

# Hudson Hall at the historic Hudson Opera House

## Building Use Agreement

For use of a 1st floor room at the  
Hudson Hall at the historic Hudson Opera House  
327 Warren Street, Hudson NY 12534

Event \_\_\_\_\_

Description \_\_\_\_\_

Event date(s) and time(s) \_\_\_\_\_ Number of anticipated participants \_\_\_\_\_

Additional access times required (include any set-up or clean-up time) \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ E-mail \_\_\_\_\_

Opera House Room(s) requested     West Room                       Center Hall                       Workshop Room

Will food be served?     Yes     No            Are you using a caterer?     Yes     No    If so, who? \_\_\_\_\_

Will alcohol be served?     Yes     No    If yes, we may require a liquor liability insurance.

### Hudson Opera House Inc. (hereafter HH) will provide space to the Event Sponsor on the following conditions:

#### 1. Approval

All events, exhibits, performances, and meetings occurring on the premises of Hudson Hall at the historic Hudson Opera House must be pre-approved by HH and are subject to availability of space and staff. All requests must be made by completing this Building Use Agreement Form.

#### 2. Front-of-House Requirements

Event Sponsor will provide all staff necessary for the event as well as for set-up and clean-up.

#### 3. Technical Requirements

Base rental rate includes two 6' tables and 20 chairs. Additional tables and chairs are available for a fee. Event Sponsor will provide all materials and equipment necessary for the event, including electronics, lighting, sound, scenery, etc. If HH equipment is requested, additional fees will apply. Event Sponsor understands that there is no kitchen facility at HH. Refrigerator may be used with prior approval. In the West Room, the piano must not be moved or played without permission.

#### 4. Publicity

Publicity should not include Hudson Hall logo, or in any way imply that the event is sponsored by HH unless otherwise agreed in writing in advance. The Hudson Hall phone number should not be listed for contact information or for reservations. For posters, flyers and advertising, the text size for "Hudson Hall at the historic Hudson Opera House" must not be more than 50% of the text size for the event title. Announcements may employ one of the following forms:

"**Event Name**" presented by "**Event Sponsor**" at Hudson Hall at the historic Hudson Opera House, 327 Warren St, Hudson NY - OR - "**Event Sponsor**" presents "**Event Name**" at Hudson Hall at the historic Hudson Opera House, 327 Warren St, Hudson NY.

Hudson Hall can and should be thanked wherever appropriate for use of our space.

#### 5. Occupancy and Use

Hudson Hall hosts numerous daily programs in the building. No other parts of the building will be available for use or access other than the space approved. If HH materials, other than tables and chairs, are needed they must be requested in this application. HH retains the right, during the course of an event, to access all areas of the building as necessary to conduct HH business.

#### 6. Insurance

Insurance is required for some events. Check with your homeowner insurance carrier to see if it is necessary for your event. Certificate of Insurance must be provided by Event Sponsor, naming Hudson Opera House Inc. as "additional insured." Certificate must be delivered to the Executive Director or General Manager at the Opera House prior to the rental period, and cover the specified Event Date.

#### 7. Building Use Contribution

**Hudson Hall at the historic Hudson Opera House**, 327 Warren Street, Hudson, New York 12534

(518) 822-1438 phone | (518) 822-9003 fax | [info@hudsonhall.org](mailto:info@hudsonhall.org)

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Rates are variable. We make every effort to accommodate non-for-profit for free on a limited basis. However, there are costs incurred by HH for providing this venue for community organization activity. Increased heat, electricity, maintenance, and insurance costs are just a few examples. Additionally, any event taking place in the building consumes some HH staff time.

**Not-for-profit Organizations** may receive up to two hours per year at no charge with the following conditions:

- Use of building takes place during HH normal business hours.
- Event is FREE to the public or to the Organization's members.
- After two hours, each additional hour requires a contribution.
- Events which go over estimated time will be charged a rate to be determined in advance.
- If event admission is charged or donations are solicited, a 30% contribution to HH is required.

**Private Organizations or Individuals**

- Use of building during normal business hours will be charged a fee, with additional fees for use outside normal business hours. Rates to be agreed upon herein.
- Events which go over estimated time will be charged additional fee, to be agreed upon herein.
- If event admission is charged or donations are solicited, a 30% contribution to HH is required.

**Please Note:**

- Building Use Fee will be determined by HH only after review of this form.
- Building Use Fee, where required, is secured with a non-refundable deposit of 25%.
- Event payment must be paid in full in advance of Event.
- A security deposit to cover overages and/or damages may be required.
- Cleaning fee of \$75 may be required, depending on type of event.
- If food or refreshments are served, a cleaning fee will generally be charged.

**8. Building Condition**

Event Sponsor agrees to leave the space exactly as found unless otherwise instructed. All set-up and clean-up must be performed by Event Sponsor. Chairs should be returned to where they were found; floor should be broom clean; all debris from the event must be removed, including removal of garbage. A \$25 per-bag fee will be charged for each bag of garbage left behind.

**9. Requests for Use**

Requests for use of the building should be made at least thirty (30) days in advance unless other arrangements have been made.

**Agreed and Signed**

Building Use Contribution Rate	\$ _____	base rate
Additional Charges	\$ _____	number of extra hours/rate (if applicable)
	\$ _____	garbage fee (if applicable)
	\$ _____	additional tables/chairs fee (if applicable)
	\$ _____	cleaning fee (if applicable)
Total Contribution	\$ _____	
Deposit Amount	\$ _____	Date _____
Final Payment Amount	\$ _____	Date _____

Event Sponsor (printed) \_\_\_\_\_

Event Sponsor (signed) \_\_\_\_\_ Date \_\_\_\_\_

Hudson Hall at the historic Hudson Opera House (signed) \_\_\_\_\_ Date \_\_\_\_\_