

# NEWTON-CONOVER AUDITORIUM AUTHORITY

## Decoration/Addendum Policies

1. No signs may be placed anywhere in the facility without the approval of an NCAA representative.
2. **NO DECORATIONS OF ANY KIND SHALL BE ATTACHED (TAPED, NAILED, ETC) TO WALLS, FLOORS CEILINGS, DOORS, DOOR FRAMES OR TABLES.** The CLIENT will not damage, mar nor deface said facility; will not drive or permit the driving of nails, hooks, tacks or screws into any part of the facility; will not tape any decorations or items to the walls, plaster, glass, fixtures, etc. and will not make nor allow to be made any alterations of any kind therein. In our art gallery there are absolutely no nails, push pins, etc allowed on the cork board. All decorations and equipment must be moved from the facility as soon as the activity is over. Nothing may be left overnight unless approved by the Executive Director. From time to time, the NCAA will display art work in the Gallery: Client will make every effort to keep art work secure and free of damage.
3. Candles, live fire, and smoke/haze/fog or dry ice machines are prohibited in the facility.
4. Helium Balloons are prohibited in the Auditorium (Theatre). No Exceptions.
5. CLIENT's and/or their caterers are responsible for removing all food from the facility during the hours reserved by the Client.
6. The CLIENT does not have use of storage rooms/areas, Kitchen, Box Office, music rooms, pottery studio, or staff offices. These are strictly for the use of NCAA. The backstage electrical storage room is not to be used by the CLIENT for any reason. Please do not ask for access to the Kitchen, event staff does not have a key.
7. **No food or drink is allowed in the auditorium, on stage, in the theater, or in the control booths.**
8. The NCAA is not responsible for items left behind after the move out time.
9. No Glitter in facility at any time.
10. No rice, birdseed, confetti, hay bales, etc., are permitted at NCAA or on surrounding sidewalks and parking lots.
11. For energy efficiency and consideration of our neighbors, all doors and windows must remain closed throughout the entire event. No "propping" open any doors at any time during rental.
12. Please remember: no feet on chairs, no scratching of seat backs, do not sit on tables.
13. Fights, vandalism, or destructive behavior on the part of any member of a Rental Client's group or its audience will be grounds for immediate cancellation of the event and all future events. In this case, all fees will be forfeited.

I understand NCAA's decoration policy and will adhere to this agreement. If any of these policies are broken by CLIENT, you will lose your deposit. Any damaged incurred from not following the above policy will be deducted from your \$200 deposit and invoiced for any overage. Organization will not be allowed to hold future dates if there is an outstanding balance. Balances must be paid before dates will be held.

Signature \_\_\_\_\_ Date: \_\_\_\_\_