

ROYAL THEATRE



Royal Theatre Rental Agreement

Rental Charges payable to Rubey Street Productions, LLC:

- \$50 deposit is required when the facility is booked.
- Rental is due the day of the event.
 - Reception Hall only: \$100 per day + deposit
 - Auditorium (and Reception Hall): \$200 per day + deposit
- The deposit may be returned or used for cleaning after the event, if necessary.
- Table linens are available to rent for an additional charge of \$5 per table.

This contract is between Rubey Street Productions, LLC and (user) _____
represented by _____, who can be reached at (phone) _____
Address: _____, City: _____, State: _____, Zip: _____,
Email address _____

1. The deposit must be paid before the key is picked up.
2. Set-up and take down of tables, chairs, decorations, etc. are the responsibility of the user/renter and are to be done the day of the rental, unless arrangements are made in advance. All rooms rented by user should be left clean and ready to be used by the next person, organization, or group.
3. One representative of the organization will make arrangements to pick up the key to the building, pay applicable fees, and return the key and attached building use checklist during box office hours.
4. Cost of repairs for damage or excessive cleaning will be billed to the person/group/organization using the facility.
5. The individual signing this contract becomes responsible for any damage to the facility and all applicable fees. Furthermore, the individual signing this contract agrees to serve as the supervising adult during the rental period and must be present at the event.

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Facility Rental amount due: _____ reception hall or auditorium (circle one)
Date of Event: _____ Hours facility will be used for event: _____ to _____
Linen rental amount due: _____ Hours facility will used for setup (if needed): _____ to _____
Deposit amount paid: _____ (date received)

Renter representative signature: _____ Date: _____

Royal Theatre representative signature: _____ Date: _____

A copy of this contract is to be given to the renter representative with original kept on file at the box office.