

Hale's Ales Palladium Information

Thank you for your interest in renting Hale's Palladium for your special event. We host many theatrical events, musical recitals, concerts, birthday and retirement parties, company networking events, holiday gatherings, fundraisers, and receptions, all with great success.

The Palladium is in Hale's Brewery warehouse, which can accommodate up to 275 guests in a theatre-style arrangement or a mix-and-mingle (standing) style, with use of the stage, for a \$500 room fee Friday-Sunday or \$400 Monday-Thursday, plus a minimum of \$500 in concessions sales. This includes 5 hours of space rental plus one additional hour of Client set up time for no added cost. This rental fee includes usage of the Green Room.

We can provide a buffet dinner with seating for 160 at round tables with linens or seating for up to 175 in a Beer Hall style. Catered events are charged a \$550 room fee Friday-Sunday or \$450 Monday-Thursday, require a \$500 drink minimum, and include 5 hours of space rental plus one additional hour of Client set up time for no added cost. Banquet events do not include usage of the Green Room; usage is allowed, for an added fee.

Additional time is \$75/hour. We provide 1 hour of set up time (in addition to the 5 hour rental) at no additional cost.

Add on items are available and are in addition to the room fee. (See page 3)

Closing time for all events is 10pm, with the expectation that the space is to be vacated by 11pm.

An Invoice Estimate will be presented pre-event and requires a signature. The credit card on file will be used to pay the invoice on the day of your event unless an alternate method of payment is provided prior to the conclusion of the event. Additional charges such as bar tab, damages, or other items will be added to this total.

CONCESSIONS: We serve Hale's beer, red & white wine, hard cider and non-alcoholic beverages (price range \$2-\$7). We have food items such as hotdogs, pretzels, chips, and candy. Concession stand service is negotiated with the client and other non-alcoholic beverages may be added per your request in advance for an additional fee. There is a \$500 minimum sales amount to be reached or the difference plus a 20% service charge is paid by the client.

BANQUET FOOD: Hale's Brewery does not provide catering for events. Catering is contracted out to experienced and highly recommended local caterers. All food arrangements are to be made by the Client and the selected caterer. Please note that some caterers offer a "drop off and set up only" option, meaning they do not staff the event. In these cases, Hale's will assume responsibility for maintenance and clean up of the banquet area, and a \$75 staffing and cleaning fee will be added to the room charges.

TICKET SALES: If ticket sales are involved for entry, the Client will be solely responsible for all taxes due to the city, state, & federal government.

CONTRACT DETAILS:

We require a \$100 **non-refundable** deposit to confirm the event date. This fee is applied to your final bill and is **not** an additional charge. *There is no commitment to hold the Palladium until the deposit is received and the Booking Agreement is completed, signed, and return to Hale's Events Department.*

- **DAMAGE PAYMENTS:** Any damages to the facility or missing equipment caused by client or guests will be evaluated and charged at the conclusion of the event whenever possible, and this cost is to be paid by the client along with the event balance at the end of the event. In the occasion that damages or missing equipment is not able to be properly assessed at the event's conclusion, evaluation and charge assessment will be completed within 2 *business days* of the conclusion of the event. Client will be contacted regarding damage charges, and the credit card on file will be charged within another 2 business days.
- **CANCELLATIONS** with at least 30 days notice will not be charged, EXCEPT for any costs related to booking entertainment. Cancellations within 30 days of the event date will incur full room fee charges. Cancellations within 14 days of the event will incur charges for the full room fee as well as 50% of the drink or concessions minimum.
- **MUSIC LICENSURE:** All events with music or theater productions open to the public will be required to show the following 3 Licenses: **1. SESAC 2. BMI 3. ASCAP**
Please send a copy via email *prior to your event*.

LIABILITY

Hale's shall not be liable for any damage in the event that performance shall be delayed or prevented by fire, flood, riot, strike, labor dispute, or act of God. Hale's does not assume or accept any responsibility for damages to or loss of personal articles or broken or unreturned rentals by the Client. Hale's is not liable for any performer injuries while performing on Hale's property.

PERFORMANCE STANDARDS – FAMILY FRIENDLY AND LOUDNESS:

All acts and performances must be "Family Friendly" or General Audience. Bands and entertainers must keep noise to a reasonable level so they are not heard in the taproom. The volume of the band will be controlled by Hale's House Manager, not by the band. Hale's reserves the right to close the event at any time without refund should any part of this agreement be out of compliance and/or Hale's decides there are security issues (as defined by Hale's).

THE TOTAL AMOUNT OF THE FINAL BILL FOR ALL EVENTS WILL BE DUE IMMEDIATELY AT THE END OF THE EVENT FOR CONCESSION SALES, FOOD AND BEVERAGE SALES, ADDITIONAL SERVICES, AND DAMAGES.

PALLADIUM BOOKING INFO:

Please fill out **ALL INFO** and **CHECK** additional items your event requires.

TYPE OF EVENT: _____ **EVENT DATE:** _____

EVENT TIME: _____ **#PEOPLE:** _____

CONTACT PERSON: _____ **PHONE:** _____

EMAIL: _____

ROOM FEES SHOWS: \$500 Plus \$500 Concessions Minimum (Friday-Sunday): ____
(public events) \$400 Plus \$500 Concessions Minimum (Monday-Thursday): ____
\$175 Additional Shows (same day): ____
\$75 Additional Hour(s): ____

ROOM FEES BANQUET: \$550 Plus \$500 Drink Minimum (Friday-Sunday): ____
(private event) \$450 Plus \$500 Drink Minimum (Monday-Thursday): ____
\$75 Additional Hour(s): ____

ADD-ON ITEMS: **THEATER SEATING** \$100 _____
TABLE SET UP \$100 _____
BASIC AUDIO EQUIPMENT (microphones, speakers) \$50 _____
SOUND TECH (for theater and music performances) \$200 _____
LED LIGHTING (adequate for most performances) \$50 _____
THEATRICAL LIGHTING (for scene changes, spotlights, etc) \$200 _____
DANCE FLOOR \$100 _____
GREEN ROOM (extra fee for Banquets): \$50 _____

EVENT BOOKING AGREEMENT

A non-Refundable \$100 deposit is required to Book the Date of your Event. This amount is applied to the final bill; it is NOT an additional charge. \$100 Deposit paid: _____

I have read and understand the contract including cancellation policy and fees. Cancellation within 30 days of the event date will incur additional fees. I hereby authorize said fees to be charged to the credit card on file. Initials: _____

LICENSURE submitted for: 1. SESAC 2. BMI 3. ASCAP _____

CREDIT CARD NUMBER

Expiration Date: _____ CVV Code: _____

Card Phone: _____ Card Zip Code: _____

On this _____ day of _____ 2018, _____ (“Client”) agrees to the above stated contract with Hale’s Ales Ltd.

Client Signature: _____ Date: _____