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 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, 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 and live fire 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. These are strictly for the use of NCAA. The backstage electrical storage room is not to be used by the CLIENT for any reason.
7. **No food or drink is allowed in the auditorium, on stage, in the house, or in the control booths.**
8. NCAA provides the use of a small domestic-sized kitchen adjacent to the Gallery, for the use of food preparation and storage. A stove, microwave oven, dishwasher, counter space and a limited-sized refrigerator are available in the kitchen. NCAA does not have utensils, cups/glasses, table cloths available. The Client is responsible for any and all equipment necessary for serving food, including plates, utensils, cups/glasses, pots, pans, linens, etc. ABSOLUTELY NO FRYING of any kind is allowed in the kitchen. The stove may be used for heating up precooked food. Chairs and tables are not to be placed in the kitchen. ALL items belonging to the client must be removed from the kitchen after the event. The NCAA is not responsible for items left behind after the move out time.

I understand NCAA’s decoration policy and will adhere to this agreement. Any damaged incurred from not following the above policy will be deducted from your $175 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_