

Date of Event \_\_\_\_\_

North Columbia Schoolhouse Cultural Center

17894 Tyler Foote Rd. Nevada City, CA 95959  
(530) 265-2826  
ncscc@nccn.net



**RENTAL AGREEMENT**

RENTER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE OF RENTAL: \_\_\_\_\_

TIME OF RENTAL: \_\_\_\_\_

PURPOSE OF RENTAL/ TYPE OF EVENT: \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_

If you expect over 250 attendees you must rent toilets.

You must have a current membership for at least 6 months before the event to rent at member rate.

Main Room	Members	Non Members
Friday/Saturday night 5-11 pm	\$125.00	\$250.00
All Day Use before 5:00 PM	\$100.00	\$200.00
Half Day Use (5 hours Max)	\$ 50.00	\$100.00
Weeknight (Sun-Thurs. 5pm-10pm)	\$ 50.00	\$100.00
Amphitheatre		
Friday/ Saturday night	\$250.00	\$500.00
Day use before 5:00 pm	\$200.00	\$400.00
Weeknight (Sun-Thurs 6pm –10pm)	\$100.00	\$200.00

CHECK IF USING      AMOUNT TO RENT

MAIN ROOM		
BACK ROOM @ \$5 per hr member/ \$7 per hr non-member	# of hours?	
AMPHITHEATER		

**OTHER RENTAL ITEMS**

CHECK IF USING      AMOUNT TO RENT

PIANO @ \$20		
COFFEE POT @ \$5		
STAGE USE @ \$10		
PROJECTOR @ \$10		
LIGHTING EQUIP @ \$30 (may only be rented with NCSCC approved lighting technician)		
SOUND EQUIP @ \$40 (may only be rented with NCSCC approved sound technician)		
<b>\$50 Cleaning/breakage deposit due in advance, if over 200 people deposit is \$300 (a separate enclosed check is preferable): \$50.00/\$300</b>		
Total:		

- **Payment is due in advance.**
- **KEY-It is your responsibility to make arrangements to get the key.** Please make sure you do so at least one week in advance.
- **The renter shall obtain liability insurance** for \$1,000,000 coverage. The Schoolhouse needs to be listed as “additional insured”. A copy of this policy shall be sent to the NCSCC at least one week before the event. If your homeowners or business insurance will not cover this try [www.privateeventinsurance.com](http://www.privateeventinsurance.com). **If you do not provide proof of insurance prior to the event, you may not have your event.**

**ADDITIONAL CHARGES:**

- For events over 100 people in attendance, or anytime alcohol is being served , N.C.S.C.C. staffing will be required at 15.00 an hour.
- \$20 will be charged for leaving fans or the heat on or for leaving any windows or doors unlocked.
- \$25 will be charged if the key is lost.
- \$20 will be charged if dogs are on premises-sorry, strict **no dog** policy!
- The cleaning deposit will be returned after the key has been returned and the facilities have been inspected, about seven business days following the event. \$50 will be charged to pay any necessary cleaning and trash fees.
- PLEASE REMEMBER THAT *DOGS* ARE NOT ALLOWED.

I, \_\_\_\_\_, have read the Terms of Rental, Terms of Payment, Conditions of Use and User Responsibilities pertaining to renting the North Columbia Schoolhouse Cultural Center. I agree to abide by these terms and conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date