

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

North Columbia Schoolhouse Cultural Center

17894 Tyler Foote Rd. Nevada City, CA 95959  
(530) 265-2826  
ncsc@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 100 attendees you must rent toilets.

***IMPORTANT: Please review Terms of Rental, Terms of Payment, Conditions of Use, and User Responsibilities before signing the agreement. Different types of events may require special obligations.***

<b>Main Room</b>	<b>Members</b>	<b>Non Members</b>
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

<b>Amphitheatre</b>		
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

**Lawn**  
Inquire with Executive Director about renting the lawn. Varies according to estimated impact.

**CHECK  
IF USING      AMOUNT TO RENT**

<b>MAIN ROOM</b>		
<b>BACK ROOM</b> \$5 per hr member/ \$7 per hr non-member	# hours	
<b>AMPHITHEATER</b>		
<b>LAWN – <i>according to impact</i></b>		

<b>PIANO – \$20</b> <i>Cost of tuning (if required) not included</i>		
<b>COFFEE POT – \$5</b>		
<b>STAGE USE – \$10</b>		
<b>PROJECTOR – \$15</b>		
<b>LIGHTING EQUIPMENT – \$50</b> <i>may only be rented with NCSCC approved lighting technician</i>		
<b>SOUND EQUIPMENT – \$75</b> <i>may only be rented with NCSCC approved sound technician</i>		
<b>STAFF PERSON(s)</b> <i>price depends on size and nature of the event</i>		
<b>TOTAL COST OF RENTAL</b>		
<b>SECURITY DEPOSIT</b> \$50 – Less than 50 expected attendees \$150 – 50 to 150 attendees \$300 – Over 150 attendees		<i>a separate enclosed check is preferable)</i>

- **Publicity:** Renter must have any printed promotional materials approved in advance by the Director. *Advertising an event without prior approval by the Director may result in the event being canceled.*
- **Payment:** 50% of the Total Rental Fee must be paid no later than **45 days prior** to the date of the rental. The remaining 50% of the Total Rental Fee must be paid in full no later than **15 days prior** to the date of the rental. *NCSCC has the right to cancel an event if not paid in full no later than 15 days prior to the date of rental.*
- **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.theeventhelper.com](http://www.theeventhelper.com). **If you do not provide proof of insurance prior to the event, you may not have your event.**

**ADDITIONAL CHARGES:**

- \$25 will be charged for leaving fans or the heat on or for leaving any windows or doors unlocked.
- \$50 will be charged if the key is lost.
- \$50 will be charged if dogs are on premises. We have a strict **NO DOGS** policy!
- \$50 will be charged if Renter does not adequately enforce smoking policies
- The cleaning deposit will be returned after the key has been returned and the facilities have been inspected. You will be charged to pay any necessary cleaning or trash fees.

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