

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 INFO

EVENT TYPE: _____ SHOW TIME: _____

SET-UP TIME: _____ FINISH TIME: _____

SOUND CHECK TIME: _____ OPEN AUDITORIUM DOOR: _____

OPEN LOBBY DOOR: _____ # OF PEOPLE ATTENDING: _____

Will alcohol be served/sold during your event? Yes No
(If yes, a separate application must be submitted for approval and \$25 fee must be paid prior to the event date)

RENTAL FEES

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

Rehearsal fee available based on schedule for \$100, includes 5 hours: Yes No
If so, date/time: _____

Sound & Light Equipment available for \$10 per hour: Yes No
If so, date/time/number of hours: _____

CANCELLATION POLICY

20% Deposit 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

PAID STAMP

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Special Needs Request Form

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: _____.
- Room #137: Holds 24 people with tables and chairs, 52 with chairs only.
Use of room: _____.
- Additional rooms:*
Room #138: Holds 23 people with tables and chairs, 49 with chairs only.
Use of room: _____.
- Room 139: Holds 24 people with tables and chairs, 52 with chairs only.
Use of room: _____.
- 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 _____.
- CD Player Podium (*circle each needed*)
- Projector Screen & System - **Additional \$200 fee must be paid at time of reservation**
- Based on availability, ORS Marquee sign advertising may be possible.
- 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

VALDESE OLD ROCK SCHOOL RENTAL & USAGE POLICY

PLEASE READ & SIGN BELOW

(YOU WILL BE PROVIDED A COPY OF ALL GUIDELINES PRIOR TO YOUR EVENT)

- ALL STATE & LOCAL FIRE SAFETY CODES AS WELL AS OSHA REGULATIONS MUST BE FOLLOWED
- NO SMOKING IS PERMITTED WITHIN 50 FEET OF THE BUILDING
- 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
- NO HAY, STRAW, OR ANY OTHER ORGANIC MATERIALS THAT MAY HARBOR VERMIN ARE ALLOWED IN THE FACILITY UNDER ANY CIRCUMSTANCES
- NO SMOKE 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

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 DEBRIS /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

