



# HARRINGTON OPERA HOUSE SOCIETY

*Preserving Our Heritage*

PO Box 618, Harrington, WA 99134    www.harringtonoperahouse.org

## **FACILITY USE APPLICATION & CONTRACT FOR HARRINGTON OPERA HOUSE AUDITORIUM**

**Completed Contract, Damage & Security Deposits Required to Reserve Use of Facilities**

<b>Auditorium &amp; Lobby</b>	<input type="checkbox"/>
<p><b>Per One Day Use – with Stage Amenities</b> <span style="float: right;"><b>\$300</b></span></p> <p>Includes:</p> <p><input type="checkbox"/> Use of all available lighting with HOHS assistance</p> <p><input type="checkbox"/> Use of HOHS Sound Equipment - with HOHS assistance</p> <p>Describe Needs:</p> <p><input type="checkbox"/> Stage piano – to be moved &amp; set up only with HOHS assistance</p> <p>Event will be: Private <input type="checkbox"/>    Free to Public <input type="checkbox"/>    Open to Public for a Fee <input type="checkbox"/></p> <p>If public, Title/Description of Event*: _____</p> <p>_____</p>	<p># of Days _____</p> <p>Date(s): _____</p> <p>_____</p> <p>_____</p>
<b>Wedding Package or Whole Facility Use</b>	<input type="checkbox"/>
<p><b>For 3 Days of Use</b> <span style="float: right;"><b>\$800</b></span></p> <p>Includes:</p> <p><input checked="" type="checkbox"/> Full use of Auditorium, Lobby, &amp; Art Room</p> <p><input checked="" type="checkbox"/> Use of all available lighting with HOHS assistance</p> <p><input type="checkbox"/> Use of HOHS Sound Equipment with HOHS assistance</p> <p>Describe Needs:</p> <p><input type="checkbox"/> Stage Piano – to be moved &amp; set up only with HOHS assistance</p> <p>Hours of Use:</p> <p>Day 1: 6 hours to be decided in cooperation with HOHS personnel</p> <p>Day 2: 6 hours to be decided in cooperation with HOHS personnel</p> <p>Day 3: 3 hours to be decided in cooperation with HOHS personnel</p>	<p>Day 1 DATE: _____</p> <p>Hrs: _____</p> <p>to _____</p> <p>Day 2 DATE: _____</p> <p>Hrs: _____</p> <p>to _____</p> <p>Day 3 DATE: _____</p> <p>Hrs: _____</p> <p>to _____</p>





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## HOHS AUDITORIUM FACILITY USE CONTRACT AGREEMENT

- A completed Auditorium Facility Use Contract and Agreement and Proof of Insurance are required before the facility will be booked.
- For protection, the Harrington Opera House (HOHS) requires that all Renters obtain, at their own expense, public liability insurance for their event with the HOHS additionally insured. This insurance would protect you and your guests while using the Opera House property and is to indemnify against loss resulting from bodily injury and/or property damage. An insurance broker or agency can help you obtain the proper coverage. Proof of insurance must be provided within two weeks of submission of this contract or one week prior to event, whichever date is earlier.
- Within 10 days following the event, Renter agrees to pay costs of any damage that exceed the damage deposit, for repair of all damages, beyond normal wear and tear, caused to HOHS property by those engaged in the Renter's event activities.
- Only the rooms of the Opera House specified in this agreement are to be actively used by the Renter. Use beyond the specified time will result in an additional charge to the Renter.
- The Renter may not sublet the rooms they have rented to any other person or entity.
- No smoking is allowed within any portion of the Opera House.
- No use of illegal drugs or cannabis shall be permitted on Opera House property.
- No candles allowed, except battery operated.
- Food and beverages are not allowed in the auditorium.
- HOHS reserves the right to place restriction or prohibit the affixation by Renter of any nails, spikes, lighting, posters, signs or adhesive-backed items such as stickers, tape, etc. to any part of the facilities.
- Rice, confetti, and glitter are not permitted inside or outside the building. Wheat seed and birdseed are allowed outside the building. If used, sidewalk should be swept post event.
- The pews may be moved by the renter but must be replaced in their original places.
- The HOHS has a limited number of tables, chairs, etc. Plan to bring or make rental arrangements through outside vendors.
- The HOHS auditorium has a sound system and stage lighting. Separate arrangements to be made with HOHS pre-event for their operation and use.
- The Boston designed-by-Steinway grand piano on the auditorium stage is an amenity for auditorium rental. Use and care of the grand piano must be pre-arranged and reviewed with HOHS personnel.
- A HOHS representative will be on the premises at times during your event, including setup and cleanup, with a final walk through at a pre-arranged time.

- **Children must be supervised at all times.**
  
- The HOHS reserves the right to immediately terminate this agreement, and the applicant agrees to immediately vacate the premises upon notice of termination by an authorized Opera House representative upon any of the grounds set forth below.
  1. Physical damage to the Opera House property caused by an attendee invited or not, or
  2. Violation of any law ordinance or regulation of Washington State, Lincoln County or the City of Harrington by any attendee, invited or not.
  
- Cleaning-check in and out procedures:
  1. We request that you leave the facility in the same condition as when you arrived. The cost of any cleaning or repairs above normal cleaning done by the HOHS personnel will be the responsibility of the Renter.
  2. All cleaning must be done immediately after your event within the time frame of your rental agreement.
  3. Remove all decorations and everything brought to the facility.
  4. All spills must be cleaned up immediately and garbage should be bagged for easy removal by HOHS representatives.
  
- Please note our PHOTO POLICY: We take photos of PUBLIC events for use in promoting our HOHS programs and venue. Photos of your event and the attendees, if open to the public, may be used on the HOHS website, social media, in brochures or in flyers.

**By signing below, the group/individual hereby agree(s) to abide by the above regulations and all other terms of this agreement.**

**Agreed to by Renter:**

\_\_\_\_\_ (PRINTED name of individual or representative of group)

\_\_\_\_\_ (Signature of individual or representative of group)

Date \_\_\_\_\_

**Agreed to by HOHS**

\_\_\_\_\_ (PRINTED name of HOHS Authorized Personnel)

\_\_\_\_\_ (Signature of HOHS Authorized Personnel)

Date \_\_\_\_\_

**HARRINGTON OPERA HOUSE SOCIETY is a 501 (c)(3) ORGANIZATION**

The Harrington Opera House opened in the new Bank Block Building on December 16, 1904.

The Harrington Opera House Society was founded to save the building on January 11, 1992.