

MONTICELLO OPERA HOUSE PRIVATE EVENT RENTAL CONTRACT

Date of Original Contract Signing:

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

EVENT TITLE:

DATE(S) OF RENTAL:

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

DEPART

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

DEPART

GENERAL INFORMATION

Name of Renter	
Mailing Address	
Telephone(s) Home/Work and Cell	
EMAIL	
Event Coordinator (if any) TIME COORDINATOR/DECORATOR ARRIVES	
Contact info - Event Coordinator	
Caterer*	
Arrival Time	
Caterer Contact info	
Caterer License Number	
Proof of Caterer Insurance provided (Yes/No)** Staple to contract	
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)	
Attach the Itinerary to this contract 10 days before the event	
BAR AT THIS EVENT (Y/N)	
Expected Attendance: ***	
Number of guests/attendees cannot be changed within 30 days of Event.	

*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			
	No. of Days:	Cost	TOTALS
All facilities rent for a full day only, 8am to 12am (midnight).			
Perkins Hall & Kitchen (downstairs) Sunday through Thursday		\$750	
Perkins Hall & Kitchen (downstairs) for Friday or Saturday		\$1000	
Historic Theater (upstairs)		\$1500	
Historic Theater, Perkins Hall, & Kitchen		\$2250	
Courtyard Garden alone or in addition to other facilities rented		\$400	
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. All events must close by 2:00 AM per city ordinance.	No. of hours	\$110 per hour	
<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.			
Must have 72 hours or earlier before event			
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 12 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 6 rectangles measuring 8' , and 3 rectangles measuring 6' . 8' rectangle tables: _____ 3-6' rectangle tables: _____	Total No of Rectangular Tables:	No Cost	
Accessory Tables We have 5 rectangular tables measuring 4' , and 5 round bistro-style high-top tables measuring from 2' to 2 ½'. These can be used for drinks, dessert, gifts, sign-in, or for other purposes. 5-4' rectangle tables: _____ 5 - 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 \$175 per arrangement.			
COURTYARD GARDEN CHAIRS – We have 48 white folding chairs available. The Renter will need to obtain more chairs if needed.	No of chairs:	\$4.50 per chair	
LINENS			
WHITE TABLECLOTHS – 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 Table Cloths:	\$17.00 per cloth	
TOPPERS – Available in black, brown, gold, silver, burgundy and pink	Total Toppers:	\$14 per Topper	
CHAIR COVERS – Available in white spandex.	Total Covers:	\$4.50 per chair	
CHAIR RIBBONS – Available in blue, teal, gold, silver, and burgundy	Total Ribbons:	\$3 per chair	
MONTICELLO OPERA HOUSE CHINA & FLATWARE			
Service for up to 100 guests is available for \$4.50 per guest and includes: China – Dinner, salad, dessert plates, coffee cups & saucers Water Goblets, Flatware – Dinner & salad forks, knives & teaspoons	No of attendees:	\$4.50 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	\$250.00	
MOH CHARGE FOR SETTING CHINA ON TABLES UP to 50 Guests \$78 / 51-75 Guests \$120 / 76-100 Guests \$160 / 101-150 Guests \$175	No of attendees:		
Table centerpieces-Two size Lamps available to rent \$8.00(ea) Med / \$12.00 (ea) Tall			

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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. If event longer than 3 hours, number of hours of event plus set up and take down.			
Number of Guests being served at Bar			
BARTENDING SERVICE BEGINS AT:			
BARTENDING SERVICE ENDS AT (LAST CALL):			
Total Bartenders needed and rate Minimum 5 hours per bartender Due to Insurance liability & license restrictions ALL alcohol must be purchased by MOH		\$35 per hour	
TYPES OF BAR SERVICES: Option 1: Cash Bar MOH will sell drinks at your event. MOH will purchase alcohol, mixes, etc. Proceeds benefit the Monticello Opera House.			
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 supplies must be paid 30 days prior to the event . 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 MOH Rental Event Coordinator 30 days in advance of the event so that purchases can be made in a timely manner. MOH will make the purchases you request, add a markup and let you know the costs. Once list is provided changes cannot be made.			
Bartender gratuity/tips are at the discretion of the renter			
CEILING DRAPES			
CEILING DRAPES – 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.	1	\$700	
Color of Ribbons for Drapes: - blue teal, gold, silver, burgundy			
MOH RENTAL EVENT COORDINTOR -Open, Close, greeting guests and caterer etc. 5 Hour Minimum \$35.00 Per Hour-\$175.00			

