

VILLAGE OF EPHRAIM

FOUNDED 1853



THEATER RENTAL MEMO OF UNDERSTANDING

For our longer-term rentals by theater companies, the Village allows more leeway to accommodate your needs. At the same time, the investment in the Hall as well as readiness for the next group must be maintained. During busy Hall rental seasons, we may have groups coming in just a day or two beyond your rental dates, and the space must be ready for them.

Please **initial the sections that apply** so that we are aware of what you plan to do in the Hall and to indicate your understanding and compliance (those acts not initialed indicate that they will not be performed) :

_____ The baby grand piano will be put on its side and moved to either the bathroom that is accessible from inside the Hall or the kitchen during our rental.

Piano must be moved and replaced by a professional piano mover or tuner, placed back in the Hall within 2 business days of the finish of rental, and retuned. This is not required if the piano is just moved across the room within the Hall.

_____ We will need to take tables and/or chairs to other parts of the Hall for storage during our rental period.

Special care must be taken not to scuff walls or floors while moving items; all tables and chairs must be replaced back into the main Hall area on their racks within 1 day of the finish of rental.

_____ We will be using the kitchen beyond just making coffee or storing drinks in the refrigerator, i.e. using the stove, oven to prepare or heat food, during our rental.

The kitchen must be left clean at the end of your rental, including the stove and oven. Garbage must be removed from the Hall. Please remove any food or drink you have stored in the refrigerator during your rental.

_____ Because of the requirements of our lighting, we must remove the ceiling light fixtures during our rental.

Lights must be removed and replaced by a licensed electrician and stored in a safe place on site; use the caps provided to seal off electrical boxes in the interim. Lights must be replaced within 1 day of the finish of rental. Any damages shall be paid for by the renter.

_____ We need to secure staging or prop items to the back of the stage wall with nails.

Any nailing to the back of the stage wall must be repaired with spackle and touch-up paint supplied by Village Maintenance. No other nailing or stapling will be allowed in the other walls, floors or woodwork of the Hall.

IN WITNESS WHEREOF, parties agree to accept and abide by the above conditions, and the signatures of those appearing below attest to their acceptance.

Date _____

THEATER COMPANY

Name/Title

Attest:

VILLAGE OF EPHRAIM

Name/Title