

OLD ROCK SCHOOL AUDITORIUM APPLICATION

DATE (S) REQUESTED: _____ DAY(S) OF WEEK: _____

NAME OF ORGANIZATION OR GROUP: _____

CONTACT: _____ PHONE: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ E-MAIL: _____

EVENT TYPE: _____ SHOW TIME: _____

SET-UP TIME: _____ FINISH TIME: _____ SOUND CHECK TIME: _____

OPEN AUDITORIUM DOOR: _____ OPEN LOBBY DOOR: _____ # ATTENDING: _____

IMPORTANT: If you meet max occupancy of 473 you will have to pay a Town of Valdese Fire Marshal \$25 per hour during your event. Will you need a Fire Marshal? Yes No Please Initial Here: _____
If violated, you will be subjected to immediate evacuation of the building, and a citation will be issued.

MONDAY-THURSDAY RATES

PROFIT (CIRCLE RATE APPROPRIATE FOR YOUR EVENT)

| <4 Hours | 4 to 6 Hours | 6 to 12 hours |
|----------|--------------|---------------|
| \$350 | \$400 | \$450 |

NON-PROFIT (CIRCLE RATE APPROPRIATE FOR YOUR EVENT)

| <4 Hours | 4 to 6 Hours | 6 to 12 hours |
|----------|--------------|---------------|
| \$250 | \$300 | \$350 |

WEEKEND RATES: FRIDAY-SUNDAY

PROFIT (CIRCLE RATE APPROPRIATE FOR YOUR EVENT)

| <4 Hours | 4 to 6 Hours | 6 to 12 hours |
|----------|--------------|---------------|
| \$400 | \$450 | \$500 |

NON-PROFIT (CIRCLE RATE APPROPRIATE FOR YOUR EVENT)

| <4 Hours | 4 to 6 Hours | 6 to 12 hours |
|----------|--------------|---------------|
| \$300 | \$350 | \$400 |

Events over 12 hours: Each Additional Hour is \$100

NOTE: YOU MUST PROVIDE PROOF OF NON-PROFIT STATUS TO RECEIVE DISCOUNTED RATE PLEASE SUBMIT OFFICIAL NON-PROFIT AUTHORIZATION LETTER WITH APPLICATION.

Does your event require rehearsal date?: Yes No [\$200 fee per 5 hour rehearsal]

Rehearsal Date(s) Requested: _____

Does your event require additional date(s) to load in/decorate? Yes No

Dates Requested: _____ [\$100 fee per date of load in or decoration]

Sound & Light Equipment available for \$20 per hour: Yes No [minimum \$50]

If so, date/times/number of hours: _____

CANCELLATION POLICY

20% Deposit of total rental balance is due to secure rental dates and is **NON-REFUNDABLE** under any circumstances.

\$100 refundable security deposit is due at time of booking.

Full amount is **NON-REFUNDABLE** after 1 week prior to event | Full payment is due **TEN DAYS** prior to event date

The Town of Valdese and the Old Rock School reserve the right to cancel and to void this contract if the full payment is not paid by the proper time. All users of the Old Rock School are subject to the rules set by the Community Affairs Department & the Town of Valdese.

By signing below the applicant agrees to all guidelines listed in the Old Rock School Usage Policy & agrees to abide by the details of this contract:

Signature: _____

DATE OF CONTRACT: _____ TAKEN BY: _____

TOTAL DUE
[]

DEPOSIT PAID
[]

BALANCE DUE
[]

SECURITY DEPOSIT
[]

PAID STAMP
[]

OLD ROCK SCHOOL AUDITORIUM

Please check any of the following needs you may have:

