



Willey Theatre Event Space Rental Agreement effective June 1st 2017

Name: _____ Phone: _____

Address: _____ City: _____

Email: _____ State/Zip: _____

Rental Date & Time: _____ : _____ AM/PM to _____ : _____ AM/PM

Nature of Event: _____ Aprox # of guest? _____ Event time: __: __ to __: __

***Please see attached A/V form if A/V Equipment will be used. (Extra Charges may apply)**

Marquee Room Rates

- Mon-Thurs** (9:00am-4pm) \$300
- Mon-Thurs (4:00pm-12am) \$350
- Fri-Sun (9am-4pm) \$375
- Fri-Sun (4pm-12am) \$425

***Table & Chair setup fee included**

3rd Floor Rates

- Sun-Thurs** (9:00am-4pm) \$500
- Sun-Thurs (4:00pm-12am) \$550
- Fri-Sat (9am-4pm) \$575
- Fri-Sat (4pm-12am) \$625

***Table & Chair setup fee included**

***The above rates are for a five (5) hour time period. Additional hours may be purchased at \$75/hour for 1 floor \$110.00 for both *A 15% discount will be given if both floors are rented at the same time.**

**** The rooms can be rented during the business week from 8am-5pm at these rates for cooperate meetings.**

The above listed rates include *tables and chairs for five hours of rental time. Any food that is being served is the responsibility of the renting party and is not included in the above listed rates. No outside alcohol allowed. Alcohol must be purchased/served by the Willey Theatre and a separate fee will apply. Along with payment, application must be accompanied by a copy of renter's driver's license as well as damage deposit of **\$100 per floor on a separate check**. Full refunds minus \$50 processing fee will only be considered if cancellation occurs more than 60 days prior to rental date(s).

Rental Rate (5 hours): \$ _____ A/V Charge / Marquee (\$50) \$ _____

Additional Room Rental: \$ _____ Total Charge: \$ _____

2 Room Rental Discount \$ _____ 50% Deposit Due Immediately: \$ _____

Additional Hours: Number of hours ___ x \$75 = \$ _____ Balance (to be paid 2 weeks prior to event): \$ _____

Total Room Rental Rate \$ _____ Beverage Charge (if applicable): \$ _____

Damage Deposit \$ _____

Remit Payment to:

City of Edwardsville, Attn: Willey Rental, 118 Hillsboro Ave., Edwardsville, IL 62025
Willey Office (618) 307-2053

Thank You for Choosing the Willey!

www.willeytheatre.com

Event Space Rental Agreement Cont.

HOLD HARMLESS AGREEMENT

THE APPLICANT IS RESPONSIBLE FOR INFORMING THE GROUP'S MEMBERS OF THEIR DUTIES AND RESPONSIBILITIES UNDER POLICIES AND PROCEDURES.

1. It is understood and agreed that the City, it's Mayor, City Council, R.A.S.E. Board, employees, volunteers, and agents shall be held harmless against all claims, damages, loss or expenses including attorney's fees arising out of or resulting from the use of this facility.
2. Each group shall be fully responsible for the physical condition in which they leave the facility. The expenses resulting from any damage or undue maintenance shall be charged to the applicant and taken from the damage deposit. Failure to meet any obligations beyond deposit amount within thirty (30) days of billing will be cause for cancellation of future privileges and for legal action including all costs incurred by the City for collection.
3. I have read, understand, and agree to comply with all the rules, regulations, policies, and fee schedules, as set forth by the City of Edwardsville. I further attest that I will be personally responsible for repair or damage to equipment, the facilities, and grounds or for replacement of stolen equipment.
4. I agree to be responsible for the conduct of our group in and about the facilities in use, for the control and containment of noise, group participants, litter and damage beyond ordinary wear and tear, which may occur while we are occupying the premises. I further agree that use of the requested facilities shall be in accordance with Policies and Procedures, local ordinances, and all valid laws of the State of Illinois.

* Applicant must initial all statements below.

* ___ I am over 25 years of age.

* ___ I agree to adhere to all policies set forth by the City of Edwardsville.

* ___ I acknowledge that my deposit may be kept to pay for damage caused by group or to clean facility after use.

* ___ All information, to the best of my knowledge, provided on this form is truthful.

