



**Vendor Access:**

Your vendors must plan to deliver and pick up their equipment during your paid rental period. Your damage deposit may be withheld to cover this additional expense.

**List all vendors who will be working in the hall during your rental.**

I agree that these contacts may be given permission to enter the hall during my rental.

<b>A. CATERING</b>	_____	<b>Phone:</b>	_____
<b>B. ALCOHOL</b>	_____	<b>Phone:</b>	_____
<b>C. DECORATING</b>	_____	<b>Phone:</b>	_____
<b>D. MUSIC</b>	_____	<b>Phone:</b>	_____
<b>E. OTHER</b>	_____	<b>Phone:</b>	_____
<b>F. OTHER</b>	_____	<b>Phone:</b>	_____

- Hold Harmless:** By signing this contract, the renter and parties participating in this event agree to hold Turner Hall, the City of Galena and city staff harmless, indemnify, and defend for any claims by any person, partnership, corporation, or association for injuries or damage to persons or property.  
  
Turner Hall, The City of Galena, and its employees are not responsible for any damages or loss of items stored or displayed on its property prior to, during, or following the renter’s function. Renter is responsible for any damages and/or thefts that occur to the premises or property by their guests, invitees or other renter affiliates.
- Rental Fee:** The rental fee includes use of the hall, chairs, tables, and portable bars. Property within the building (such as chairs, tables, etc.) may not be taken outside of Turner Hall. Rental fee does not include overhead string lights or specialty lighting.
- Procedure for Renting the Hall:** Rental dates can be reserved up to three years in advance. A signed rental contract and \$200 hall damage deposit must be presented in order to reserve a date. Payment in full and all necessary proof of insurance must be made 90 days prior to the event.
- Cancellation:** The damage deposit and all rental fees are refundable up until 90 days prior to the event. **Cancellations within 90 days of the event may forfeit both the damage deposit and rental fee, subject to review by the City.** The City will refund the hall damage deposit after your event pending satisfactory inspection. Repair of any damage assessed that is above and beyond the amount of the hall damage deposit is the responsibility of the renter.
- Capacity:** The renter is responsible to assure that the capacity of the space is not exceeded. Theater style (chairs only in rows): 500 persons. Seated style (reception / tables & chairs): 300 persons. A certified crowd control manager must be present for gatherings of more than 250 persons, per Galena Fire Department Fire Code.
- Site Tours:** The City of Galena reserves the right to tour the facility to prospective clients during setup of events, never during an event.

## 7. Alcohol:

- a. **Age Restriction:** Alcohol may only be served to / consumed by those who are at least 21 years of age, per Illinois law.
- b. **Consumption within the Building:** Alcohol may only be consumed within the Turner Hall building and not outside.
- c. **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 additionally insured must be provided in all cases where liquor and/or beer is served. Proof of insurance must be presented no later than 90 days prior to the event. No key will be issued until the manager receives this proof.
- d. **Responsible Party / Monitoring:** The renter or a designated representative needs to monitor alcohol consumption and age (21 or older) of participants who are being served.

### Requirements per Type of Event if Alcohol is Served

#### Private Events

##### *Private Event / Open Bar / No Liquor Sales*

- Renters may bring in their own alcohol. Alcohol must be purchased in the state of Illinois.
- Alcohol may not be sold at the event.
- A liquor license is not necessary.

##### *Private Event / Cash Bar*

- Liquor sales are prohibited without proper licensure.
- Alcohol must be provided and served by an existing City of Galena Class A, B, C, or D liquor license holder. Class E Liquor License must be obtained through the City of Galena (before applying for State Special Use License)
- Special Use License from the State of Illinois is required.

#### Public Events

##### *Public Event / Not-for-profit Sponsored*

- Class E Liquor License must be obtained through the City of Galena (before applying for State Special Event License)
- Special Event License through the State of Illinois is required.

##### *Public Event / For-profit Sponsored*

- Class E Liquor License must be obtained through the City of Galena by a current City of Galena Class A, B, C, or D liquor license holder (before applying for State Special Use License)
- Special Use License through the State of Illinois is required.

#### Donating Alcohol for an Event

Neither a retailer nor a distributor may donate alcohol at any time. A retailer can sell product to an individual at retail; the individual may then donate the alcohol.