- Grand Piano: \$50 per use date
- Upright Piano: \$50 per use date
** If piano needs tuning- it is an additional \$70 onto rental fee*
- Sound System: 24 Channel Board & 14 Microphone Inputs on stage
Needed _____.
- Stage Monitors: Four available _____
- Dressing rooms (Includes sink & counters): Included in your rental fee
Room #119: Holds 24 people with tables and chairs, 52 with chairs only.
Use of room: _____ Set up needs: _____.
- Room #137: Holds 24 people with tables and chairs, 52 with chairs only.
Use of room: _____ Set up needs: _____.
- Additional rooms: \$20 per day*
Room #138: Holds 23 people with tables and chairs, 49 with chairs only.
Use of room: _____ Set up needs: _____.
- Room #139: Holds 24 people with tables and chairs, 52 with chairs only.
Use of room: _____ Set up needs: _____.
- Vocal Microphones: 5 Available. # Needed _____.
- Instrument Microphones: 5 Available. # Needed _____.
- Box office: \$50 per day
- 4x8 Platforms: 5 Available. # Needed _____.
- Number of chairs needed _____.
- Number of tables needed _____. [\$10 per table]
- Follow Spotlight needed: 1 Available [\$25 charge]
- Music Stands: 27 Available. # Needed _____.
- Podium
- Risers/Stage Platforms [\$100]
- Concession sales **In side lobby only on hardwood floors ONLY** [\$50 charge]
- Projector Screen (additional \$200 Charge) [must provide own laptop + HDMI or VGA]
- Additional Tables set up in Lobby: (Maximum of 3) # Needed _____. [\$10 per table]
- Marquee advertisement [\$20 per week] # of weeks requested: _____
- Special event needs (ex. Gobos, Aerial silk hanging, backdrops) [\$50]
Please specify needs: _____
- Front lobby furniture removal (couch, tables, chairs) [\$50 fee]
- Other Needs (Please Specify): _____

Notes: _____

Page 2 Cost Total: _____

VALDESE OLD ROCK SCHOOL RENTAL & USAGE POLICY

PLEASE READ & SIGN BELOW

- AS A RENTER, YOU AGREE TO ALLOW THE ORS STAFF TO COPY YOUR PHOTO IDENTIFICATION TO BE KEPT WITH YOUR APPLICATION
- ALL STATE & LOCAL FIRE SAFETY CODES AS WELL AS OSHA REGULATIONS MUST BE FOLLOWED
- **NO SMOKING IS PERMITTED ON ANY TOWN OF VALDESE PROPERTY (EX. PARKING LOT, SIDEWALKS, ETC.)**
- NO FOOD OR DRINK IS PERMITTED IN ANY OF THE CARPETED AREAS OF THE OLD ROCK SCHOOL
- NO ANIMALS ARE ALLOWED IN THE BUILDING (EXCEPT GUIDE ANIMALS)
- NO TAPE/ADHESIVES ARE TO BE USED ON SEATS, TABLES OR PAINTED SURFACES IN/OUTSIDE
- NO DRILLING, NAILING, OR STAPLING IN THE WALLS, FLOOR OR CEILING WILL BE PERMITTED
- NO BANNERS, MIRROR BALLS, ETC. ARE TO BE HUNG FROM THE CEILING IN ANY SPACE
- NO OPEN FLAMES ALLOWED IN ANY SPACE OF THE BUILDING
- DO NOT REMOVE ANY TABLES OR CHAIRS FROM OTHER ROOMS IN THE OLD ROCK SCHOOL
- ROOMS NOT STATED AS BEING RENTED ON YOUR APPLICATION SHOULD BE CONSIDERED OFF LIMITS
- NO RICE THROWING DURING ANY RECEPTIONS (BIRDSEED PERMITTED OUTSIDE ONLY)
- NO PICTURES CAN BE REMOVED FROM THE WALLS & NO LOBBY FURNITURE CAN BE MOVED WITHOUT PRIOR APPROVAL
- **THE CONTRACT END TIME WILL BE FOLLOWED.** ALL CLEAN UP SHOULD BE COMPLETE AND ALL VISITORS SHOULD VACATE THE RENTED AREA/PARKING LOT BY THE END TIME STATED ON YOUR APPLICATION
- NO HAY, STRAW, OR ANY OTHER ORGANIC MATERIALS THAT MAY HARBOR VERMIN ARE ALLOWED IN THE FACILITY
- NO SMOKE/SNOW/CONFETTI MACHINES OR SILLY STRING WILL BE ALLOWED
- THE OLD ROCK SCHOOL STAFF RESERVE THE RIGHT TO CONTROL ALL SOUND USAGE & VOLUMES FOR ANY EVENT HELD
- KEEP ALL HALLWAYS, DOORWAYS & STAIRWAYS CLEAR OF ALL ITEMS AT ALL TIMES
- THE USE OF ALCOHOL DURING AN EVENT MUST HAVE PRIOR WRITTEN APPROVAL VIA AN APPLICATION PROCESS
- PLEASE NOTE THAT THE TOWN OF VALDESE PUBLIC WIFI IS ACCESSIBLE FROM THE ORS, BUT **IT IS NOT GUARANTEED WITH YOUR RENTAL.** THE PUBLIC WIFI IS AVAILABLE TO ALL OF THE DOWNTOWN DISTRICT, WHICH CAN CAUSE CONNECTION ISSUES DURING YOUR RENTAL TIMES. WIFI NAME: ValdesePublicWifi. THERE IS NO PASSWORD.

