

Date of Event _____

North Columbia Schoolhouse Cultural Center

17894 Tyler Foote Rd. Nevada City, CA 95959
(530) 265-2826
ncsc@ncn.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.

You must have a current membership for at least 6 months before the event to rent at member rate. Non-members require sponsorship by a current member for use of the facility (wedding rentals are exempt).

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

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

CHECK IF USING AMOUNT TO RENT

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

OTHER RENTAL ITEMS

CHECK IF USING AMOUNT TO RENT

PIANO @ \$20		
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)		
Security		
Staff Person (if serving alcohol) @ \$20/hr		
\$50 Cleaning/breakage deposit due in advance, if over 200 people deposit is \$300 (a separate enclosed check is preferable): \$50.00/\$300		
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. **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 \$20.00 an hour.
- \$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-sorry, strict **no dog** policy!
- \$100 will be charged for each person smoking in undesignated areas.
- \$75 will be charged if music does not stop at designated time.
- \$50 will be charged to pay any necessary cleaning and trash fees.
- PLEASE REMEMBER THAT *DOGS ARE NOT ALLOWED.*

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.

Date of Event _____

The document entitled, "TERMS OF RENTAL, TERMS OF PAYMENT, CONDITIONS OF USE, AND USER RESPONSIBILITIES" ("Terms of Rental") attached hereto is incorporated into this Rental Agreement as if fully stated herein. Renter shall initial each section of the Terms of Rental indicating that Renter agrees to abide by each and every provision of the Terms of Rental.

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.

Renter's Signature

Date