8. **Use of the Genie Scissors Lift:** Use of the lift is strictly prohibited unless preauthorized by the Facilities Manager. Experience / certification in using the scissors lift and proof of insurance (with the City of Galena named as co-insured for the amount of \$1 million) is required to be considered for authorized use. The City has a list of preauthorized operators who may be able to assist with any tasks for which the lift is required.
9. **Decorating / Lighting Plans:** A decorating or lighting plan must be submitted at least 90 days prior to the event detailing plans for items that will be hung (ie: paper lanterns, lights, photos) or for use of the lighting board / redirecting of the stage lights. Only authorized personnel may affix any material to the Hall structure, including

but not limited to the floors, walls, ceiling, balcony, stage, or fixtures. A list of authorized personnel is available at City Hall.

No person may use a ladder, scissors lift, or any other equipment to raise themselves from the floor for decorating. This provision does not apply to persons authorized by the City to decorate Turner Hall.

10. **Confetti and Glitter:** Use of confetti and loose glitter on premises—inside or outside—is strictly prohibited.
11. **Fly Loft:** Access to the Fly Loft is strictly prohibited.
12. **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 or 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.
  - 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 your damage deposit and additional charges.
  - 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.
13. **Smoking:** Smoking is strictly prohibited within Turner Hall. Smoking receptacles are provided outside of the side and front doors. It is unlawful to smoke within 15 feet of entrances, exits, windows that open, and ventilation intakes for all public buildings (The Smoke Free Illinois Act 410ILCS82; Public Act 095-0017).
14. **Fire Hazards:** Flammable substances and open flames are strictly prohibited on the stage and near the stage curtains.
15. **Illegal Substances:** Possession or use of any illegal substances is strictly prohibited at Turner Hall and City property.
16. **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 or via the Rently lockbox at Turner Hall.
17. **Removal of Property:** No chairs, tables or any other property of Turner Hall or the City of Galena shall be removed from the property.

18. **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 plastic and aluminum bottles and containers must be recycled in the recycling containers provided in the hall. Recycling may be placed alongside the dumpster for pick up.
  - 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. Use of tape is restricted to non-stick tapes such as painter's tape or GAFF tape only.
  - h. 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 or forfeited.
  - i. No gasoline, kerosene, lighter fluid, fireworks, torch, flame, aerosol, spray paint, or other object, liquid, gas, or toxin that could be flammable, explode or otherwise cause serious bodily injury to any person may be used in the hall.
  - j. NO FLAMMABLE MATERIALS may be used on the stage.
  - k. Fire exits shall not be obstructed in any way.
  - l. Use of smoke and/or fog generating devices is prohibited.
19. **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.
20. **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. If alcohol is served, the renter is also responsible to guarantee that no one under the age of 21 is being served alcohol.
21. **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.
22. **Pets:** Pets are not allowed in the building unless the pet is a service animal.
23. **Access:** Access begins at 8 a.m. during the first day of rental to allow our custodial team time to clean the hall between rentals.
24. **Weddings:** Wedding rentals are required to be a two-day minimum rental.
25. **Holiday Rates:** Holiday rate will be charged for New Year's Eve, Labor Day, Memorial Day, and the Sunday that precedes those dates.

26. **Theater Rate:** Discounts are not currently given to theater groups outside of the Galena High School Drama Club. If a group would like to be considered for long-term rental, a proposal may be submitted to the Galena City Council for review and consideration.

27. **Short-Term Reservation:** If a Friday or Saturday is reserved within one month of the event date, a discounted rate equal to the Sunday through Thursday rate would apply.

All parties understand that the use of Turner Hall is a privilege and not a right. City Staff reserves the right to refuse or terminate use of Turner Hall when such action is deemed to be in the best interest of The City of Galena and Turner Hall. Renter agrees to abide by all rules and regulations of Turner Hall, and all applicable ordinances and laws. If law enforcement authorities are called to address an issue or disturbance caused and / or related to your event, your damage deposit may be forfeited.

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 leave this completed and signed checklist on the kitchen counter for pick up. This checklist is part of your rental contract for use of the hall.

### Tasks to be Completed by Renter

#### 4-Day Rental Package

*If a renter has purchased the four-day inclusive rental package, the renter is not responsible for the items listed in bold face below. Our custodian will complete these tasks. All other renters are responsible for all of the following items:*

- Return all tables and chairs to their storage areas after use.
- Return rectangular tables to storage rack.
- Return blue metal folding chairs to basement after use.
- 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.
- Dry mop hall floor.
- Return mechanical lift, used to adjust lights or put up decorations, to original storage location. (Authorized personnel only)
- Return red stage curtain to down position.