IF THE ALARMS SOUNDS AT ANYTIME IMMEDIATELY EVACUATE THE BUILDING

CLEAN UP FOR ALL SPACES

- ALL ARTICLES FROM YOUR EVENT MUST BE REMOVED AT THE END TIME STATED ON YOUR APPLICATION
- ALL RAW FOOD, BOTTLES, ETC. SHOULD BE DISPOSED OF IN A TRASH CONTAINER
- ALL TRASH MUST BE DISPOSED OF AFTER THE EVENT & PLACED IN THE DUMPSTER OUTSIDE THE OLD ROCK SCHOOL
- EACH WASTE BIN SHOULD HAVE A NEW LINER PLACED INSIDE
- ALL AREAS MUST BE CLEANED & RESTORED TO THE APPROVAL OF THE OLD ROCK SCHOOL STAFF AT THE CLOSE OF YOUR EVENT
- ALL TABLES MUST BE WIPED CLEAN OF ANY DEBRI /FOOD/DECORATIONS BEFORE THE END TIME OF YOUR EVENT
- THERE WILL BE A \$200 CARPET CLEANING FEE AFTER YOUR EVENT IF IT IS NEEDED (EX. MAJOR SPILLS)
- IT SHALL BE THE RESPONSIBILITY OF THE LESSEE FOR ANY AND ALL DAMAGES TO THE FACILITY

AUDITORIUM SPECIFIC

- ANY PAPER/ARTWORK/DECORATIONS MUST BE HUNG ON THE BACK BLUE WALL & THE FRONT APRON OF THE STAGE ONLY. ARTWORK MAY NOT BE HUNG ON ANY OTHER WALL IN THE AUDITORIUM. PAINTERS TAPE ONLY!
- ALL CONCESSION SALES FOR THE AUDITORIUM ARE TO BE SOLD ONLY IN AREAS SPECIFIED BY THE OLD ROCK SCHOOL STAFF
- PROMOTIONAL ITEMS WILL BE SOLD IN ROOM #139
- THERE WILL BE A \$70 PIANO TUNING CHARGE (WITH DESIGNATED PIANO TUNER) FOR EACH PIANO
- IT IS THE POLICY OF THE ORS TO OPEN THE AUDITORIUM 60 MINUTES PRIOR TO THE START OF ANY EVENT IN THE AUDITORIUM
- **BY LAW, IF MORE THAN 473 GUESTS, A FIRE MARSHAL MUST BE PRESENT THE ENTIRE DURATION OF THE EVENT. YOU MUST NOTIFY ORS STAFF BEFORE YOUR EVENT.**

WALDENSIAN ROOM SPECIFIC

- HANGING ITEMS FROM THE CEILING TILES IS STRICTLY PROHIBITED.
- DECORATIONS MAY BE HUNG FROM THE WALLS BY USING MASKING TAPE OR PAINTERS TAPE ONLY

THANK YOU FOR FOLLOWING THESE GUIDELINES & ON BEHALF OF OUR STAFF, WE WISH YOU THE VERY BEST WITH YOUR EVENT. IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT OUR STAFF MONDAY-FRIDAY 8AM-5PM

IF YOU ARE IN NEED OF IMMEDIATE ASSISTANCE DURING YOUR RENTAL PLEASE CALL: 828-929-9101.

I, _____, THE LESSEE OF THE OLD ROCK SCHOOL HAVE THOROUGHLY READ & SHALL ABIDE FULLY TO ALL RULES & REGULATIONS STATED ABOVE. I ALSO UNDERSTAND THAT THE TOWN OF VALDESE RESERVES THE RIGHT TO WITHHOLD MY SECURITY DEPOSIT REFUND IF I FAIL TO FOLLOW THESE GUIDELINES.