

HUDSON OPERA HOUSE

Building Use Agreement
For use of a 1st floor room at the
Hudson Opera House
327 Warren Street, Hudson NY 12534

Event _____

Description _____

Event date(s) and time(s) _____ Number of anticipated participants _____

Additional access times required (include any set-up or clean-up time) _____

Contact Name _____ Phone _____

Mailing Address _____ E-mail _____

Opera House Room(s) requested West Room Center Hall Workshop Room

Will food be served? Yes No Are you using a caterer? Yes No If so, who? _____

Will alcohol be served? Yes No If yes, we may require a liquor liability insurance.

Hudson Opera House Inc. (hereafter HOH) will provide space to the Event Sponsor on the following conditions:

1. Approval

All events, exhibits, performances, and meetings occurring on the premises of the Hudson Opera House must be pre-approved by HOH and are subject to availability of space and staff. All requests must be made by completing this Building Use Agreement Form.

2. Front-of-House Requirements

Event Sponsor will provide all staff necessary for the event as well as for set-up and clean-up.

3. Technical Requirements

Base rental rate includes two 6' tables and 20 chairs. Additional tables and chairs are available for a fee. Event Sponsor will provide all materials and equipment necessary for the event, including electronics, lighting, sound, scenery, etc. If HOH equipment is requested, additional fees will apply. Event Sponsor understands that there is no kitchen facility at HOH. Refrigerator may be used with prior approval. In the West Room, the piano must not be moved or played without permission.

4. Publicity

Publicity should not include the Hudson Opera House logo, or in any way imply that the event is sponsored by HOH unless otherwise agreed in writing in advance. The Hudson Opera House phone number should not be listed for contact information or for reservations. For posters, flyers and advertising, the text size for "Hudson Opera House" must not be more than 50% of the text size for the event title. Announcements may employ one of the following forms:

"Event Name" presented by "Event Sponsor" at the Hudson Opera House, 327 Warren St, Hudson NY - OR -

"Event Sponsor" presents "Event Name" at the Hudson Opera House, 327 Warren St, Hudson NY.

The Hudson Opera House can and should be thanked wherever appropriate for use of our space.

5. Occupancy and Use

The Hudson Opera House hosts numerous daily programs in the building. No other parts of the building will be available for use or access other than the space approved. If HOH materials, other than tables and chairs, are needed they must be requested in this application. HOH retains the right, during the course of an event, to access all areas of the building as necessary to conduct HOH business.

6. Insurance

Insurance is required for some events. Check with your homeowner insurance carrier to see if it is necessary for your event. Certificate of Insurance must be provided by Event Sponsor, naming Hudson Opera House Inc. as "additional insured." Certificate must be delivered to the Executive Director or General Manager at the Opera House prior to the rental period, and cover the specified Event Date.

7. Building Use Contribution

Rates are variable. We make every effort to accommodate non-for-profit for free on a limited basis. However, there are costs incurred by HOH for providing this venue for community organization activity. Increased heat, electricity, maintenance, and insurance costs are just a few examples. Additionally, any event taking place in the building consumes some HOH staff time.

Not-for-profit Organizations may receive up to two hours per year at no charge with the following conditions:

- Use of building takes place during HOH normal business hours.
- Event is FREE to the public or to the Organization's members.
- After two hours, each additional hour requires a contribution.
- Events which go over estimated time will be charged a rate to be determined in advance.
- If event admission is charged or donations are solicited, a 30% contribution to HOH is required.

Private Organizations or Individuals

- Use of building during normal business hours will be charged a fee, with additional fees for use outside normal business hours. Rates to be agreed upon herein.
- Events which go over estimated time will be charged additional fee, to be agreed upon herein.
- If event admission is charged or donations are solicited, a 30% contribution to HOH is required.

Please Note:

- Building Use Fee will be determined by HOH only after review of this form.
- Building Use Fee, where required, is secured with a non-refundable deposit of 25%.
- Event payment must be paid in full in advance of Event.
- A security deposit to cover overages and/or damages may be required.
- Cleaning fee of \$75 may be required, depending on type of event.
- If food or refreshments are served, a cleaning fee will generally be charged.

8. Building Condition

Event Sponsor agrees to leave the space exactly as found unless otherwise instructed. All set-up and clean-up must be performed by Event Sponsor. Chairs should be returned to where they were found; floor should be broom clean; all debris from the event must be removed, including removal of garbage. A \$25 per-bag fee will be charged for each bag of garbage left behind.

9. Requests for Use

Requests for use of the building should be made at least thirty (30) days in advance unless other arrangements have been made.

Agreed and Signed

Building Use Contribution Rate	\$ _____	base rate
Additional Charges	\$ _____	number of extra hours/rate (if applicable)
	\$ _____	garbage fee (if applicable)
	\$ _____	additional tables/chairs fee (if applicable)
	\$ _____	cleaning fee (if applicable)
Total Contribution	\$ _____	
Deposit Amount	\$ _____	Date _____
Final Payment Amount	\$ _____	Date _____

Event Sponsor (printed) _____

Event Sponsor (signed) _____ Date _____

Hudson Opera House (signed) _____ Date _____