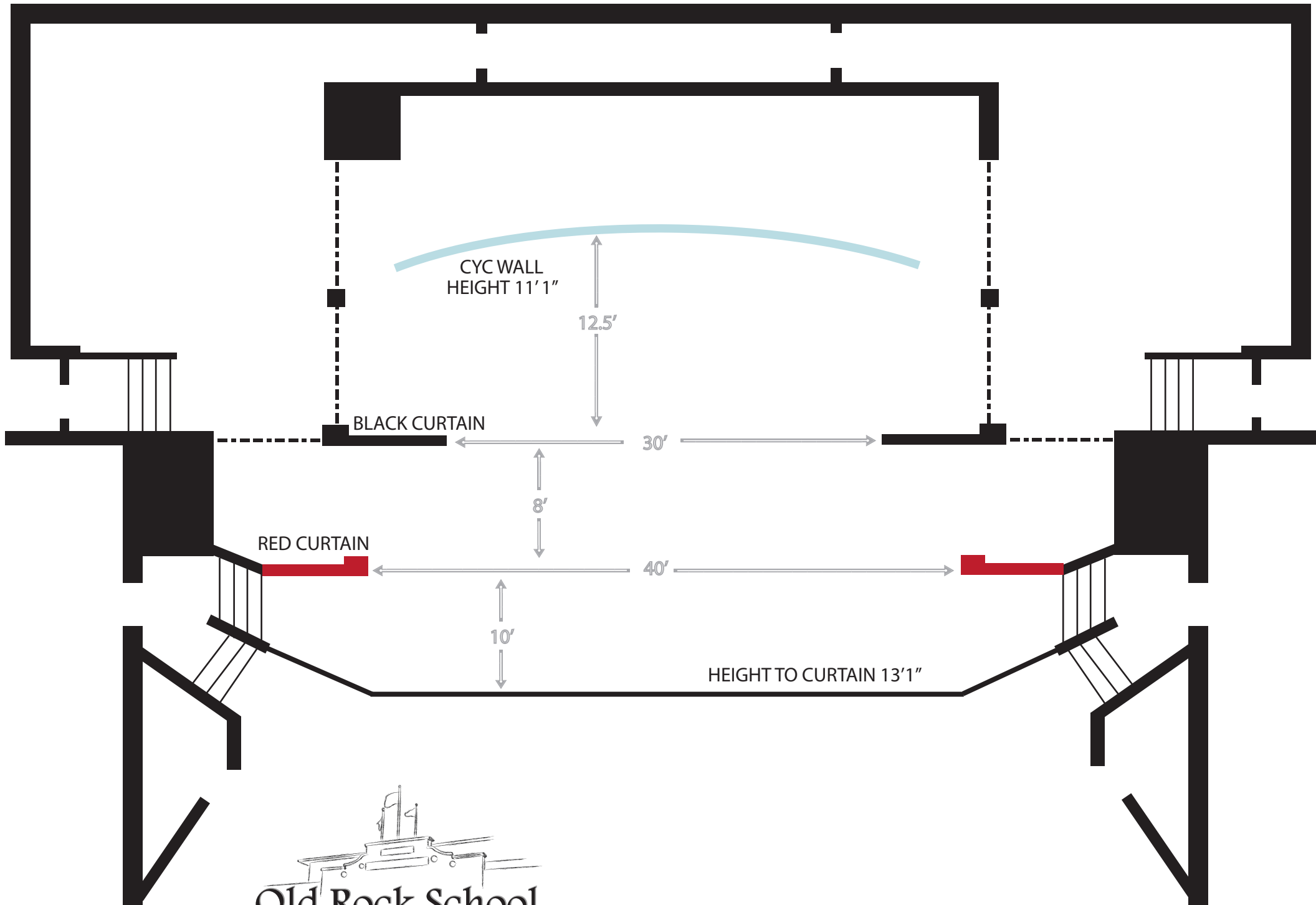
WALDENSIAN ROOM SPECIFIC

- 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

TOWN OF VALDESE COMMUNITY AFFAIRS & TOURISM OFFICE
OLD ROCK SCHOOL, VALDESE, NORTH CAROLINA
PO BOX 339, VALDESE, NC 28690
WWW.VISITVALDESE.COM 828.879.2129 OR 828.879.2126

I, _____, THE LESSEE OF THE OLD ROCK SCHOOL SHALL ABIDE FULLY TO ALL RULES & REGULATIONS STATED ABOVE.



CYC WALL
HEIGHT 11' 1"

12.5'

BLACK CURTAIN

30'

8'

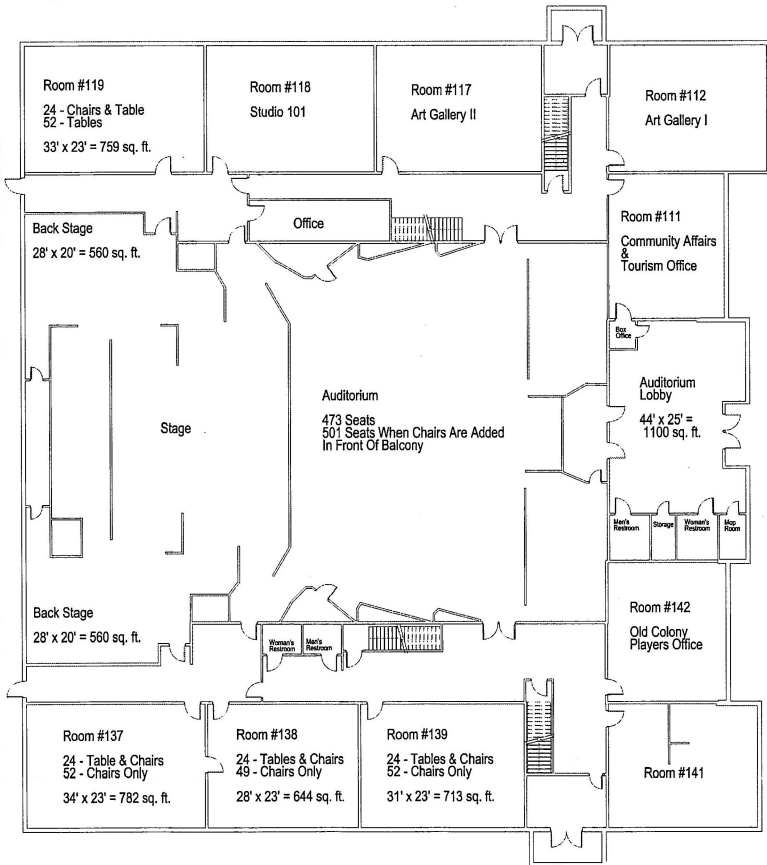
RED CURTAIN

40'

10'

HEIGHT TO CURTAIN 13' 1"





Room #119

24 - Chairs & Table
52 - Tables

33' x 23' = 759 sq. ft.

Room #118

Studio 101

Room #117

Art Gallery II

Room #112

Art Gallery I

Back Stage

28' x 20' = 560 sq. ft.

Office

Room #111

Community Affairs
&
Tourism Office

Stage

Auditorium

473 Seats
501 Seats When Chairs Are Added
in Front Of Balcony

Auditorium
Lobby

44' x 25' =
1100 sq. ft.

For
Office

Men's
Restroom

Storage

Women's
Restroom

Map
Room

Back Stage

28' x 20' = 560 sq. ft.

Women's
Restroom

Men's
Restroom

Room #142

Old Colony
Players Office

Room #137

24 - Table & Chairs
52 - Chairs Only

34' x 23' = 782 sq. ft.

Room #138

24 - Tables & Chairs
49 - Chairs Only

28' x 23' = 644 sq. ft.

Room #139

24 - Tables & Chairs
52 - Chairs Only

31' x 23' = 713 sq. ft.

Room #141