



TOWN HALL THEATRE

27 North Main Street - Centerville, OH 45459 / (937) 438-2760 Office (937) 438-2755 Fax

Auditorium & Stage Rental Policy and Contract

Renter: _____
 Purpose of Event: _____
 Contact Person: _____
 Mailing Address: _____
 Zip Code: _____
 Phone: _____

Application Date: _____
 Rental Date: _____
 No. of Guests: _____
 Rental Times: _____ to _____
 Email Address: _____
 Cell Phone: _____

RENTAL RATE: *Please check all that apply*

1st 2 HRS: \$250.00 Hour 3: \$125 Hour 4: \$125 = \$ _____ .00

BOX A	
Total from Line A:	\$ _____ .00
Total from Line B:	\$ _____ .00
Total from Line C:	\$ _____ .00
Total of Lines A-C:	\$ _____ .00

Hours 5 +: _____ x \$100/HR = \$ _____ .00
Line A
 Staff Charge: _____ x \$30/HR = \$ _____ .00
Line B
Line C

Total from Box A: \$ _____ .00	OR	10% Discount= \$ _____ .00
Non-Resident Rate*		Resident Rate*

*Application Form & Entire Rental Fee are due within ten (10) days.

Purpose

The goal of Washington Township is to have the Auditorium and Stage at Town Hall Theatre available for the community to enjoy during those times when it is not otherwise in use. In order to promote orderly and harmonious use of the Auditorium and Stage, we ask that renters adhere to the rules and regulations.

Rates & Availability

Availability (As Available)	Room Capacity	2 Hour Min	Hours 3 & 4	After 4 Hours	Resident Discount
	300 Persons	\$ 250.00	\$125.00 / Hour	\$100.00 / Hour	10 % off Rental

*Availability is dependent on staffing and is not guaranteed until your reservation has been confirmed in writing.

Days Not Available

Thanksgiving – Christmas Day – New Years Day – Fourth of July – Labor Day – Memorial Day

Staffing Fee*	Rental Rate	Resident Discount
Technical Support Staff	\$ 30.00 / Hour	10% off Rental

*All rentals come with one (1) staff person to assist with your event. If the theatre determines that more staff is needed, additional hourly charges apply.

Application Process

Reservations may be made by phone or in person at Town Hall Theatre during the hours of 4pm and 7pm, M-F.

The facility is rented on a first come first serve basis. A reservation is held for ten (10) days at which time, the application form and rental fee are due. Failure to provide said rental fee and application will result in a loss of reservation.

Washington Township reserves the right to limit the incidence of use by a single group should the demand for the facility exceed the available supply.

Washington Township also reserves the right to exercise supervisory authority and to prevent unauthorized or illegal activities on Township property. While we will try to accommodate your rental request, the Township reserves the right to refuse rental to any person or group.

This application may not be assigned or transferred and the facility may not be sublet by applicant.

All applicable rental fees must be paid in full at the time this application is submitted. Applicants may pay in person during regular box office hours, M-F from 4-7pm or by mail. Send materials to: Town Hall Theatre, 27 N Main Street, Centerville, Ohio 45459. Make checks payable to the Washington Township Trustees.

Refund Policy: Complete refunds will be offered within 24 hours of filing this application. Thereafter, applicants are entitled to a 50% refund of their fee. However, no refunds will be given within 48 hours of their scheduled event. Refunds will be processed at the next regularly scheduled trustee meeting.

The Township retains the right to file a claim beyond the rental fee in order to recover or replace items damaged by the renter.

Hold Harmless Agreement

By applying to use this facility, I hereby agree, on behalf of myself and any persons on whose behalf I am submitting this application to release Washington Township, its elected officials, agents and employees from any and all losses, injuries or damages which may be incurred by me or by anyone on whose behalf I am making this application while using the Town Hall Theatre facility. I further agree to indemnify and hold harmless Washington Township, its elected officials, agents and employees from any claims asserted against or losses, expenses or damages of any type or nature incurred by said parties arising out of my use or the use of the persons on whose behalf I am making this application.

Signature of Renter: _____ Date: _____

Authorized Theatre Staff Member: _____ Date: _____

Rental Rules and Regulations

Rental time period includes set-up and tear-down time. Please take this into account when making your application.

Town Hall Theatre is a smoke-free facility. The use of alcoholic beverages is also prohibited.

Driving on the sidewalks or lawn of Town Hall Theatre is strictly prohibited.

Do not attach decorations without express approval from theatre staff. No confetti, glitter, rice, birdseed etc., glue or paint is allowed to be used inside or outside of the facility.

Candle use or open flames of any kind are prohibited.

You will have the use of the auditorium & stage, lobby area and restrooms as well as the Rehearsal Room, Kitchen and lower level restrooms. Your rental also includes use of general theatrical stage lighting, access to (2) hand-held wired microphones w/stands and a CD playback system. Rentals do not include dressing rooms.

At no time may someone other than theatre staff operate equipment that is the property of the theatre, including but not limited to lighting and sound equipment.

Garbage bags, broom, vacuum, mop and bucket are provided for renter's use.

All decorations, garbage, etc. must be removed and bagged. Bagged garbage must be placed in the GREEN dumpster located at the rear of the building in the fenced dumpster area.

Tables and chairs must be wiped clean and returned to their original positions. No items are allowed to be set-up, removed, or used outside of the building.

All carpeted floors must be vacuumed. Stage floor must be swept and mopped.

All lights (including bathroom lights) must be shut off.

Make sure kitchen counters are wiped clean, dishes used have been washed and returned to their proper location, stove and oven shut off, microwave wiped out. Also, any items placed in refrigerator by you are to be removed at that time.

Renters are responsible for the conduct of their invited guests. Any damage to the facility or grounds during the function will be the responsibility of the renter.

If exterior signage will be used, proper temporary signage permits must be secured through the City of Centerville Planning Department (937-428-4762 or www.ci.centerville.oh.us) and copies of the approved permit must be on file with the theatre manager.

All promotional materials, including but not limited to print, radio and television advertising and signage must include the phrase: *"This program is not affiliated with Washington Township Town Hall Theatre."*

The user of the facility agrees to inform all persons attending the event of the terms and conditions concerning use of the facility.