

OLD ROCK SCHOOL MAJOR EVENT

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: _____

Page 1 Cost Total: _____

OLD ROCK SCHOOL MAJOR EVENT 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: _____

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

ORS WALDENSIAN ROOM MAJOR EVENT

EVENT TYPE: _____ EVENT TIME: _____

TIME ROOM OPENED: _____ TIME ROOM CLOSED: _____

OF PEOPLE ATTENDING: _____ [MAX 150 PEOPLE]

Decorating the day before is based on availability. If available, there is a fee of \$50. This includes 2 hours of decorating. Yes No - Date & Time: _____

Tables available: Rectangular 8 ft. long x 30 inches wide - seats 8- # Needed: _____

6 Round tables - 6ft in diameter- seats 8- # Needed: _____

10 Round tables- 5ft in diameter- seats 6- # Needed: _____

Check all that you will need during your rental:

- Extra Chairs (#) ____
- Projector System
- Microphone
- Podium
- Surround Sound
- Upright Piano
- Dimming Lights -You must provide your own laptop if one is needed.

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

(If yes, a separate application must be submitted for approval and \$75 fee must be paid)

\$105 for 5 hours of use. Each additional hour will be \$20. Additional Hours: _____

PLEASE DIAGRAM YOUR SET UP ON EXHIBIT C (SEE ATTACHED)

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

WALDENSIAN ROOM SET UP