

STEVENS ON AUDITORIUM

City of Orangeburg

979 Middleton Street
Orangeburg, SC 29115
533-6000



2018-2019 RENTAL CONTRACT

Organization _____

*Responsible Person _____

Today's Date _____ Phone (W) _____ (H) _____

Address _____

Type Event _____ Date of event _____

Number of days needed _____ Start Date _____ End Date _____

Current Business License# _____ or Letter of Non-Profit Provided _____

*Driver's License# _____ State _____

***NOTE: RESPONSIBLE PERSON MUST BE 18 YEARS OF AGE AND MUST PROVIDE COPY OF SOCIAL SECURITY CARD AND VALID DRIVERS LICENSE OR SOME OTHER FORM OF PICTURE IDENTIFICATION.**

Seating and Fees:

Location	Seating	Rent Performance (Includes one rehearsal)	Rent Rehearsal (Each additional)
Main Floor	394	\$500	\$150
Balcony	223	\$100	NA
Total	617	\$600	\$150

NOTE: THE AUDITORIUM IS NOT OPEN FOR PRIVATE OR PUBLIC EVENTS DURING THE NORMAL BUSINESS HOURS OF CITY HALL - 8 AM TO 5 PM

Additional Charges:

Custodial Charges \$40/hr Required custodial charge for every hour of use by renter including rehearsal and setup. This requirement for setup may be waived if the setup is done during the City's normal business hours.

Building Official \$40/hr Required for each floor rented from time doors open until all attendees leave.

***Technician** \$40/hr Required to operate sound and lighting system during rehearsal & program-- Minimum of one hour to complete set-up.

***ONLY AUTHORIZED INDIVIDUALS ARE ALLOWED TO USE OUR SYSTEM.**

Security Deposit \$250.00 (Refundable)

NO ONE IS TO BE IN THE AUDITORIUM WITHOUT THE CUSTODIAN PRESENT.

WE WILL NOT BE RESPONSIBLE FOR ANY ITEM(S) LEFT IN THE AUDITORIUM.

Return this page with highlighted information completed

Payment:

To secure the reservation, the Security Deposit of \$250 plus 50% of the estimated Total Rental Charge must be paid at the time the Auditorium is reserved. The remainder must be paid no later than two weeks prior to first use or one month if paid by check. This includes estimated hours for custodial fees, building official(s) and technician. The total rental charge will be determined the first business day after use of Auditorium is concluded. Any rental charges that exceed the estimated rent collected in advance will be deducted from the deposit paid and any balance owed must be paid within five (5) business days. If the estimated rental charges collected are greater than the actual rental charges, the difference along with the security deposit will be returned provided there are no damages to Auditorium. **All renters must have a current City of Orangeburg Business License or obtain a One-Day Event Business License from the City of Orangeburg.**

Cancellation Policy and Forfeitures:

1. Cancellation 14 days or less before the event will result in forfeiture of the rental fee and security deposit (\$500 Max). This excludes any of the additional charges, which will be refunded.
2. Cancellation from 14 days to 28 days before the event will result in forfeiture of one half of the rental fee and security deposit (\$250 Max). This excludes any of the additional charges, which will be refunded.
3. Failure to identify the type of usage before the event will result in forfeiture of all rental fees and security deposit (\$500 Max).
4. Attendance to the Auditorium is limited to the number of seats available; failure to adhere to this will result in forfeiture of rental fee and security deposit (\$500 Max) and shut down of the event.

Disclaimer:

The City Of Orangeburg is not liable for any damages, including loss or theft, of any equipment or property brought onto City Of Orangeburg property in association with the rental of Stevenson Auditorium.

The City Of Orangeburg is not liable for any claims for accident or injury resulting from rental use of Stevenson Auditorium.

RULES FOR RENTAL USE OF STEVENSON AUDITORIUM

Renter needs to initial where noted and must be fully familiar with the complete rules for Stevenson Auditorium.

1. Additional chairs for seating are not allowed. All aisles, doors and exits are to stay open and unobstructed. All tickets are to be sold from ticket window or an area agreed upon prior to the event.

No tables are allowed in carpeted lobby area.

Do not move chairs from box seat areas.

Do not remove stools from dressing rooms or bring additional chairs into dressing room area. **INITIAL**_____

2. All exit doors around Stevenson Auditorium are to remain in their secure position during all times Stevenson is in use unless the doors are used for an emergency. **Renter is responsible for securing all back stage and stage doors. No audience members are allowed on floor-to-stage stairs at the front of the stage unless a written agreement is done prior to the performance.** **INITIAL**_____

3. Building occupancy is limited to number of seats in Auditorium plus performers on stage and in dressing rooms. Failure to comply will result in the rental use of the Auditorium being immediately terminated with no refund of rental fees and the auditorium will be completely evacuated.

INITIAL_____

4. No open fire or flame of any type or duration is allowed in the building. This includes no smoking of any tobacco products inside City of Orangeburg buildings. **INITIAL**_____

5. No food or drinks are allowed. (This includes the lobbies and restrooms). Refreshments may be consumed by performers in the dressing room area only provided they are delivered through outside dressing room door. Once delivery is made, this door should be secured and/or during any usage of entrance or exit someone 18 years or older from the renter's personnel needs to control access. The renter is responsible for securing all stage and back stage doors. **INITIAL**_____

