



HARRINGTON OPERA HOUSE SOCIETY

Preserving Our Heritage

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

FACILITY USE APPLICATION & CONTRACT FOR USE OF THE ART ROOM AT THE HARRINGTON OPERA HOUSE

Completed Contract Application & Agreement Required to Reserve Use of Facilities

The Art Room		
Per ½ day use*.	\$25	Date: _____
<input type="checkbox"/> Check if use of media equipment needed.		Time: From: _____ To: _____
Event will be: Private <input type="checkbox"/> Free to Public <input type="checkbox"/> Open to Public for a Fee <input type="checkbox"/>		If additional days: Date: _____
If public, Title/Description of Event:** _____ _____		Time: From: _____ To: _____
<p>* Half day use is up to 4 hours. ** Renter responsible for promotion but HOHS reserves the right to include in Events Calendars.</p>		

Your reservation for use of The Art Room in the Harrington Opera House Facilities will be confirmed for your event upon receipt of this completed Contract Application, including a signed "Facility Use Contract Agreement," and the fee indicated below.

The Art Room Use	Fee \$_____	By date of event _____ (Date of event, or date of first event in a series)
<i>Make checks out to: Harrington Opera House Society</i>		
Box 618, Harrington, WA 99134		
Questions? Call: _____		
*If room is reserved & prepared for your event, fee due even if canceled on day scheduled.		

Approved by Harrington Opera House Society Representative

_____	_____	Date: _____
Printed Name	Signature	

Renter's Name/Representative

_____	_____	Date: _____
PRINTED Name &/Or Organization &	Signature	

Phone(s): _____ Email: _____

Address: _____

City : _____ St. _____ Zip: _____



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THE ART ROOM USE CONTRACT AGREEMENT

- A completed Art Room Use Contract and Agreement is required before the room may be booked.
- 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 allowed in The Art Room.
- 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.
- The HOHS has a limited number of tables, chairs, etc. Plan to bring or make rental arrangements through outside vendors.
- The Art Room has a media system that can be included with rental agreement if pre-arranged. In winter months, the room must be brought up to a temperature of at least 55 degrees BEFORE electronic equipment can be turned on.
- A HOHS representative may be on the premises at times during your event, including setup and cleanup.
- **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 room 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. 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.