

CITY OF NEW SALEM, NORTH DAKOTA
Auditorium Rental Agreement

This Agreement is made and entered into this ___ day of _____, 202__, between the City of New Salem, North Dakota, and the undersigned Renter. In consideration for the use of the New Salem Auditorium and other good and valuable consideration, the parties agree as follows:

1. Renter requests to rent the New Salem Auditorium on the following dates:

DATE:	AREA:	PURPOSE:
	(gymnasium, kitchen, basement)	(decorating, wedding, clean-up, etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Renter will pay total amount of rent due the week of the event: \$ _____ (Payable when you pick up your keys)

3. Renter agrees to pay a damage and cleaning deposit with this signed contract. The deposit will be refunded following the event, with deduction for any damages and/or clean up required due to your use of the premises. **The deposit is required along with your signed contract to reserve your date.**

4. As Renter, I agree to abide by **APPENDIX A, Rules of Rental Agreement**, attached hereto, and acknowledge that I am responsible for any damage that occurs to the Auditorium while I rent it. I am also responsible for the cleaning of any areas used as specified above.

Signature: _____ Date: _____
Printed Name: _____

Best Contact Number(s) _____

Please enclose a check for the deposit ONLY with this Contract as soon as possible. The check will not be cashed unless damage to the property occurs during your event. Your deposit or portion thereof will be returned after City Maintenance Workers inspect the property following your event.

\$500 Deposit Included – Check # _____

Please make separate checks for the deposit and rental.

PLEASE SEND TO:
City of New Salem
PO Box 393

APPENDIX A
AUDITORIUM RENTAL AGREEMENT
RULES OF RENTAL AGREEMENT

The following rules, regulations and acknowledgements shall apply to all New Salem Auditorium Rental Agreements:

1. The maximum occupancy for the main level of the auditorium is 780 people and for the basement 160 people.
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. Renter is responsible for setting up and returning ALL tables and chairs that you use. There are approximately 50 eight-foot tan tables, 10 five-foot white round tables, and 380 metal chairs on the main floor. The basement has approximately 10 eight-foot gray tables and 60 maroon/brown chairs. Wipe off all tables before returning them to the storage racks. **If you move tables or chairs from one floor to another you must return them!** Failure to return them to their original areas will result in loss of your deposit.
4. When decorating, DO NOT stick tape onto the walls, banisters, doors, or any place 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.** Any equipment (scaffolding, lifts, etc.) other than ladders for decorating or set up require prior approval for use from the City Council.
5. No open flames or candles are allowed on the stage area or in the auditorium balcony. Candles are allowed on the main floor of the auditorium subject to the following regulations: All candles must be in self-contained containers where the flame is at least one inch below the top the container. Each candle and container must be secured on a substantial noncombustible base where the candle flame is protected.
6. Children and other unauthorized persons must be kept 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 and 4 electric roasters which renter may use. Please make sure they are cleaned and put away in basement 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, including all decorations and mounting materials from walls, railings, tables and chairs. All alcoholic and

other beverages and food products must be removed immediately following the event (night of, not next morning). 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 and the building and grounds must be left clean and orderly for the next renting party. Dust mops/brooms are available in the east ticket booth outside the gymnasium main door.

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. If Renter plans to have alcoholic beverages for sale at the event, you will need to contact a local licensed liquor establishment and request that they obtain a special event permit for the auditorium. The cost is \$25.00. The permit must be approved by the City Council prior to the event at a regular monthly meeting (second Monday of each month). Licensed police/security officers must be present at the event; **make these arrangements through the bar of your choice.** The bar must certify to the Council that security will be present when it requests the event permit.

13. It is illegal to serve alcoholic beverages to persons under the age of 21 years. Renter shall be held responsible for helping enforce this law and not allow underage consumption.

14. If Renter wishes to bring picnic tables from the park across the street you must make prior arrangements with park board members. **You will be responsible for returning them.**

15. Barricades are available to block a portion of Main Street. You must make arrangements with the City Auditor prior to your event to utilize them.

67. You may pick up the auditorium keys at the City Auditor's office a few days prior to the event. The office is open Monday, Tuesday, & Thursday 8:30am-3pm. Please schedule a time with our office by calling, (701) 843-7828.

17. There are several keys to the building available in the community. **The City is not responsible for the personal items left unattended.** Doors should not be left open or unattended at any time.

18. 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.

I HAVE READ AND AGREE TO ABIDE BY ALL THE FOREGOING RULES FOR MY RENTAL OF THE NEW SALEM AUDITORIUM SPACES IN THE RENTAL AGREEMENT.

Renter signature: _____
Printed Name: _____

Date: _____

CITY OF NEW SALEM, NORTH DAKOTA
Auditorium Rent Schedule

Deposit to Reserve Date: \$500.00 (separate check from rent)

Gymnasium: \$200/event day
\$100/extra day (decorating, cleanup, etc.)

Kitchen: \$100/day

Basement: \$50/day

Conference room: \$20/day

School Practices/Games: \$20/day

Community Plays: \$100/day
\$15/day rehearsal