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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: Scheduled with Engineer consent. Use of MOH Theater sound system requires contract with MOH, sound engineer charge is for a minimum of 5 hrs. AT LEAST 48 HOURS BEFORE EVENT, A RUN THROUGH WITH CLIENT, ENGINEER AND MOH EQUIPMENT MUST BE DONE	\$50 PER HOUR	\$250	
Podium and 1 microphone		\$135	
Rental of MOH Sound System PERKINS HALL OR GARDEN - Specify which setting: SEE ABOVE		\$700	
TOTAL FOR ALL SERVICES			
SECURITY Deposit – SECURITY DEPOSIT of \$200 required for all events to secure date . This will be returned /reimbursed at the close of the event if the rental areas: hall/kitchen/equipment marked on contract is left "as is", such as trash emptied per contract. 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.			
DOWN PAYMENT – PAYMENT 1 – Due at signing at least 1/3 of base rate (Non-refundable after 7 days)			
Payment plan – Payment 2 (due 60 days from event date)			
Payment plan – Payment 3 (due 15 days from event date)			
Other payments			

SECURITY DEPOSITS: **Minimum deposit of \$200.00 for every private rental.** Deposit required at the 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. **MOH retains the right to cash the check or hold the funds if damage or negligence, breach of terms of contract, is noted after the event.**

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

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— TERMS OF RENTAL CONTRACT —

PAYMENTS: A 1/3 down payment is due when the contract is signed, 1/3 no more than 60 days prior to event date and final payment must be received no later than 15 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 as specified above. All events MUST end by 2:00 am per city ordinance.

SETUP – All event setup will follow detailed instructions provided by the renter to the MOH Rental Coordinator at least **30 days prior to the event**. Changes must be provided to MOH staff at least **14** 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 OR ANY CONFETTI SHOULD BE THROWN INSIDE THE OPERA HOUSE.

SMOKING IS NOT PERMITTED INSIDE THE OPERA HOUSE OR COURTYARD. 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, MISSING CLOTHS OR TOPPERS WILL BE ASSESSED AT **\$65.00 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:

Opera House Garden		HVAC UNIT – AC UNIT	GARBAGE DROP OFF LOCATION	



INCLEMENT WEATHER: It is the responsibility of the renter to have an inclement weather plan. In the case of inclement weather, please contact MOH Rental Coordinator. If the event is moved into the PERKINS HALL (if available) from the Garden, PERKINS 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 Rental Coordinator and advise MOH Rental Coordinator 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 Courtyard Garden area only with permission of the Opera House.
- Trash must be removed from the Courtyard Garden after the event. Trash receptacles will be provided. No rice, confetti or sparklers should be thrown in the Courtyard 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 **\$100.00** cleanup charge will be assessed if debris is left in the Garden following a rental.
- **REMINDER: NO SMOKING IN THE GARDEN AREA NOR INSIDE THE BUILDING**

— EVENT LOGISTICS —

1. **MOH ELEVATOR:** Stated weight limits of the MOH Elevator (1400 lbs. maximum) MUST be adhered to.
2. **AIR CONDITIONING:** The HVAC unit of the MOH will be turned on **BY MOH STAFF** 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.**
3. **PERKINS HALL AREA LIGHTING:** Controls for the lighting for the PERKINS HALL AREA lights are located at the rear wall of each section of the PERKINS HALL AREA. There are two sections. RENTER may adjust the lighting as needed during their event.
4. **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 PERKINS HALL 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 **\$100** fee as noted above.
5. **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 PERKINS HALL 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.

ACCOMODATIONS REQUIRED – If any special accommodations are necessary for disability	
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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:** _____

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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 provided by Opera House** Five garbage bins are provided in the hall for each rental. These garbage bins are lined with garbage bags. 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, and all cooking supplies are responsibility of renter.
10. ALL OVENS ARE TO BE TURNED OFF PRIOR TO LEAVING THE BUILDING.
11. Turn off all lights.
12. Lock all doors, and exit through Perkins Hall doors.
13. Kitchen and Perkins 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

General & Technical Information – Inventory of information

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Include counts on dishes, flatware & barware

Perkins Hall & Rental Information Square Footage: 2912 Dimension of Main Hall: 52' X 56'	Available Tables: 48" Round: 12 (seats 6) 60" Round: 10 (seats 8) Eight-Foot Banquet: 4 (food presentation) Six foot banquet (2) Bistro Tables: 4
Available Chairs: Upholstered Banquet-style: 160	Garden chairs – 48 available
Kitchen Facilities (Warming Kitchen Only): 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 Warming Ovens	Equipment: Microphone (additional cost) Piano: McPhail Baby Grand Adults Stage Available: 8' X 8' (additional cost) Podium: 1- Floor Model
Restroom Facilities - Men's and Women's, Handicap Accessible	
Courtyard 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	Historic Theater Information On Second Floor (elevator and stair access) Non-Union House Seating Capacity 275