



# Performance Hall Rental Application

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Desired Reservation Date: \_\_\_\_\_  
(ex: Saturday, December 12, 2020)

Arrival time: \_\_\_\_\_ Event: Start \_\_\_\_\_ End \_\_\_\_\_ Departure time: \_\_\_\_\_

*Renters will be charged \$60.00 per hour from arrival time to departure time. The rate is \$75.00 per hour if a sound technician is required. Time is billed in 15-minute increments. Other fees may apply. Renter must agree to the Performance Hall Rental Terms & Conditions and a non-refundable 50% deposit is due no later than 1 month prior to the event date.*

Event Title: \_\_\_\_\_

Event Description:

Equipment/Sound Requirements:

**For office use only:**

Arrival time: \_\_\_\_\_ Event: Start \_\_\_\_\_ End \_\_\_\_\_ Departure time: \_\_\_\_\_

Total billed: \_\_\_\_\_ Down payment: \_\_\_\_\_ Amount due: \_\_\_\_\_

EVSM team member: \_\_\_\_\_

# Performance Hall Rental Terms & Conditions:

Renter must initial each line.

- \_\_\_ All requests for the use of the Performance Hall shall be in writing on the form *Performance Hall Rental Application*. East Valley School of Music ("EVSM") agrees to allow Renter to use the premises as described above to coordinate details of usage.
- \_\_\_ Renter agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.
- \_\_\_ Renter agrees to inform its patrons before the event date that no food or drink (including water) are permitted inside the Performance Hall. Renter also agrees to ensure that no food or drinks are brought inside the Performance Hall and to announce to its patrons that no food or drinks are permitted inside the Performance Hall on the event date.
- \_\_\_ Renter agrees to prepare the Performance Hall for use and return all areas of the premises which Renter will use to the original conditions, including entrances and exits, including, but not limited to: disposal of garbage, cleaning any spilled liquids, returning furnishings and equipment to their original position, locking exit doors, and closing Performance Hall doors.
- \_\_\_ In the event that equipment is damaged by Renter (other than damage resulting from normal wear and tear), EVSM reserves the right to hold Renter responsible to repair or replace equipment. Similarly, in the event that the premises is left in an unclean condition by Renter (dirty/stained floors, walls, etc.), EVSM reserves the right to hold Renter responsible to pay a cleaning fee of no less than \$25.00.
- \_\_\_ Renter agrees to restrict use of the premises to the main area, its entrances and exits, and the Performance Hall only. Other areas of the premises, including the office, classrooms, hallways (other than the restrooms) are off-limits unless otherwise agreed upon by Renter and EVSM in writing.
- \_\_\_ Renter agrees to hold harmless, indemnify and defend EVSM (including EVSM's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for Renter's purposes, regardless of whether such injury or damage results from the negligence of EVSM (including EVSM's agents, employees and representatives) or otherwise.
- \_\_\_ This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party. Renter will not be refunded deposit if Renter cancels event.
- \_\_\_ Renter agrees that it will not assign any of its rights under this agreement to another party, and any such assignment will void this agreement at the sole option of EVSM.
- \_\_\_ EVSM and Renter agree that any disputes arising under this agreement will be resolved via a mutually acceptable alternative dispute resolution process.
- \_\_\_ This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

RENTER

EAST VALLEY SCHOOL OF MUSIC

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_