OLD ROCK SCHOOL
MAJOR EVENT APPLICATION

SAVE 5% ON YOUR RENTAL WITH PROOF OF BURKE COUNTY ACCOMMODATIONS BOOKING

EVENT NAME: _____

CONTACT: _____

BUSINESS NAME/ORGANIZATION: _____

ADDRESS: _____

EMAIL ADDRESS: _____ PHONE: _____

AUDITORIUM RENTAL RATES FOR MAJOR EVENTS

MON.-THURS. AUDITORIUM 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

FRI. - SUN. AUDITORIUM RATES

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

IMPORTANT: If you have an expected occupancy over 473 you will have to pay the 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.

Events over your contract time will be subject to $100 for each additional Hour
Proof of Non-Profit Status must be presented to receive discounted rate

WALDENSIAN ROOM RATES

BANQUET ROOM - HOLDS 150 PEOPLE
Price = $150 per day
Pricing only valid in combination with Auditorium Rental

DRESSING ROOM RATES

5 - AVAILABLE - 2 INCLUDED WITH AUDITORIUM RENTAL
Each additional room = $20 per day
Total Rooms Needed: _____

Date Requested: _____ /Day: _____
(Please complete the following for each area of use)

	START - END TIME	USE
Auditorium		
Front Lobby		
Waldensian Room		
Dressing Room 1		
Dressing Room 2		
Extra Room 1		
Extra Room 2		
Extra - Gallery		

Date Requested: _____ /Day: _____
(Please complete the following for each area of use)

	START - END TIME	USE
Auditorium		
Front Lobby		
Waldensian Room		
Dressing Room 1		
Dressing Room 2		
Extra Room 1		
Extra Room 2		
Extra - Gallery		

Date Requested: _____ /Day: _____
(Please complete the following for each area of use)

	START - END TIME	USE
Auditorium		
Front Lobby		
Waldensian Room		
Dressing Room 1		
Dressing Room 2		
Extra Room 1		
Extra Room 2		
Extra - Gallery		

A TOWN OF VALDESE FACILITY - Valdese Community Affairs Department
P.O. Box 339 Valdese, NC 28690 | Phone: (828) 879-2129 | VISITVALDESE.COM | Email: mangi@valdesenc.gov

Page 1 Total (For Office Use Only):
_____

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

DATE: _____ **TIME:** _____ - _____ **NEEDS:** _____

DATE: _____ **TIME:** _____ - _____ **NEEDS:** _____

DATE: _____ **TIME:** _____ - _____ **NEEDS:** _____

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

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

○ Grand Piano: $50 per use date   ○ Upright Piano: $50 per use date   ○ Piano Tuning

(*If piano needs tuning- it is an additional $70 onto rental fee for each piano tuned*)

○ Sound System: 5 Vocal Mics | 5 Instrumental | 1 Handheld Wireless: # Vocal _____ # Inst. _____

○ 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: _____ Setup needs: # of Tables _____ # of Chairs _____.

    Room #137: Holds 24 people with tables and chairs, 52 with chairs only.

    Use of room: _____ Setup needs: # of Tables _____ # of Chairs _____.

Additional rooms: $20 per day (Check if any additional rooms are needed for your event)

    ○ **Room #138:** Holds 23 people with tables and chairs, 49 with chairs only.

    Use of room: _____ Setup needs: # of Tables _____ # of Chairs _____.

    ○ **Room #139:** Holds 24 people with tables and chairs, 52 with chairs only.

    Use of room: _____ Setup needs: # of Tables _____ # of Chairs _____.

    ○ **Gallery Space:** Holds 24 people with tables and chairs, 52 with chairs only. (IF AVAILABLE!)

    Use of room: _____ Setup needs: # of Tables _____ # of Chairs _____.

○ Follow Spotlight needed: 1 Available [$25 charge]

○ Music Stands: 24 Available. # Needed _____.

○ Podium on auditorium stage

○ 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 Auditorium 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 - must be provided by renter) [$50]

    Please specify needs: _____

○ Front lobby furniture removal (couch, tables, chairs) [$50 fee]

○ Other Needs (Please Specify): _____

A TOWN OF VALDESE FACILITY - Valdese Community Affairs Department
P.O. Box 339 Valdese, NC 28690 | Phone: (828) 879-2129 | VISITVALDESE.COM | Email: mangi@valdesenc.gov

Page 2 Total (For Office Use Only):
_____

Have you held an event at the Old Rock School before? ○ Yes ○ No

If this event is a pageant, how many contestants will you have in attendance? _____

