

# Second Stage | Amherst

## Facility Rental Agreement

(Effective 1 October 2017)

Contact Person:

Business:

Address:

Phone:

Cell:

Email:

Room Requested:

Desired Rental Date:

Type of Activity:

Recurring dates desired?

Hours Requested:

Start time

End time - AM/PM (includes set-up and clean-up)

Estimated Attendance:

A \$50 refundable security deposit and half the cost of rental are required at contract signing. There are several types of rentals available for your needs.

Basic Room Rental-Tables and chairs are set-up and taken-down by the renter. Includes use of the kitchen. All renters are responsible for removing their own trash and basic clean-up or risk losing the security deposit and incurring additional cleaning charges.

SPACES:	Capacity:	Rental Fee:	Possible Uses:
<input type="checkbox"/> Main Hall/Reception	150 people	\$150 / Four hours \$25 / Each additional hour	(Meetings, lectures, concerts, etc.)
<input type="checkbox"/> All public rooms	150 people	\$500 / Four hours (Only available in 4 hour blocks.)	(Weddings, large events)
<input type="checkbox"/> Meeting Room	20 people	\$25 / Four hours \$10 / Each additional hour	
<input type="checkbox"/> Community Room	80 people	\$100 / Four hours, includes use of kitchen facilities (range & dishwasher) \$20 / Each additional hour	

ADD ONS:

<input type="checkbox"/> Set Up/Take Down	\$50 / For this additional fee, Second Stage will set-up the chairs and tables in the arrangement needed and and take-down after your event.
<input type="checkbox"/> Full Rental	\$20 per person / This includes set-up, take-down and rental of linens, silverware, glassware, and tableware. This does not include catering; see preferred caterers list *
<input type="checkbox"/> Sound System	\$50 / Additional charge for use of sound or video systems.

Customized fee schedules and policies are available at the discretion of the SS/A Board of Directors.

## **Policies and Procedures**

1. Second Stage | Amherst reserves the right to deny use of the facility to any individual or group at the discretion of its Board of Directors.
2. The lessee will use the facility only for such purposes specifically stated in the rental agreement. If used for any purpose other than those contracted for, Second Stage | Amherst reserves the right to immediately terminate the rental agreement.
3. A Facility Rental Agreement should be completed a minimum of 7 days in advance in order to secure reservation of desired spaces, with the exception of the Main Hall. A \$50 refundable security deposit and half the cost of rental are required at contract signing. The balance of payment, along with all other fees, deposits and appropriate documentation are due no later than 7 days before the desired rental date. Checks should be made payable to Second Stage | Amherst.
4. Events scheduled in the Main Hall will be scheduled on a first come, first serve basis. There are several types of rentals available for your needs. Rates for large events may be customized. The balance of payment is due, along with all other fees, deposits and appropriate documentation no later than 7 days prior to the reservation date. Checks should be made payable to Second Stage | Amherst.
5. A notice of 48-hours in advance is required for cancellation of reservations in order to receive a full refund of fees and deposits. In the event of uncontrollable circumstances such as weather, fire, electrical failure, etc., refunds will be considered on a case-by-case basis.
6. The lessee will exercise the utmost care in the use of Second Stage | Amherst's premises and property and will be responsible for any costs or repairs exceeding the amount of the security deposit. You will receive a security code to our Second Street side door for your event. You are responsible to check and lock all doors at the end of your event.
7. The lessee will be responsible for obtaining liability insurance, if deemed appropriate for the requested rental activity, at coverage amounts determined by the SS|A Board of Directors.
8. The lessee may not assign or in any manner transfer this agreement and is responsible for assuring that all guests abide by the policies and procedures of Second Stage | Amherst as stated. The lessee's presence on site is required for the duration of the agreed-upon rental time. If last to leave the building, the lessee is responsible for turning off all lights and appliances and securing the building upon departure.
9. By signing this agreement for rentals involving usage of specific spaces, recurring or otherwise, upon the end of the lease term or in the event of a default on the lease agreement, the lessee hereby gives Second Stage | Amherst a limited power of attorney to take title to and sell, or otherwise dispose of, any personal property left on the premises for more than thirty (30) days after the termination of the agreement.
10. The lessee may only use the space contracted for in the rental agreement and will not enter other areas of the building without the express permission of a SS|A representative. All rentals include the use of restroom facilities.

## **Conditions of Use**

1. The lessee will not obstruct fire exits, doors or hallways for any reason.
2. The lessee will not remove, change or revise anything in the building without specific approval from the SS/A Board of Directors.
3. Any decorations attached to the walls or fixtures must be approved ahead of time by Second Stage.
4. The lessee is responsible for cleaning and returning the facility to its original condition before leaving the building. The lessee will be responsible for any cleaning or repair costs above and beyond the amount of the security deposit.
5. Candles or open flames are not allowed in the building without specific permission in advance.
6. Children under the age of 12 years should be supervised by an adult at all times. For group activities, one adult chaperone is required for every eight (8) persons under the age of twenty-one.
7. Smoking and the use of tobacco products are prohibited on the property, including the parking and outdoor market areas.
8. Should alcoholic beverages be served, lessee must inform Second Stage /Amherst and lessee is responsible for obtaining proper ABC licensing for the event.
9. Pets are not allowed in the building, with the exception of service animals.

SECOND STAGE SHORT TERM LEASE | 3

10. Parking is not allowed to the rear and south side of the building between the hours of 8am and 5pm on weekdays. Parking is available on Second Street. Parking is also allowed in front of the building, except during established market hours.

The lessee agrees to indemnify and hold harmless Second Stage | Amherst, its agents and employees, from any and all claims including losses, accidents and injuries to persons and/or property arising, directly or indirectly, from the lessee's use of the property. The lessee has received a copy of and agrees to abide by all policies, procedures, conditions of use and written requirements incorporated in this agreement as addenda.

---

Total Cost:

---

Deposit - /1/2 rental fee paid - \$:

Date:

---

Balance paid - \$:

Date:

---

Signature of Lessee:

Date :

---

Signature of Second Stage | Amherst:

Date:

---

Requirements for Recurring Usage of Rental Spaces:

---

Requirements for Event Customization:

---

\* PREFERRED CATERERS: These businesses are familiar with Second Stage. For catering, you may call for their prices and menus: Briar Patch (434) 946-2249 | Maxine Cabell (434) 845-2997 | Merredith's (434) 485-6122