

HUDSON HALL

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 _____

Room(s) requested: West Room Common Council 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 Hall will provide first floor space to the Event Sponsor on the following conditions:

1. Approval

All events, exhibits, performances, and meetings occurring on the premises of Hudson Hall 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. Requests for use of the 2nd Floor Performance Hall utilize a different form and is subject to different rules and requirements.

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, you may utilize either "Hudson Hall" or "Hudson Hall, at the historic Hudson Opera House" for location. The text size for "Hudson Hall" 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 business or 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 HH prior to the rental period, and cover the specified Event Date.

7. Building Use Contribution

Rates are variable. We make every effort to accommodate non-for-profit community organizations 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 Community 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.

To Be Completed by Hudson Hall

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 _____

Agreed and Signed

Event Sponsor (printed) _____

Event Sponsor (signed) _____ Date _____

Hudson Hall (signed) _____ Date _____