

McPherson Opera House Company Meeting Room Rental Contract

The McPherson Opera House is a multi-purpose facility dedicated to the preservation and advancement of the Arts in McPherson and the surrounding communities. Providing rental space for events allows patrons to utilize the facilities and enjoy the unique beauty of the Opera House. We appreciate your cooperation in following the MOHC rental policies, which will help protect and preserve the Opera House for generations to come. McPherson Opera House is an entirely smoke-free facility. Questions, 620-241-1952 or operahousecompany@sbcglobal.net

Please mail to McPherson Opera House Company, PO Box 333, McPherson, KS, 67460

Contact Name _____ Date _____

Organization Name (if applicable) _____

Address _____

City, State, Zip _____

Phone () _____ E-mail Address _____

Date of Event _____

Time Event Begins _____ Ends (about) _____ Time of Set-up _____

Expected Attendance _____

____ Rose Morris Room, capacity is limited to 50 persons, per fire regulations.

____ NCRA Community Meeting Room, capacity is limited to 50 persons, per fire regulations.

____ Grand Ballroom, capacity is limited to 90 people (guests and service staff), per fire regulations.

Please note, at maximum occupancy, comfort is reduced if all occupants are seated at tables.

Opera House personnel will do the room set-up according to your diagram (worksheet provided).

Please send the layout diagram to the MOHC office at least one week before the event.

____ Banquet arrangement, end-to-end 30"x 60"-rectangular tables (2-4 chairs each table)

____ Classroom arrangement, rows of 30"x 60"-rectangular tables (2 chairs on one side of table)

____ 60"-round table arrangement (6-8 chairs each table)

____ Theatre arrangement, chairs in rows, no tables

Also available:

____ 30"x 60"-rectangular tables for serving tables or displays, etc.

____ 4 high 36"-bistro tables (in low position, seats 4) _____ Lectern

Please note: No furniture, equipment, or other items that rest on the floor may be brought into the Ballroom without prior consent of MOHC.

The rental fee is for a period of up to 4 hours. Wedding receptions are full day.

½ of the rental fee is due the day the reservation is made. Balance is due 2 weeks prior to the event.

\$____ Rose Morris Room: \$75 (per 4-hour period)

\$____ NCRA Community Meeting Room: \$75 (per 4-hour period)

\$____ Grand Ballroom: \$150 (per 4-hour period)

\$____ Grand Ballroom, Wedding Reception: \$300 (full day)

The Ballroom is equipped with an audio system with multiple inputs. Equipment available to rent:

\$____ Wireless hand-held / wireless lavalier microphone: \$20 \$____ CD player: \$10

\$____ Projector / screen / DVD player: \$50 \$____ Screen only: \$20

Mark Hunter, 620-245-0801, m.hunter@ieee.org, can help with tech support.

Chuck Vetter at *Sounds Great*, 241-6322, can work with you on special needs.

Security Deposit

The security/cleaning deposit is to be paid in the form of a separate check made to the McPherson Opera House. It is due at the time of the booking. This is refundable after the event, less any damage fees. In the event of breakage caused by the rental group during its allotted time, the renter will be billed for any damage fees greater than the amount of the deposit.

\$_____ Rose Morris Room: \$50
\$_____ NCRA Community Meeting Room: \$50
\$_____ Grand Ballroom: \$100
\$_____ Grand Ballroom, wedding reception: \$200

I(We) understand that this rental agreement does not signify exclusive use of the entire Opera House facility. This is a multi-use facility that may have several activities going on at the same time. **During Main St. retail business hours, please help us be a good neighbor by having your guests park in the parking lot to the northeast.** Bus loading/unloading is available on the south side of the Opera House. Buses may unload and then move to a designated bus parking area.

I(We) understand that the McPherson Opera House is an entirely smoke-free facility. This includes all restrooms, lobbies, and public spaces.

I(We) understand that all facilities must be left in the same condition as prior to the function by both the renter and the caterer. Clean up is to be done immediately following the event. All counters and tables must be wiped, the floor swept, and trash bagged. Caterers and renters provide their own trash bags.

Cancellation Policy

Fees and deposits will only be refunded if the event is canceled 4 weeks prior to the day of the event. For reservations in December and August, fees and deposits can only be refunded if canceled 3 months prior to the event.

Signed _____ Date _____

\$_____ ½ Room Rental Fee
\$_____ Security Deposit (separate check, please)
\$_____ Audio Visual Equipment Rental
\$_____ AMOUNT PAID at time of booking

\$_____ BALANCE DUE, 2 weeks prior to Event
_____ Date paid

Please send table/chair layout diagram to the MOHC office at least one week before the event.

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For office use: \$_____ Security Deposit refunded _____ Date refunded