

McPherson Opera House Company

2015 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. Questions, 620-241-1952 or info@mcphersonoperahouse.org. 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 _____

	Up to 4 Hours	Up to 8 Hours
_____ Rose Morris Room, capacity 50	\$150	\$300
_____ NCRA Community Meeting Room, capacity 50	\$150	\$300
_____ Grand Ballroom, capacity 90	\$300	\$600
_____ East Arts Center (with kiln), capacity 30	\$125	\$250
_____ West Arts Center, capacity 30	\$125	\$250
_____ Grand Ballroom – Wedding Reception	\$750	Up to 12 hours
_____ Annex	\$75	Anytime
_____ Arts Center lobby	\$50	Anytime

Please note room capacity is in accordance with fire regulations. Seating numbers may vary depending on the furniture set up.

Opera House personnel will set furniture in the room according to your instructions. NOTE: No furniture, equipment, or other items that rest on the floor or attach/stick to the walls may be used without prior consent of MOHC. Please provide a layout to the MOHC office at least one week before the event. Some standard set ups:

- _____ 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 – 36” round bar/bistro tables, (in low position, seats 4)
- _____ Lectern _____ Internet

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

- _____ Wireless hand-held / wireless lavalier microphone: \$20 _____ CD player / Sound system: \$20
- _____ Projector / screen (with or without DVD player): \$50 _____ Screen only: \$20

Table linens rental:

- _____ 60” round tablecloths @ \$10 each _____ napkins @ \$.50 each
- _____ 30”x60” rectangular tablecloths @ \$6 each _____ napkin color

Deposit. A deposit equal to one-half of the room rental fee is due at the time of booking. The balance of the room rental and fees for any additional items is due one week prior to the event.

Alcohol/Bar Services. Service of any alcoholic beverages must be arranged through the Opera House. A minimum of twelve (12) days' notice is required. Two bar servers will be provided at a cost of \$30 per hour. (For groups of 30 or less, one bartender will be provided at \$15 per hour.) No outside alcoholic beverages are permitted on the premises.

_____ Check here if bar services are requested.

Tours. A facility tour is not included in the rental fee. If desired, a brief presentation in the auditorium on the history and renovation of the Opera House can be added to your room rental experience for an extra fee. For groups of 20 people or less, the fee is \$25. For groups of 21 people or more, the fee is \$50. (Another option is a 30–45 minute docent-led tour of the entire building can be arranged for a \$3-per person fee.)

_____ Check here if a tour is requested. _____ Check here if docent-led tour is requested.

Rental Policies. A Security 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.

\$50 Rose Morris Room, NCRA Community Meeting Room, Art Rooms

\$100 Grand Ballroom; \$200 Grand Ballroom, full day or wedding reception

I/We understand that this rental agreement does not signify exclusive use of the entire Opera House facility since it is a multi-use facility that may have several activities going on at the same time.

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, if applicable. All counters and tables must be wiped and the floor swept immediately following the event. All trash should be removed to the alley dumpster, across from the Annex east entrance. I/We also understand that the Opera House does not provide glassware, dishes, cooking and serving utensils, paper goods or silverware.

Use of the Grand Ballroom catering kitchen includes use of countertops and appliances *only*. Use of the commercial dishwasher is permitted only if initialed here by MOHC staff _____ .

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

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.

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 _____

\$ _____ Room Rental Fee	\$ _____ Paid at booking
\$ _____ A/V Equipment Rental	\$ _____ BALANCE DUE 2 weeks prior to event
\$ _____ Table Linens Rental	
\$ _____ Bar Services	
\$ _____ Other	
\$ _____ TOTAL	

\$ _____ Security Deposit paid _____; Security Deposited refunded _____