*All renters are responsible for the following:*

#### Tables & Chairs

- Renters are responsible for setting up all tables and chairs.

#### Cleaning

- Remove all items from the refrigerator and clean interior with soap and water.
- 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:
 

<input type="checkbox"/> Stage	<input type="checkbox"/> Main Floor
<input type="checkbox"/> Halls	<input type="checkbox"/> Bathrooms
<input type="checkbox"/> Rotating Ball and Ball Lights	<input type="checkbox"/> Ticket Booth
<input type="checkbox"/> Stairs Lights	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Back Stage Lights	<input type="checkbox"/> Dressing Rooms

**Miscellaneous**

- Lock all exterior doors.
- Return parking lot portable signs to the kitchen.
- Return Turner Hall key to the Rently lockbox as instructed.
- Complete and sign this checklist and return to the Facilities Manager.
- 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**

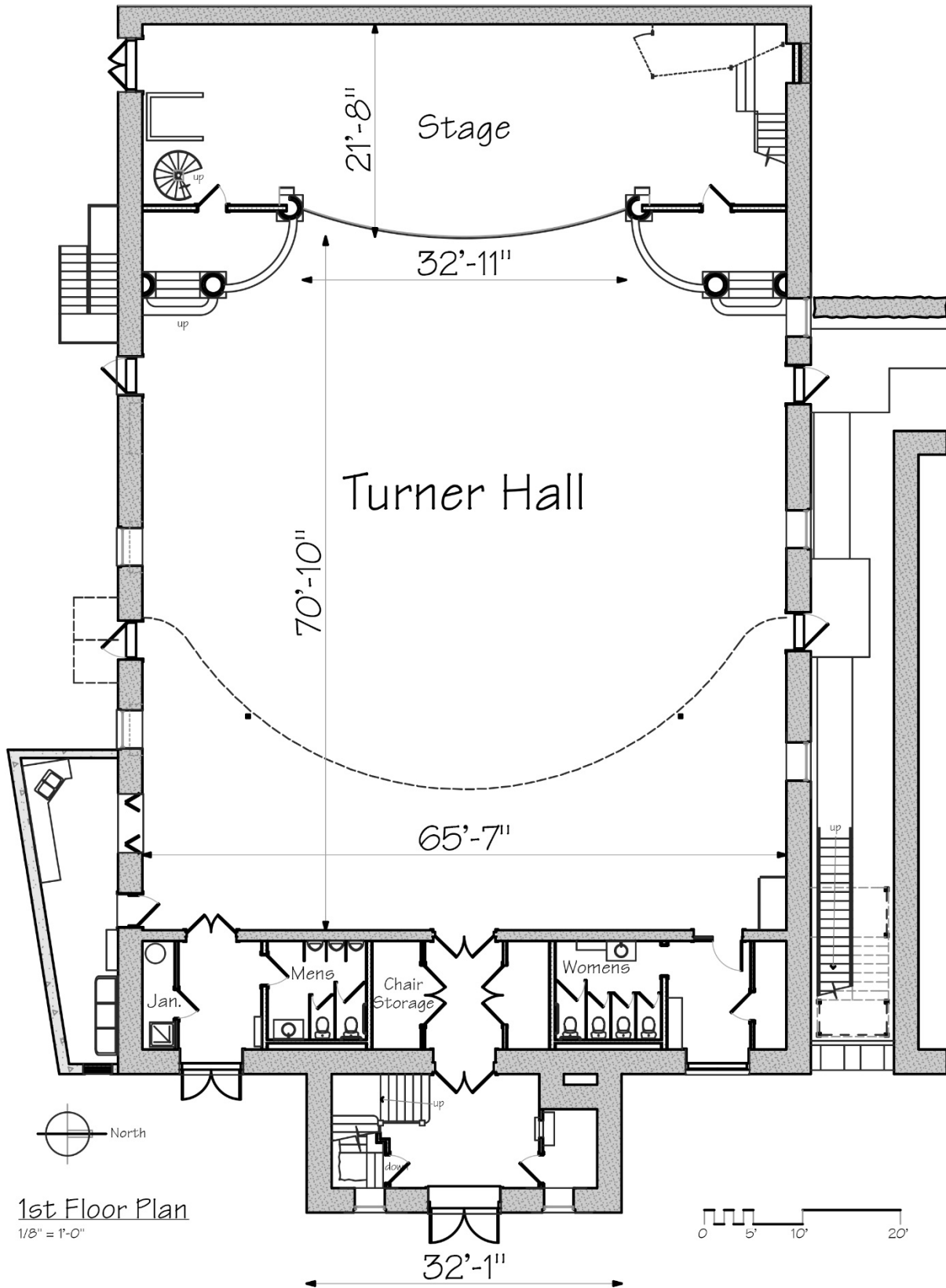
\_\_\_\_\_  
**Date**

**Strictly Prohibited Activities**

1. Use of fog and/or smoke generating machines.
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 facilities 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 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 or grease down the kitchen sinks.
7. Using chairs or tables outside or removing any items from the premises.
8. The presence or use of gasoline, kerosene, lighter fluid, fireworks, torch, flame, aerosol, spray paint, or other object, liquid, gas, or toxin that could be flammable, explode or otherwise cause serious bodily injury to any person.



### Turner Hall Floor Plans



1st Floor Plan  
1/8" = 1'-0"

## TURNER HALL

*Rates effective December 26, 2018*

### RENTAL RATES

Rental begins at 8:00 am of the first day reserved and ends at 11:59 pm.

