

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

Old Rock School AUDITORIUM Application

CONTACT INFO

NAME OF ORGANIZATION OR GROUP: _____

CONTACT: _____ PHONE: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ EMAIL: _____

EVENT TYPE: _____ SHOW TIME: _____

SET-UP TIME: _____ FINISH TIME: _____

SOUND CHECK TIME: _____ OPEN AUDITORIUM DOOR: _____

OPEN LOBBY DOOR: _____ # OF PEOPLE ATTENDING: _____

EVENT INFO

IMPORTANT: If you meet occupancy [More than 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.

Will alcohol be served/sold during your event? Yes No

(If yes, a separate application must be submitted for approval and \$50 fee must be paid prior to the event date)

MONDAY-THURSDAY RATES

	Under 6 Hours	6 to 8 Hours	Over 8 Hours
Profit:	\$350	\$400	\$450
Non Profit:	\$250	\$300	\$350

WEEKEND RATES: FRIDAY-SUNDAY

	Under 6 Hours	6 to 8 Hours	Over 8 Hours
Profit:	\$400	\$450	\$500
Non Profit:	\$300	\$350	\$400

RENTAL FEES

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 dates?: Yes No [**\$200 fee per 5 hour rehearsal**]

Rehearsal Date 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 \$10 per hour: Yes No

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

CANCELLATION POLICY

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

Full amount is **NON-REFUNDABLE** after 1 week prior to event

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

****IF ALARM SOUNDS PLEASE EVACUATE THE BUILDING IMMEDIATELY****

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: _____

DATE OF CONTRACT: _____

TAKEN BY: _____

TOTAL DUE

DEPOSIT PAID

AMOUNT DUE

PAID STAMP

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Please check any of the following needs you may have:

- Grand Piano: Tuning is an additional \$70 onto rental fee
- Upright Piano: Tuning 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):
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:*
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 _____.
- 4x8 Platforms: 5 Available. # Needed _____.
- Number of chairs needed _____.
- Number of tables needed _____.
- Follow Spotlight needed: 1 Available
- Music Stands: 27 Available. # Needed _____.
- Podium
- Projector Screen (additional \$200 Charge) [must provide own laptop + HDMI or VGA]
- Additional Tables set up in Lobby: (Maximum of 3) # Needed _____.

Please draw stage diagram for setup purposes on next page

All Equipment/Rooms are included in rental fee