

Auditorium Rental Agreement

A general damage and cleaning deposit is payable prior to the event. This will be refunded provided there are no damages caused to the building or contents due to use.

Your deposit is required along with your signed contract to reserve your date.

Rent is due when you pick up your keys, the week of the event.

The following rules and information apply:

1. The maximum occupancy for the main level of the auditorium is 780 and the maximum occupancy for the basement is 160.
2. The main floor (gym) is 58 feet wide and 100 feet long, not including the stage. The basketball net on the west end may be pulled up toward the ceiling.
3. You are responsible for setting up and returning ALL tables and chairs that you use. There are 49 (eight foot) tan tables, 10 (5 foot) white round tables, and 350 chairs on the main floor. The basement has approximately 12 (eight foot) gray and brown tables and 100 chairs. Wipe off all tables before returning them to the storage racks. If you move them from one floor to another you must return them! Failure to return the tables and chairs to their designated areas will result in loss of your deposit.
4. When decorating, please DO NOT stick tape onto the walls, banisters, or anyplace where it may peel the paint or finish. Streamers across the balconies should be wrapped around the railing and taped or stapled to themselves. Banners may be tied onto the railings with ribbons or string. There are no straw hay bales allowed in the auditorium.
5. There are no open flames or candles allowed on the stage area or in the auditorium balcony. On the main floor of the auditorium candles are allowed with the following regulations: All candles must be in self-contained containers where the flame is at least one inch below the top the container. The candle and the container must be securely supported on substantial noncombustible bases where the candle flame is protected.
6. Keep children and other unauthorized people off the stage and away from the stage curtains and sound equipment to prevent soiling or damage to these items.
7. The city owns three 100 cup electric coffee makers which you may use. Please make sure they are cleaned and put away after use.
8. If the kitchen is rented, it must be cleaned thoroughly after each use. This includes cleaning the stove, countertops, sinks and floors. As the renter of this facility it is your responsibility to make sure you or the caterer you have hired cleans the kitchen thoroughly. Failure to properly clean the kitchen will result in loss of deposit or a cleaning fee of \$50.00/hour, whichever is greater. A final walk thru of the kitchen is required prior to the return of your deposit if this area was rented.

9. After the event, remove all personal items from the auditorium immediately. Remove all decorations and mounting materials from walls, railings, tables and chairs. All alcohol, beverages, and food must be removed the night the event is over. This will reduce the chances of foul smells and flies/bugs that could accumulate in the building.
10. The floors of the areas rented must be swept after use.
11. If the garbage becomes full, remove the bags and deposit them into the dumpster outside the east doors. Place a new trash bag into the cans before using. Please pour liquids down the drain and not into the garbage cans. Remove all garbage from the building at the end of your event and place new liners in the garbage cans.
12. Leave the building and grounds clean and orderly for the next party.
13. If you plan to sell liquor, you will need to contact a local licensed liquor establishment and request that they transfer their license to the auditorium. The cost is \$25.00. The license transfer must be approved by the City Council prior to the event, at their regularly scheduled monthly meeting, which is held the second Monday of each month. Two certified security officers must be present to police the event. **Make these arrangements through the bar of your choice.** They are required to certify that security will be present when they request the liquor license transfer.
14. It is illegal to serve alcoholic beverages to minors. You are responsible for helping enforce this law.
15. If you wish to carry over picnic tables from the park across the street, you will need to make arrangements with members of the park board. You will be responsible for returning them to their original location.
16. Barricades are available to block a portion of Main Street. Please make arrangements with the city auditor prior to your event to utilize them.
17. You may pick up the auditorium keys at the Auditor's office a few days prior to the event. The office is open Monday-Thursday, 8:30am-2:00pm. Feel free to call with questions or concerns, 701-843-7828.
18. Be aware that there are a number of keys to the building available in the community. The city is not responsible for the personal items left unattended. Doors should not to be left open or unattended at anytime. **If you would like the gym door locked you will need to supply your own padlock.**
19. The City of New Salem is not responsible for accidents or injuries suffered during your event. You may wish to contact your insurance agent regarding personal liability insurance for the period that you are renting the building and grounds.

Auditorium Rent Schedule

Auction Sales	\$500 + \$300 deposit (1 day set-up)
Plays	\$100 (\$15/ rehearsal)
Function without dance	\$100 + \$200 deposit \$50 (per extra day, set-up, clean-up)
Dance- Anniversary/ Wedding	\$150 + \$200 deposit \$50 (per extra day, decorating, cleanup day, etc)
Kitchen	\$75/day with rental of auditorium \$100/day for independent kitchen use
Conference room	\$20
School Sports	\$15

(The basement is half the price of the main floor, deposit remains the same.)

Please enclose your deposit check along with the rental contract & return to:

**The City of New Salem
PO BOX 393
New Salem, ND 58563**

Rental Contract

I agree to abide by the rules of the Auditorium Rental Agreement and acknowledge that I, the renter, am responsible for any damage that incurs while I rent the auditorium. I am also responsible for the cleaning of any areas used as specified above.

Name/Signature/Date

Best Contact Numbers

Please enclose a check for your deposit ONLY, along with this contract as soon as possible. This check will not be cashed, unless damage to the property occurs during your event. Your deposit will be returned to you after city maintenance workers review the property concluding your event.

I am requesting to rent the New Salem City Auditorium on the following dates:

DATE	AREA (main floor, kitchen, basement)	PURPOSE (decorating, wedding, clean-up, etc)
------	---	---

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total amount of rent due the week of the event \$ _____
(Payable when you pick up your keys)

DEPOSIT INCLUDED \$ _____

Please make separate checks for the deposit and rental.

PLEASE SEND TO:
City of New Salem
PO BOX 393
New Salem, ND 58563