<p><b>Standard Events</b></p> <p><i>2-Day Minimum Rental Required for Weddings</i></p> <p><i>Short-Term Reservation: If a Friday or Saturday is reserved one month or less prior to the date, a discount will be applied offering the Sunday-Thursday rate.</i></p>	<p>Sunday <b>\$175</b> all day</p> <p>Monday-Thursday <b>\$175</b> all day OR Half Day Rental (6 hours minimum) \$100</p> <p>Friday <b>\$500</b> all day</p> <p>Saturday <b>\$700</b> all day</p> <p>New Year's Eve, Memorial Day &amp; Labor Day Wknds Sunday <b>\$500</b>; Holiday <b>\$500</b></p> <p>4-day rental package <b>\$1,850</b> <b>VALUE: 4-day rental includes clean up and tear down by Turner Hall custodian</b></p> <p><b>Alcohol fee: \$150 + proof of liquor liability insurance</b></p>
<p><b>City of Galena Resident Rates / Standard Events</b></p> <p><i>To qualify for City of Galena Resident Rates, the contract must be in the name of someone who resides or owns and operates a business within the City of Galena city limits. Having a 61036 zip code is not an indicator for qualification of this rate.</i></p> <p><i>Short-Term Reservation: If a Friday or Saturday is reserved one month or less prior to the date, a discount will be applied offering the Sunday-Thursday rate.</i></p> <p><i>2-Day Minimum Rental Required for Weddings</i></p>	<p>Sunday <b>\$175</b> all day</p> <p>Monday-Thursday <b>\$175</b> all day OR Half Day Rental (6 hours minimum) \$100</p> <p>Friday <b>\$500</b> all day</p> <p>Saturday <b>\$700</b> all day</p> <p>New Year's Eve, Memorial Day &amp; Labor Day Wknds Sunday <b>\$500</b>; Holiday <b>\$500</b></p> <p>4-day rental package <b>\$1,850</b></p> <p><b>VALUE: 4-day rental includes clean up and tear down by Turner Hall custodian</b></p> <p><b>Alcohol fee: \$150 + proof of liquor liability insurance</b></p>
<p><b>Non-Profit &amp; Charitable Events</b></p> <p><i>Short-Term Reservation: If a Friday or Saturday is reserved one month or less prior to the date, a discount will be applied offering the Sunday-Thursday rate.</i></p>	<p>Sunday <b>\$100</b> all day</p> <p>Monday-Thursday <b>\$100</b> all day OR Half Day Rental (6 hours) \$50</p> <p>Friday <b>\$300</b> all day</p> <p>Saturday <b>\$450</b> all day</p> <p>4-day rental package <b>Discount --\$125 = \$825</b></p>
<p><b>Galena Public School</b></p>	<p>Half Day Rental (6 Hours) <b>\$50</b></p> <p>Rental One day <b>\$75</b></p> <p>Four days <b>\$250</b></p> <p>22 days <b>\$500</b></p>