6. Alcoholic beverages are not allowed on premises.
7. Lighting and Sound Room equipment are to be operated only by technicians trained on this specific equipment. If your program requires a technician for more than an initial setup, an approved technician must be hired. A list of approved technicians and their rates are available upon request. An outside technician with experience and approval of the City may be allowed. This permission would be noted in writing,
8. Renters are not allowed to attach anything to stage or entrance curtains, walls, ceilings, glass surfaces, lobby or auditorium floors. **INITIAL**_____
9. Any loading and unloading should be done from the Market Street side door. The renter must have someone from the group 18 years or older controlling all access to these areas during loading and unloading. All doors must remain secure at all other times.
10. Renter is responsible for picking up any litter on City Of Orangeburg property including Auditorium, restrooms and ticket booth resulting from their use of Stevenson Auditorium. **INITIAL**_____
11. Access on day of event during normal business hours to setup is at no additional charge.
12. Renters must comply with the direction given by City Staff as it relates to Rental Policy and the use of Stevenson Auditorium. Violators of Rental Policy may be banned for up to (12) twelve months for the first offense. Subsequent violations will result in restrictions that are more stringent.
13. Renters must comply with Ordinances for the City of Orangeburg; specifically regarding Business Licensing. All vendors must have a City of Orangeburg Business License or Permit, which must be displayed in plain view. City of Orangeburg Business Licenses are available during working hours of the Finance Department of the City of Orangeburg. **INITIAL**_____

14. Renter is responsible for any damage to any City of Orangeburg buildings or property occurring as the result of misuse, abuse or failure to comply with this Rental Agreement by anyone in attendance or associated with the Rental. The Security Deposit will be forfeited to cover the cost of repair or cleanup. The Renter will be required to reimburse the City Of Orangeburg for any repair or cleanup cost exceeding the Security Deposit.
15. All Renters' equipment and property must be removed from City Of Orangeburg property before midnight of last rental day unless special arrangements have been made. If not removed as specified, a storage fee of \$100 per day will be charged, and additionally, the equipment may be removed by the City and disposed of at any time without notice.
16. Violation of any of the rules may cause immediate stoppage of an event and forfeiture of funds paid.

ESTIMATED CHARGES

Rental Fee Calculations

Facility Charges

_____ X **\$ 500.00 =** _____
No. of Performance Days Main Floor - Daily Rate

_____ X **\$100.00 =** _____
No. of Performance Days Balcony - Daily Rate

_____ X **\$150.00 =** _____
No. of Extra Rehearsal Days Daily Rate

_____ X **\$150.00 =** _____
No. of Days for Piano Rental Daily Rate

Total Rental Charges \$ _____

Estimated Auditorium Staff Charges

_____ X **\$40.00/Hr. =** _____ from _____ to _____
Custodial Hours (required for every hour renter is in building)

_____ X **\$40.00/Hr. =** _____ from _____ to _____
Building Official (required for main floor once doors are open for public)

_____ X **\$40.00/Hr. =** _____ from _____ to _____
Building Official (required for balcony once doors are open for public)

_____ X **\$40.00/Hr. =** _____ from _____ to _____
Technician Hours

_____ X **\$40.00/Hr. =** _____ from _____ to _____
Technician Hours

Minimum 1 hour for Set-Up

Total Estimated Staff Charges \$ _____

Security Deposit \$ _____

TOTAL RENTAL CHARGES FOR USE OF AUDITORIUM \$ _____

Total to be paid to secure reservation:

50% OF ALL CHARGES, INCLUDING SECURITY DEPOSIT OF \$ 250.00

Balance to be paid (at least) two weeks prior to the event or one (1) month if paid by check.

Signature of Renter: _____ **Date:** _____

Title of Renter: _____

City of Orangeburg Representative: _____ **Date:** _____

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ACTUAL CHARGES

(TO BE CALCULATED AFTER THE USAGE OF THE AUDITORIUM)

Calculations as Follows:

_____ X \$500.00 = \$ _____
Performance days Main Floor

_____ X \$100.00 = \$ _____
Performance days Balcony

_____ X \$150.00 = \$ _____
Extra rehearsals

_____ X \$ 40.00/hour = \$ _____
Custodial Hours

_____ X \$ 40.00/hour = \$ _____
Building Official Hours

_____ X \$ 40.00/hour = \$ _____
Building Official Hours

_____ X \$ 40.00/hour = \$ _____
Technician Hours

_____ X \$ 40.00/hour = \$ _____
Technician Hours-Minimum 1 hour for Set-Up

Additional fees owed for damage, cleanup and/or storage \$ _____

Total Rental Fee: \$ _____

MAKE CHECK PAYABLE TO: CITY OF ORANGEBURG

_____ X **\$150.00** = \$ _____
Piano Rental -days Rate per day

MAKE CHECK PAYABLE TO: STEVENSON AUDITORIUM

**Post Event Inspection:
(Form issued after use of the Auditorium)**

Is any of the City of Orangeburg's property damaged or missing? Yes No
If yes describe:

Did renter pick up all litter resulting from their use of Auditorium? Yes No

Did renter remove their equipment and property from City of Orangeburg property by midnight of last rental day or as agreed? Yes No If no, how many days late? _____
_____ Date property was removed by the City

Additional fees owed for damages, cleanup or storage \$ _____

Inspected by: _____ Date: _____

Is any of the City of Orangeburg's sound/light equipment damaged or missing? Yes No
If yes describe:

Did renter pick up all litter resulting from their use of Auditorium? Yes No

Did renter remove their equipment and property from City of Orangeburg property by midnight of last rental day or as agreed? Yes No If no, how many days late? _____
_____ Date property was removed by the City

Additional fees owed for damages, cleanup or storage \$ _____

Inspected by: _____ Date: _____

NET AMOUNT TO BE PAID OR REFUNDED:

Actual Charges _____

Estimated Charges _____
(Including the Security Deposit)

Adjustment: Balance owed/ Refunded _____
 (CIRCLE ONE)

City of Orangeburg representative:
