

# CITY OF GALENA, ILLINOIS



## Turner Hall Rental Contract

Turner Hall is located at 115 South Bench Street, Galena, Illinois 61036 | TurnerHall.com

Contact Person: \_\_\_\_\_  City of Galena Resident

Organization (if applicable): \_\_\_\_\_  Not-for-Profit  
 Galena Public School  
 Community Theater

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone #: \_\_\_\_\_ Email \_\_\_\_\_

Name of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_ If more than 250 people will be in attendance, a Crowd Manager is required.

**Alcohol:**  Yes  No For private events (such as weddings / receptions), if alcohol will be served, Proof of Liquor Liability insurance is required 30 days prior to your event. A \$100 fee is also applicable to your total rental fees. If the event is open to the public, a Class E liquor license through the City of Galena and Liquor Special Use Permit through the State of Illinois is required. The City of Galena must be named as co-insured for \$1 million in all cases where beer and/or liquor is served. Copies of insurance and applicable liquor licensure must be on file with the City at least 30 days prior to your event.

**Theatrical Lighting utilizing control board:**  Yes  No An authorized lighting consultant is required to operate the light board. Typically, the lighting control board is only needed for theater or concert type events. Renter is responsible for hiring an approved operator.

Rental Date(s): \_\_\_\_\_ Rate: \_\_\_\_\_ Extension: \_\_\_\_\_

Hall Damage Deposit: \_\_\_\_\_ Date Paid \_\_\_\_\_ Credit | Cash | Check # \_\_\_\_\_

Hall Rental Fee: \_\_\_\_\_

Alcohol Fee: \_\_\_\_\_  Copy of Liquor Liability received Date \_\_\_\_\_

Crowd Manager Fee: \_\_\_\_\_ # of hours \_\_\_\_\_ X \$15 / hour

Total Amount Due: \_\_\_\_\_ Final Payment Due by: \_\_\_\_\_

1. **Rental Fee:** The rental fee includes use of the Hall, Hall lights, and the lights on the stage (Viewpoint System). The fee does not include the use of the Colortran Lighting System.
2. **Procedure for renting the Hall:** Rental dates can be reserved up to three years in advance. A signed rental contract, \$200 hall damage deposit and rental fees must be presented in order to reserve a date. All money is refundable up to 6 months in advance of the rental date. Only the hall damage deposit and Colortran fees will be refunded up to 90 days in advance of the event. The city will refund the hall damage deposit pending the satisfactory inspection. Any damage assessed that is above and beyond the amount of the hall damage deposit is the responsibility of the renter.
3. **Procedure for renting the Colortran Lighting System:** Only certified operators may use the light board. Operators may become certified by attending a lighting class conducted by the City of by demonstrating sufficient knowledge of the lighting system to the manager. Renters may hire a certified operator if they do not wish to provide their own. Payment of the Colortran key/manual deposit is \$25 and is due before any keys of manuals will be issued to the renter. Deposit is forfeited if the materials are not returned within three days after the event.
4. **Proof of insurance required:** Proof of liquor liability or dram shop insurance in the amount of \$1 million with the City of Galena named as coinsured must be provided in all cases where liquor and/or beer is served. Proof of insurance must be presented no later than 30 days prior to the event. No key will be issued until the manager receives this proof.
5. **Renter responsible for the key:** The renter shall be responsible for all keys issued. No copies shall be made. Any renter failing to return the keys within three (3) days of the event shall be charged for the cost of installing new locks with keys. The cost shall be deducted from the damage deposit. Any cost incurred above and beyond the damage deposit amount shall be the responsibility of the renter. The keys to the Hall are to be obtained from and returned to City Hall.
6. **Maintenance and safety steps required:** The renter shall be responsible for using the hall safely and in accordance with the rules and regulations set forth in this contract. Prior to vacating the hall, the renter shall complete all tasks on the 'Renter's Responsibility Checklist' attached hereto and made a part hereof. General maintenance and safety regulations include, but are not limited to:
  - a. All garbage is to be bagged and placed in the dumpster located in the parking lot.
  - b. All glass, plastic, and aluminum bottles and containers must be recycled in the recycling containers provided in the hall. The custodian will remove the bags.
  - c. All food and supplies are to be removed from the kitchen upon completion of the rental period.
  - d. All areas of the Hall used by the renter should be left in the clean and orderly manner in which they were found at the beginning of the rental period. Any additional cleaning time required by the custodian as a result of the renter's use will be charged to the renter's damage deposit.
  - e. The renter may purchase cleaning and set-up by the custodian, if available (renter is responsible for making arrangements with custodian).
  - f. No nails or other permanent marks may be put in the walls, woodwork, trim, etc.
  - g. All materials brought into the hall by the renter must be removed at the end of the rental period unless prior arrangements have been made with the manager. Objects left shall be removed at the expense of the renter.
  - h. No gasoline, kerosene, lighter fluid, fireworks, etc. may be used in the hall without consent of the Fire Chief. Extreme care will be used in handling any flammable or combustible materials.
  - i. Fire exits shall not be obstructed in any way.

- j. The City of Galena, the manager, and the custodian are not responsible for lost or stolen items.
- k. Smoking is not allowed within the building. Smoking receptacles are located outside the side door and outside the front door.
- l. Use of smoke and/or fog generating devices is prohibited.
- m. Do not adhere, nail or attach anything directly to the ceiling. If weight and size appropriate, you may use the light bars to suspend items.

7. **Event Cut Off Time:** Unless other arrangements are made and amended to this contract; all events shall be completed by 12:30 a.m., but at 10:30 p.m. extra care should be taken not to disturb the neighborhood.

8. **Renter responsible for proper supervision:** The renter shall be responsible for proper supervision and control of all events. The renter, or renter’s designee, will be required to remain at the Hall until everyone leaves. If law enforcement personnel must be called out to quell disturbances resulting from a lack of proper supervision, the renter will automatically forfeit the damage deposit and may be forbidden from renting the Hall for an eighteen month period.

9. **Use of the Colortran Lighting System:**

- a. There shall be no food, drink, or smoking allowed near the Colortran System.
- b. Auditorium ceiling mounted fixtures may be redirected, but not taken down. Other lighting instruments and light trees may be moved to other locations limited only by the proximity of proper outlets. Stage lights may be moved to more advantageous positions limited only by cord lengths. All redirected lights must be returned to the original positions, settings, and bulbs are set forth in the document ‘Standard Instrument Locations and Settings’ provided by the manager. Failure to do so will result in loss of the Colortran key/manual deposit.
- c. Cyclorama floods and floor lights are restricted to those purposes.
- d. At no time may any requiring or special electrical connections be made to the electrical and lighting systems.

10. **Use of Piano:** The piano must be returned to stage level if moved during the use of the Hall. Any liability for moving the piano rests solely with the renter. If the renter wishes to have the piano tuned, he may do so at his own expense. The manage reserves the right to approve the piano tuner.

As a renter or authorized organization representative, I hereby affirm that I have read, thoroughly understand, and agree to all terms stated in this contract.

\_\_\_\_\_  
**Renter’s Signature** **Date**

\_\_\_\_\_  
**Turner Hall Manager** **Date**

Attachments:

- 1. Renter Responsibility Checklist
- 2. Standard Instrument Locations and Settings
- 3. Turner Hall Rental Rates

# Turner Hall Renter Responsibility Checklist

*Please complete, sign, and submit this checklist when you return the key.*

*We will review this list as we inspect the hall for consideration of returning your \$200 damage deposit.*

The renter shall be responsible for using the hall safely and in accordance with the rules and regulations set forth in the Turner Hall Rental Contract. Prior to vacating the hall, the renter shall complete all of the following tasks and return this completed and signed checklist with the building key to City Hall. This checklist is part of your rental contract for use of the hall.

## Tasks to be Completed by Renter

### Tables & Chairs

- Renters are responsible for setting up all tables and chairs.
- Return all tables and chairs to their storage areas after use.
- Return rectangular tables to storage location under the stage.
- Return blue metal folding chairs to basement after use.

### Cleaning

- Remove all trash and personal items from the hall, including the stage and balcony.
- Empty all trash cans and place garbage in outside dumpster.
- Wipe down kitchen counters with soap and water.
- Remove all items from the refrigerator and clean interior with soap and water.
- Dry mop hall floor.
- Remove all hanging decorations and balloons.
- Remove all tape, string, or other items used to secure paper, balloons, etc.

### Lights

- Return theater lights to original position and settings in accordance with the 'Standard Instrument Locations and Settings' schematic. All original bulbs must be returned to their original fixtures.
- Turn off and cover theater light board.
- Return all lighting equipment to the designated locations in the lighting room.
- Turn off all of the lights:
  - Stage
  - Main Floor
  - Halls
  - Bathrooms
  - Outside
  - Rotating Ball and Ball Lights
  - Ticket Booth
  - Stairs Lights
  - Kitchen
  - Back Stage Lights
  - Dressing Rooms

**Miscellaneous**

- Return mechanical lift, used to adjust lights or put up decorations, to original storage location.
- Return red stage curtain to down position.
- Return parking lot portable signs to the basement.
- Lock all exterior doors.
- Return Turner Hall key and mechanical lift key to City Hall by noon the next day after last day of use (as per contract).
- Return this signed checklist to City Hall with the key.
- Report any damage or required maintenance. Describe below.

---



---



---



---



---



---

I have ended my use of Turner Hall and I have completed the above tasks as part of the Turner Hall Rental Contract.

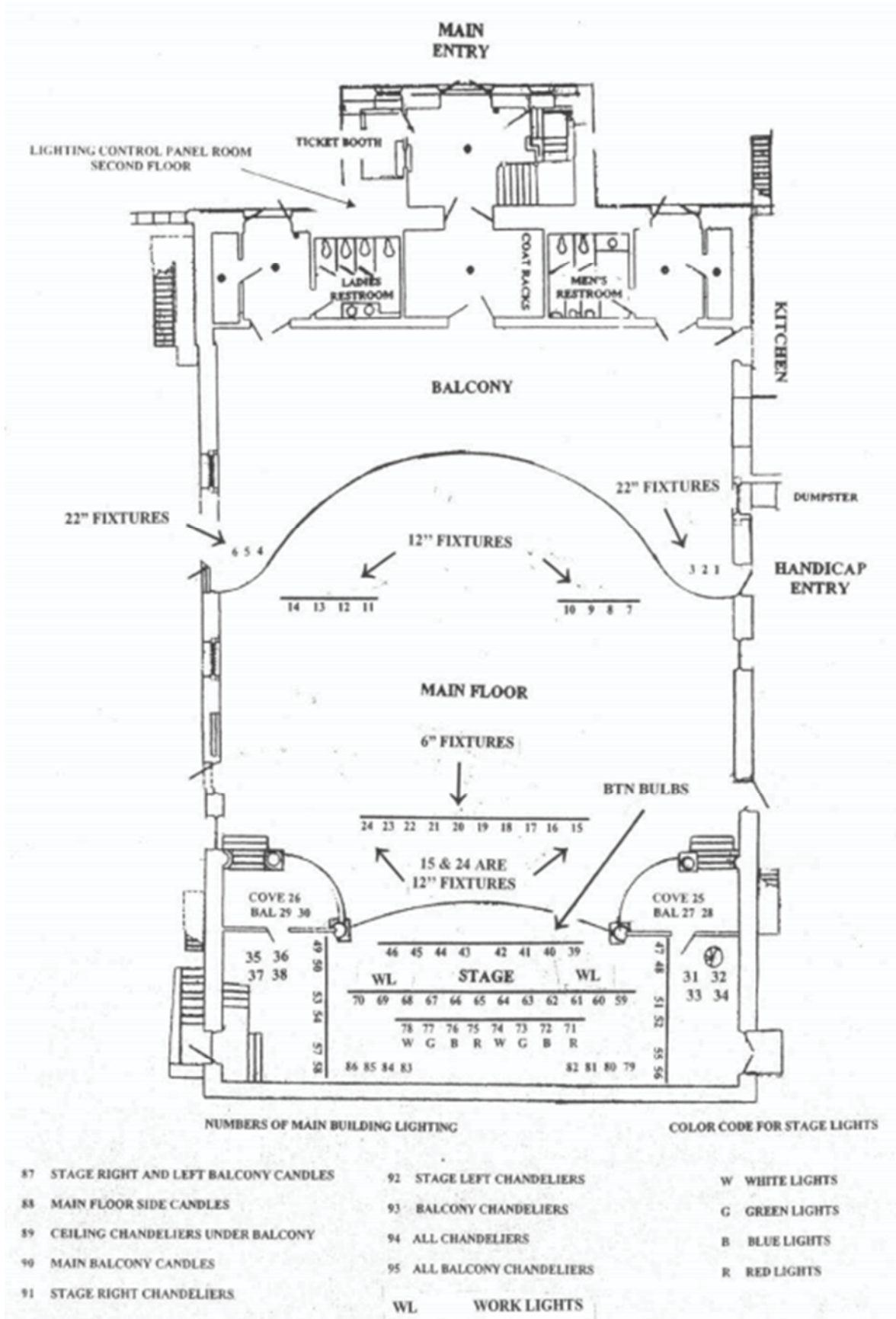
\_\_\_\_\_  
**Renter's Signature**

\_\_\_\_\_  
**Date**

**Strictly Prohibited Activities**

1. Use of fog and/or smoke generating machines is strictly prohibited.
2. Sawing and cutting of wood in the Hall. (Set construction is permitted on the stage.)
3. Sets or structures shall not be placed on the main floor without permission from the manager.
4. Cleaning paint brushes in the kitchen or bathroom sinks. (Brushes and paint supplies may be cleaned in the slop sink in the custodian's closet.)
5. Dumping of paint down the bathroom or kitchen sinks. (Small amounts of latex paint may be washed down the drain in the slop sink in the custodian's closet.)
6. Dumping food down the kitchen sinks.
7. Storing chairs or tables outside.
8. The presence or use of gasoline, kerosene, lighter fluid, fireworks, or other flammables without the consent of the Galena Fire Chief.

## Standard Instrument Locations & Settings



## TURNER HALL

*Rates effective February 25, 2015*

### RENTAL RATES

Rental begins at 12:00 am of the day reserved and ends at 11:59 pm.

Standard Events	<p style="text-align: center;">Sunday <b>\$150</b> all day</p> <p style="text-align: center;">Monday-Thursday <b>\$150</b> all day OR \$25 1<sup>st</sup> hour / \$15 each additional hour</p> <p style="text-align: center;">Friday <b>\$425</b> all day</p> <p style="text-align: center;">Saturday <b>\$625</b> all day</p> <p style="text-align: center;">Memorial Day &amp; Labor Day Wknds Sunday <b>\$425</b>; Holiday <b>\$425</b></p> <p style="text-align: center;">4-day rental package <b>\$1,500</b></p> <p style="text-align: center;"><b>VALUE: 4-day rental includes clean up and tear down by Turner Hall custodian</b></p> <p style="text-align: center;"><b>Discount for City of Galena residents on 4-day rental package --\$150 (Thursday free) = \$1,350</b></p> <p style="text-align: center;"><b>Alcohol fee: \$100 + proof of liquor liability insurance</b></p>
Special Community Theater Rates	<b>\$1,250</b>
Non-Profit & Charitable Events	<p style="text-align: center;">Sunday <b>\$100</b> all day</p> <p style="text-align: center;">Monday-Thursday <b>\$100</b> all day OR \$15 1<sup>st</sup> hour / 10 each additional hour</p> <p style="text-align: center;">Friday <b>\$275</b> all day</p> <p style="text-align: center;">Saturday <b>\$450</b> all day</p> <p style="text-align: center;">4-day rental package <b>Discount --\$100 (Thursday free) = \$825</b></p>
Galena Public School	<p>One day <b>\$75</b></p> <p>Four days <b>\$150</b></p> <p>22 days <b>\$450</b></p>