

Auditorium Simple Rental Contract

McPherson Opera House Company
Sutherland & Main Streets - McPherson, Kansas 67460

The McPherson Opera House is a multi-purpose facility dedicated to the advancement of the Arts in McPherson and the surrounding communities. The auditorium (main floor, first balcony, and second balcony) seats 488 persons. We appreciate your cooperation in following the MOHC rental policies, which will help protect and preserve the Opera House for generations to come. Questions, 620-241-1952 or info@mcphersonoperahouse.org

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

Name _____

Address _____

City, State, Zip _____

Phone () _____ E-mail Address _____

Date of Rental _____ Start Time _____ End Time _____

Basic Package: \$800 full, \$400 half (weekdays) – \$900 full, \$450 half (Friday/Saturday/Sunday)
includes:

- Standard light plot (see below)
- Basic sound plot (see below)
- 1 hour of tech time for half-day rental, 2 hours of tech time for full-day rental

Additional technical services are \$40 per hour, but are subject to change more or less after consultation with the Technical Director. Auditorium Renter must meet with the technical director prior to finalizing this agreement.

All decorations and personal items are to be removed from the auditorium the same day.

Use of candles and other decorations are subject to approval of the technical director. Other use of fire or flames in the McPherson Opera House is strictly prohibited. This includes all restrooms, dressing rooms, and public spaces.

No confetti can be thrown anywhere inside or outside the building.

This rental agreement does not grant 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.

McPherson Opera House is an entirely smoke-free, drug-free facility. This includes all restrooms, dressing rooms, and public spaces.

Any possession of firearms in the McPherson Opera House is prohibited. This includes all restrooms, dressing rooms, and public spaces.

Signed _____ Date _____

EQUIPMENT (Use of equipment and other technical needs can be discussed with the technical director.)

___ Piano: \$75

___ Sound System: basic sound included in fee

___ Follow spots: \$25 per spot. If spots are needed, renter must provide the operator(s), who will be instructed by the technical director.

___ Projector and Screen: \$75

___ CD Player: \$20

___ Fly system: \$50

TECHNICAL AND SETUP INFORMATION

Lighting. Please check one.

___ Standard House Plot

___ Light Plot to be furnished by user

We strongly encourage you to use the Standard House Plot, as a \$50 fee to restore the house plot will be charged if the house plot is not used.

Sound. If the item is required, please indicate quantity.

Microphone ___ Wireless lavalier ___ Basic sound package includes use of three microphones or lavaliers, if needed. Additional instruments are billed at \$10 each.

On-Stage Monitor Speakers ___ Monitors are \$20 per monitor.

Cancellation Policy

Fees and deposits will only be refunded if the event is cancelled 30 days prior to the day of the event.

RENTAL FEE

One-half Rental fee is due the day the reservation is made. Balance is due 4 weeks before the event.

SECURITY DEPOSIT: \$300

The security deposit is to be paid in the form of cash or 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 this rental group during its allotted time, the renter will be billed for any damage fees greater than the amount of the deposit.

\$ _____ TOTAL RENTAL

\$ _____ AMOUNT PAID at time of booking _____ Date paid

\$ _____ BALANCE DUE 2 weeks prior to event _____ Date paid

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