

NEWTON-CONOVER AUDITORIUM AUTHORITY RESERVATION FORM AND PROCEDURES

PO Box 1354 / 60 West 6th Street ~ Newton NC 28658

Phone: 828-464-8100 Email: ExecutiveDirector@NCAuditorium.com

Name of Group or Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of event/meeting/activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe any additional details about the event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Areas requested: Theatre Gallery Studio 1 Studio 2 Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this a public or private event? \_\_\_\_\_\_\_\_Public \_\_\_\_\_\_\_\_\_\_Private

Admission/Ticket Price(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a 501-C-3 Non-Profit? Y\_\_\_\_ N\_\_\_\_\_\_. If “yes,” please include a copy of your non-profit paperwork.

Date(s) of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Doors open to the public at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(if multiple dates and times list all door times).

Start time of event: \_\_\_\_\_\_\_\_\_\_\_\_\_ End time: \_\_\_\_\_\_\_\_\_\_\_\_\_

(If multiple event times, please list below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Move-in time(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If multiple days, list all days and move in times.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Move-out time: From \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_(This should be the time you leave the building, not stop the performance, rehearsal, etc.)

Do you need a banner/backdrop/sign hung on the stage for rental? \_\_\_\_\_\_Y, \_\_\_\_\_\_\_N

Number of participants in your group? \_\_\_\_\_\_\_\_\_\_Expected audience attendance?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you have concessions? Y\_\_\_\_\_\_ N\_\_\_\_\_ Rentals are prohibited from serving/selling alcohol.

NCAA equipment needed: Light board \_\_\_\_\_\_, Sound board\_\_\_\_\_\_\_, Video Projector \_\_\_\_\_\_, Movie Screen\_\_\_\_\_\_\_,

Follow Spot \_\_\_\_\_\_\_, Live Streaming \_\_\_\_\_\_\_\_, Marley Flooring \_\_\_\_\_\_\_\_, WiFi Access\_\_\_\_\_\_\_, Podium\_\_\_\_\_\_\_\_, Piano \_\_\_\_\_\_\_\_\_,

\_\_\_\_\_\_\_\_#of Wireless Microphones, \_\_\_\_\_\_\_# of Tables, \_\_\_\_\_\_\_#of Chairs, \_\_\_\_\_\_\_\_# of Tablecloths, \_\_\_\_\_\_\_\_\_# of Chaircovers

**RESERVATION FORM must be completed and approved by the Executive Director of the Newton-Conover Auditorium Authority (NCAA). The Reservation Form must be filled out completely.**