Will you have an emcee for your event? Yes ○ No

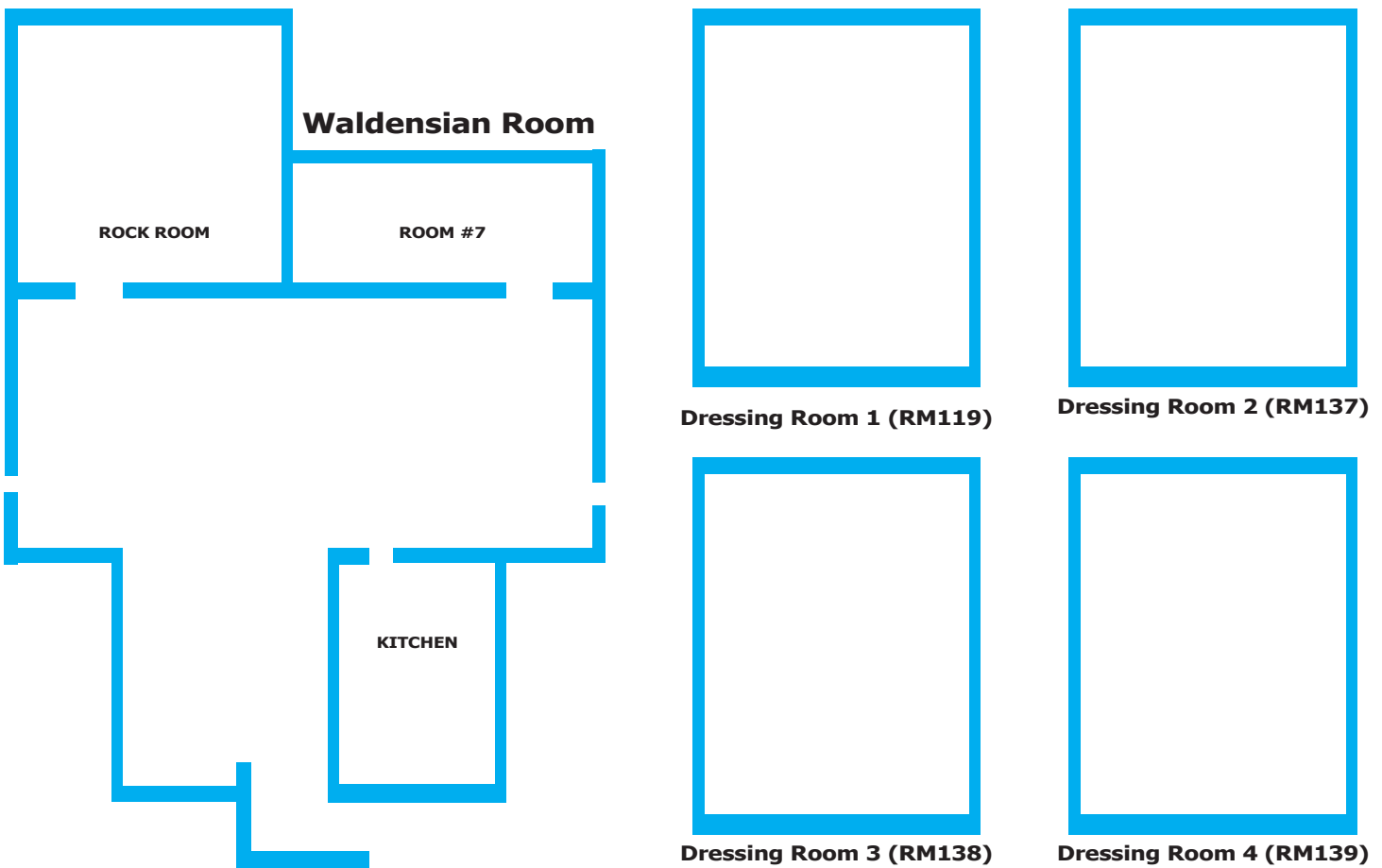You will need to have someone que music from the auditorium stage as needed for your event.

Will you have stage decorations (provided by renter not venue)? Yes ○ No

○ Risers ○ Runway ○ Banners ○ Signs ○ Step & Repeat ○ Other: _____

How many people do you plan to have in total attendance: _____

Please include complete event itinerary.

Please include diagram of setup needs for each space in use.

Waldensian Room

ROCK ROOM　　　**ROOM #7**

KITCHEN

Dressing Room 1 (RM119)

Dressing Room 2 (RM137)

Dressing Room 3 (RM138)

Dressing Room 4 (RM139)

COST SUMMARY

Total Cost Application Page One: _____

Total Cost Application Page Two: _____

Extras (not included on Pg. 1 or 2): _____

Deposit Due (20% Total Cost): _____　　**Date Due:** _____　　**Paid:** _____

Balance Due: _____　　**Date Due:** _____　　**Paid:** _____