DAMAGE WAS INCURRED DURING THE EVENT. THE UNDERSIGNED FURTHER AGREES THAT IF ANY CHARGES REMAIN UNPAID FOR A PERIOD OF THIRTY DAYS, THE RENTER SHALL BE RESPONSIBLE FOR PAYMENT OF LATE CHARGES EQUAL OF 1 ½ PERCENT OF THE UNPAID BALANCE, AND ALL COSTS OF COLLECTION, INCLUDING REASONABLE ATTORNEY'S FEES.

ALL RENTAL RATES ARE SUBJECT TO CHANGE UPON THE BOARD'S REVIEW. CHECK WITH YOUR MOH AGENT FOR ANY CHANGES. UPON SIGNATURE OF CONTRACT ALL AGREED UPON RATES ARE FIRM AS ARE ALL CONTRACT DETAILS.

IF ALCOHOL IS CONSUMED ON PREMISES AND RULES ARE NOT BEING FOLLOWED, IT WILL RESULT IN IMMEDIATE EXPULSION OF ALL PARTIES AND FORFEITURE OF ENTIRE RENTAL FEES and SECURITY DEPOSIT.

CANCELLATION OF RENTAL AFTER SEVEN (7) DAYS OF CONTRACT SIGNATURE DATE WILL RESULT IN FORFEITURE OF DOWN PAYMENT. RENTER WILL BE LIABLE FOR FULL RENTAL FEES IF CANCELLATION IS RECEIVED 120 DAYS OR LESS FROM RENTAL DATE.

THE MONTICELLO OPERA HOUSE, INC IS NOT LIABLE FOR ANY INJURY OR MISHAP DURING THE RENTAL PERIOD. RENTER, EITHER ON HIS OR HER BEHALF, OR ON BEHALF OF ORGANIZATION RENTING SPACE, HEREBY AGREES TO INDEMNIFY AND HOLD HARMLESS THE MONTICELLO OPERA HOUSE FROM ANY AND ALL CLAIMS OF THIRD PARTIES ARISING OUT OF RENTER'S USE OF THE FACILITIES.

AUTHORITY TO EXECUTE: The representative or the RENTER themselves who is executing this Agreement on behalf of the EVENT hereby warrants and represents that he/she has the full power and authority to bind RENTING ENTITY on whose behalf he/she is executing this Agreement and acknowledges that he/she is making this representation and warranty with the understanding that MOH is relying thereon.

RENTER'S SIGNATURE _____ **DATE:** _____

CONTRACT CONFIRMED FOR THE OPERA HOUSE

_____ **DATE:** _____

MONTICELLO OPERA HOUSE WEDDING/RECEPTION CONTRACT

KITCHEN RULES

Please Review and Provide to caterer – Rules posted in the MOH Kitchen
FAILURE TO COMPLY WITH KITCHEN RULES WILL RESULT IN FORFEITURE OF DEPOSIT.

1. THIS KITCHEN IS ONLY A WARMING KITCHEN. Food is to be prepared off-site and brought here for heating or re-warming only.
2. NO GREASE COOKING IS ALLOWED, ABSOLUTELY NO DEEP FRYING.
3. IN CASE OF FIRE IN/ON STOVE; USE ONLY THE FIRE EXTINGUISHER IN KITCHEN.
4. All garbage will be placed in plastic bags in garbage cans outside East kitchen door
5. **Additional Garbage bags are NOT provided by Opera House. It is the renter's responsibility to provide them.** Five garbage bins are provided in the hall for each rental. These garbage bins are lined with garbage bags. No other garbage bags will be provided. Garbage bags are 33lbs size.
6. Remove all food from refrigerator at the end of the event.
7. Do not store or leave ice in refrigerator.
8. All counters are to be cleaned after use.
9. Cleaning supplies, garbage bags and all cooking supplies are responsibility of renter.
10. ALL STOVES AND OVENS ARE TO BE TURNED OFF PRIOR TO LEAVING THE BUILDING.
11. Turn off all lights.
12. Lock all doors, and exit through banquet hall doors.
13. Kitchen and banquet hall should be left in same condition as when rented. (Exception; do not tear down tables & chairs).
14. Report any breaks or malfunctions to the Opera House office on the next business day, unless they are of an emergency nature.
15. In the event of an emergency call 911. All other issues may be addressed via contact list posted in the kitchen.
16. No guests should be in the kitchen area. Catering staff only at all times.

FAILURE TO COMPLY WITH KITCHEN RULES WILL RESULT IN FORFEITURE OF DEPOSIT.

THANK YOU

MONTICELLO OPERA HOUSE WEDDING/RECEPTION CONTRACT

General & Technical Information – Inventory of information

Include counts on dishes, flatware & barware

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| <p>Banquet Hall & Rental Information Square Footage: 2912 Dimension of Main Hall: 52' X 56'</p> | <p>Available Tables: 48" Round: 12 (seats 6) 60" Round: 10 (seats 8) Eight-Foot Banquet: 4 (food presentation) Six foot banquet (2) Stand up Cocktail Tables: 4</p> |
| <p>Available Chairs: Upholstered Banquet-style: 160</p> | <p>Metal folding chairs – 75 available</p> |
| <p>Kitchen Facilities (Warming Kitchen Only): Commercial Gas Range (6 Burner) and Oven Electric Range (4 Burner) and Oven Three Compartment Pot Washing Sink (soap not provided) Small Commercial Hobart Dish Washer (soap not provided) Ample Preparation Counter Space Commercial Refrigerator (no freezer) Garbage Cans (liners not provided)</p> | <p>Equipment: Microphone and PA System Available (additional cost -- see Sound System above) Piano: McPhail Baby Grand Stage Available: 8' X 8' (additional cost) Projection Screen -Pedestal Stand 4' X 4' Podium: Two; 1-Table Top 1- Floor Model</p> |
| <p>Restroom Facilities - Men's and Women's, Handicap Accessible</p> | |
| <p>Garden Information Overall Area: 5364 Sq. Ft. Paved Area: 4994 Sq. Ft. Gazebo with 4 Duplex Electric Power Receptacles (120 Amp circuit) 8 - Period Style Four Lamp Light Posts</p> | <p>Theatre Information On Second Floor (elevator and stair access) Non-Union House Seating Capacity 311</p> |