

THEATRE RENTAL AGREEMENT

P.O. Box 667, 21 E. First Street, Sherburn, MN 56171

City Hall Phone: (507) 764-4491

Renter: _____

Address: _____

Phone: _____

Date /Time: _____

Event: _____

Sherburn Theatre Rates:

Resident: \$50 **Non-Resident:** \$200

Deposit: \$50 (due with rental agreement)

Date Received: _____

Deposit Paid: _____

Date Key Issued/#: _____

Key Issued To: _____

Rental Payment: _____

Date Key Returned: _____

The renter must sign this Rental Agreement in the space provided below. By doing so, the renter agrees to adhere to all policies, unless special arrangements have been noted by staff on this rental agreement, and agrees to accept the consequences for their failure to do so.

- A. **RESERVATIONS/DEPOSIT:** Any reservation is not official until this Rental Agreement is completed and the \$50 deposit has been paid. The deposit will be returned if the city staff determines that all the conditions of this agreement have been met.
- B. **CANCELLATIONS:** If the renter cancels their reservation 30 days prior to their reserved date they will get 100% of their deposit back. If less than 30 days notice is given no deposit will be returned, but the renter will have no further obligation.
- C. **HOURS:** 8:00 AM – 12:00 AM
- D. **ALCOHOL:** No alcohol is allowed on these premises.
- E. **TRASH:** Trash receptacles and bags are provided. All receptacles must be emptied at the end of the event into the dumpster behind the Theatre.
- F. **KEYS:** Keys can be picked up the day before (Friday if your event is on a Sunday) your event at City Hall. Keys must be returned to City Hall the next business day following the rental. If preferred, keys may be returned following your event by depositing them in the drop-box on the south door at City Hall.
- G. **CLEANING FACILITY:** Renters are responsible to clean up the facility following their event. Don't forget to empty the garbage receptacles.
- H. **Facilities available at the Theatre:**

Bathrooms	Small Lobby	Seating for 400
Stage	Sound System	Projector

Hold Harmless Agreement: I hereby agree to release all liability from the City of Sherburn for any loss, damage, injury and/or expense that I, or any participants of my event, may suffer as a result of my use of the Theatre. I also agree to reimburse the city for any damages that may occur during my event.

Signature

Date