

CLAYTON OPERA HOUSE RENTAL RATES & TERMS - 2012

RENTAL RATES 2012

BASIC RENTAL RATES:

- o Security Deposit - \$250.00 - Due at time of booking.
- o 8 hour, Performance Hall rental - \$450
- o 8 hour, Ballroom/Conference Room rental - \$300
- o Additional hours may be prearranged for at a rate of \$50/hour
- o Rental begins at set up time and ends when clean & load out are finish.

NON-PROFIT ORGANIZATION RENTAL RATES:

- o Security Deposit - \$250.00 - Due at time of booking.
- o 8 hour, Performance Hall rental - \$300.00
- o 8 hour, Ballroom/Conference Room rental - \$225.00
- o Additional hours may be prearranged for at a rate of \$30/hour
- o Rental begins at set up time and ends when clean & load out are finished.

WEDDINGS:

Customized packages are created to meet the individual interests of each bride and groom.

Packages can include use of performance hall, third floor banquet rooms, dressing room, greenroom and catering area. Time is allotted for decorating and vendor set up as well as the actual event. Additional services such as use of tables, chairs, piano, projection screen, sound and lighting are available.

Please contact Theatre Manager Barry Pratt at 315-767-2260 directly to develop a custom package.

Weddings are booked in the Opera House between Labor Day and Memorial Day, but not during June, July and August. Rental fee includes 6 hours set up the day prior to the event - typically beginning at 1:30PM - and 12 hours the day of the event.

A \$250 deposit is due at the time of booking. A fee will be deducted from the renters' security deposit for any clean up required after renters departure.

SERVICES/EQUIPMENT:

- o 18 - six foot banquet style molded tables. Rental fee \$5.00 each table.
- o 25 - five foot (60") round style molded tables. Rental fee \$5.00 each table.
(Table rentals DO NOT include table cloths.)
- o 80 grey metal folding chairs. Rental fee \$.50 each chair.
- o 10' x 14' front/ rear projection screen. Rental fee \$50.00 per event.
- o 6' x 6' front/ rear projection screen. Rental fee \$25.00 per event.
(Renter must provide their own projector.)
- o 7' Yamaha Grand Piano. Rental fee \$50.00 per event.
(Event specific tuning must be pre-arranged. Additional fees applied.)

- o Box Office Support is available for your event at the following rate: \$.75 each ticket sold. A Box Office settlement will be mailed to Renter within 7 business days.
- o Basic Sound & Lighting will be provided at no additional cost. Basic sound will include a microphone for announcements and use of CD player for background music. Basic lighting will include Hall light level setting and general stage wash. Additional sound or lighting needs must use a qualified technician.
- o Removal and resetting of chairs in the Performance Hall. Set up fee - minimal \$150.00
- o Popcorn Machine Rental fee \$20.00 per event. (Popcorn, oil and popcorn salt provided.)
- o Helium fee \$1.00 each balloon. Renter supplies own balloons.
- o Battery Operated Candle centerpieces \$5.00 each

CATERER/BAR/DJ

CONDITIONS:

- o Facility rentals are limited to the times stated in the contract load-in/load-out times.
 - o Additional hours must be pre-arranged.
- o Facility rentals are limited to the rented space.
- o The use of Propane devices are prohibited inside the building.
- o No Smoking anywhere in the building.
- o No open tapered candles. All candles must be in a votive, tea cup or enclosed.
- o No live flower petals to be used as decoration. Artificial petals only.
- o Table rentals do not include the use of table cloths or linens.
- o The rented space cannot be altered in any way. This includes affixing any decorations or banners on any walls, floors or stage without prior consent.
- o The Renter is responsible for any damage to the building or grounds sustained with respect to the Event. The Renter will also be responsible for cleaning all areas of the building used, including dressing rooms, catering areas and performance hall. A fee will be deducted from the renters security deposit for any clean up required after renters departure.
- o Any Renter wanting to serve or sell alcoholic beverages at an event must submit a request outlining your desire to do so in writing to the Theater Manager prior to contract signing and abide by the terms outlined in the contract.
- o Caterers used for food and beverage service must file a current CATERING LICENCE, CERTIFICATE OF LIABILITY (INSURANCE) and DEPARTMENT OF HEALTH CERTIFICATE with the Theater Manager prior to the start of each event. Those selling alcoholic beverages also need a current NYS LIQUOR LICENSE and a OFF-SITE PERMIT for the event.
- o A security deposit is required to hold a date and is due when the event contract is issued.

- o Any miscellaneous fees incurred will be deducted from the security deposit. The security deposit will be mailed to the Renter within 30 days after the event.
- o The Security Deposit will be forfeited for those events canceled.
- o The total rental fee is due 30 days prior to the event. All Rental fees are non-refundable.

RENTERS ARE RESPONSIBLE FOR:

- o Scheduling use of the site and signing a Rental Contract with T.I.P.A.F. prior to the event.
- o Providing T.I.P.A.F. with all proper insurance certificates and licenses associated with the event, BEFORE the event takes place.
- o The actions of patrons within the building or on the grounds are the direct responsibility of the Renter.
- o Providing set up, break down and cleanup crews. Break down and clean up are required before departing the evening of the event. A fee of \$10.00 per bag of trash left as well as a cleaning fee may be deducted from your Security Deposit for failure to do so.
- o Providing the Theater Manager arrival times and numbers of Caterers, Bar Staff, Florist, Cake Bakers, DJs, Photographers or any other persons involved with the event.
- o Times for all deliveries, including rented equipment, must be cleared by the Theater Manager.
- o The Renter will also be responsible for cleaning all areas of the building used, including dressing rooms and catering areas and performance hall (swept & mopped)