1. **Upon approval of the reservation request, a RESERVATION / DAMAGE DEPOSIT of $200.00 is required when reservations are made.** (Check or money order made payable to NCAA and mailed to PO Box 1354, Newton NC 28658) This deposit secures the reservation and serves as an unusual damage and clean-up deposit. This deposit shall be returned to the renting party within thirty (30) days after the scheduled event if no damage that arose from the client’s negligent act or willful misconduct, excessive clean-up results in the use of the facility or overtime in the facility past the agreed ending time. It may also be applied to any balance owed for overtime, excessive clean-up, damage, etc. after the event date. **Reservations/dates will not be held without a deposit**.
2. A $50.00 fee shall be required on all returned checks as allowed by N.C. G.S. 25-3-506 in the amount that the NCAA banking institution charges the NCAA account.
3. Client will be required to have one House Manager and one/two Technical Directors from NCAA event staff. If sound, lights, live streaming and/or projector will be used for rental client will be required to use NCAA technical staff. Each staff person is billed in final rental contract at $16 an hour, an hour will be added on to total hours needed for opening/closing. Event staff are assigned to events by Executive Director.
4. In order to qualify for non-profit rates, non-profit users/clients must submit a copy of their organization’s 501(c)(3) tax exemption letter with IRS letterhead upon return of this completed application.
5. The Newton-Conover Auditorium Authority (NCAA) operates on a first come first serve basis. It is recommended that you have an alternative date/s selected for your event.
6. No reservation will be made automatically on a repetitive basis. A new request and reservation form must be submitted for each use.
7. Rental fees include utilities, normal maintenance and use of equipment. Chairs, tables (5’ round, 6’ banquet), tablecloths, etc are an additional charge. Any additional equipment is the responsibility of the Client and must be approved by the Executive Director of NCAA before it is brought into the facility. All properties and equipment used which are provided by NCAA must be returned in working condition free from damage and chewing gum. The Client will be responsible for the replacement/repair cost of properties or equipment damaged due to the meeting or event.
8. The Newton-Conover Auditorium is equipped with some common technical properties. However, the NCAA is not responsible for providing set and prop items of any sort for your production. This includes risers, screens, projectors, VCRs, video cameras, and any other such audio-visual equipment that your production might require. A list of technical and facility equipment is available upon request.
9. NCAA will provide renter with a basic stage lighting, 1 wireless microphone and music playback. All music will be provided by CLIENT. If lighting design or sound technician is needed, this must be discussed with and approved by Executive Director. Lighting Design and specialty Sound Technicians, outside contractors will be their extra charge plus 15%. Specialized needs for sound or lighting must be arranged at least two weeks in advance with Executive Director.
10. The Client may **not** bring properties, decorations and other set-up before the event date. NCAA will not provide storage of Client’s properties before or after the event, unless approved by Executive Director.
11. This is a SMOKE FREE FACILITY. The use of tobacco products in any form is prohibited. This includes e-cigarettes.
12. Games of chance are prohibited. This does not apply to the awarding of prizes when there is no charge for participation.
13. Animals of any kind are prohibited except service animals and those used in public demonstrations as approved by the Executive Director.
14. Weapons of all kinds are prohibited except law enforcement officers in execution of their duties as approved by the Executive Director.
15. **ABSOLUTELY NO food or drink is allowed on stage or in the theater.** **Food is anything edible, including candy, gum, snacks, baby food, etc.** **Food Trucks/Food Vendors are not allowed on NCAA property during rental.**
16. The rental of the Auditorium includes use of the stage lighting, the sound equipment, and accessories of the lighting and sound systems. In some cases, for set-up or rehearsal purposes, the use of the light and sound systems may be limited. **Client is required to use NCAA technical staff to run all our technical equipment.**
17. The Client must provide ushers or “ticket-takers” to monitor the auditorium entrances for their event. NCAA does not provide ushers and without ushers there may be a risk of patrons entering the auditorium without paying.
18. If you are using the facility for rehearsal, you may be restricted from some areas of the facility depending on the scheduling of other activity and functions in other areas of the facility concurrent with your rehearsal.
19. Hallways and aisles must be clear at all times. For safety reasons, relocation or rearrangement of NCAA’s equipment is not permitted. Staff on duty must perform any rearrangement of furnishings and/or equipment.
20. For cast, crew and production staff, the building can be accessed by the back entrance loading dock. This is where scenery props and similar items can be unloaded and loaded into and out of the building. The back gate will be opened allowing parking behind the building near the loading dock for cast and crew.
21. Use of studio/classroom rooms will be identified as such in the contract. These rooms will not be used for any other purpose other than that which is outlined in a separate contract specifically for Studio/Class Room rentals. There may is an additional charge for their use.
22. At the discretion of the Executive Director, requests for rental may be denied if the proposed event presents a potential conflict to the target market of a previously scheduled event. Criteria include the market saturation of a particular event type, long-term relationship of an existing client, and/or the financial impact on NCAA.
23. The CLIENT shall be responsible for any and all damage to the NCAA and its’ premises, equipment and property during their occupation of the facility. CLIENT will be held responsible for all actions, behavior, and damages caused by his/her guests/attendees during occupancy of the facility.
24. Facility rentals and reservations cannot be transferred, assigned or sublet.
25. Rentals do not have access to Kitchen, Box Office, NCAA Staff Offices, Pottery Studio, Music Offices, Electrical Closet, Control Booth, and Storage areas.

**I ,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(print name), have read all 25 listed policies on the NCAA rental application. I understand and agree to adhere to these terms and conditions. Violation of this policy will result in a 100% forfeiture of the deposit.**

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Client Signature Date