Applicant Signature _____ Today's Date ____/____/____

If paying by credit card:

Total Amount Charged to Card \$ _____

___ Visa ___ MasterCard Card # _____ Expires ____/____/____

Billing Address _____

Cardholder Name _____ Signature _____

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Office Use Only

Deposit \$ _____ Check # _____ Date Received ____/____/____ Insurance _____

Balance \$ _____ Check # _____ Date Received ____/____/____

Approved By _____ Date Approved ____/____/____

Post Event Inspection By _____ Results: ___ Acceptable ___ Unacceptable

Amount of Deposit Returned \$ _____ Date Processed ____/____/____

Event Space Rental Policies

- The Wildey may only be rented by a responsible adult 25 years or older.
- All decorations must be approved by staff. **PROHIBITED ITEMS INCLUDE OPEN FLAMES, CONFETTI, GLITTER, SMOKE MACHINES, SILLY STRING, PAINT OR MARKERS ON ANY SURFACES.**
- **DECORATIONS MAY NOT BE TAPED OR TACKED ONTO THE WALLS, NOR MAY THEY BE HUNG FROM THE SPRINKLER HEADS.**
- Parties where minors are present must have a ratio of one adult per every twelve minors. It is the responsibility of the adults present to chaperone the activities of under-age guests to ensure that no inappropriate behavior occurs.
- No frying of food is allowed within the building.
- Smoking is strictly prohibited inside all areas of the theatre per Illinois Law.
- Alcohol is permitted for all persons 21 years or older. In compliance with Illinois State Law and venue policies, all alcohol must be purchased from the Wildey Theatre and provided by its staff.
- It is the responsibility of the renter to return the room in the condition it was rented in upon the conclusion of the event. This includes removing all decorations and disposing of trash in provided receptacles. Should trash spill out of these receptacles, it is the responsibility of the renter to bag addition trash separately. Trash bags can be provided by the theatre for cleanup.
- Rental of the 2nd and/3rd floor event spaces does not include the exit access stairwell or business office. All event activities and decorations must be kept inside of the room. In addition, other theatre patrons and staff may frequent these locations during your event.
- The capacity of the 3rd Floor is 130 comfortably, 2nd Floor is 75 people in a seated environment. The capacity of the 3rd Floor event space is 200 people, 2nd Floor is 100 in a non-seated environment. Event attendance may not exceed this number
- Damage superseding the damage deposit will be billed to the renter.
- Noise must not supersede 90db weight A. DJs and all other music presentations in the 2nd and/or 3rd floor event spaces must adhere to this volume regulation. (Needs to meet the approval of the in house production manager.)
- **EVENT SET-UP AND CLEANUP SHOULD OCCUR DURING THE DESIGNATED RENTAL TIME. ANY ADDITIONAL TIME WILL BE BILLED TO THE RENTER.**
- In an event of a theatre and 2nd and/or 3rd floor rental, the separate spaces will have separate rental times. It is expected that when the rental in either space ends, the cleanup of that space will be complete at that time.
- Liability & property insurance required for events open to the general public or events with vendors , *see attached Insurance sheet for requirements.*

Failure to adhere with any of these policies will result in the termination of your event at any time, including during the event itself, without warning or refund. These policies are enforced at the discretion of the Wildey Theatre staff and as measured/determined by these staff members.

_____ Signature

Event Space Rental Agreement A/V Use

Please fill out this sheet if your event requires A/V Equipment. Please note that extra charges may apply.

Will your event require use of a **TV?** YES * or NO

If YES the Wildey will provide a 65in HDTV for \$20 for a 5 hour rental.

Will your event require the use of a **microphone?** YES * or NO

If YES the Wildey will provide MACKIE Freeplay with corded microphone for \$20 for a 5 hour rental.

Will your event require use of a **P/A with speakers?** YES * or NO

If YES the Wildey will provide a P/A System for \$30 for a 5 hour rental.

Will your event require soft background music? YES or NO

Wildey has a complimentary small sound system to play your background music.

You must provide an iPod or similar device, laptop, or cd player with the music on it.

Will your event require use of the outside **MARQUEE?** YES or NO

If YES 2 lines 17 spaces per line; to be displayed during rental time \$50.00

Please use this section to describe you're A/V set up and needs in detail and list anything else you may need. This sheet will be reviewed by our Production Manager and any extensive use of A/V Equipment requiring extra staff time may result in an extra charge.

* If any A/V needs were marked **yes** please ask for additional rental sheets for clarification.

Renters initials _____ Date _____

OFFICE USE ONLY

Reviewed by _____

Total A/V Charge: \$ _____

End of Event Maintenance:

Cleaning Supplies Provided:

Broom & Dust Pan

Spray bottle w/ vinegar & water (can be used on all surfaces including tables and floors)

Paper towels

Trash bags

Mop/Bucket (if needed)

The room should look as it does at the beginning, at the end, please look around and check box.

Before decorating, room is clean and maintained

(renter)

Detailed List of what's expected:

Sweep up all visible items off floor

No spills on tables, chairs, floor or window ledge

Trash in receptacles and bags

Receptacles and other waste moved to landing by elevator

All trash off bathroom floors

Place folded chairs on tables

(staff check mark)

Please make Wildey Staff member available of any major spills, messes or clean ups.

Also, you must have Wildey staff member do final walk through before leaving.

Renter

Wildey Staff

Date

(failure to meet these requirements, a portion, or all of your deposit may be withheld)

Comments: _____

