



## Turner Hall Rental Contract

Name/Organization \_\_\_\_\_

Address \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Type of Event \_\_\_\_\_ Alcohol? \_\_\_\_\_ Lighting? \_\_\_\_\_

Name of Event or Production \_\_\_\_\_

Rental Date(s) \_\_\_\_\_ Rate \_\_\_\_\_ Extension \_\_\_\_\_

Additional Date(s) \_\_\_\_\_ Rate \_\_\_\_\_ Extension \_\_\_\_\_

Total Hall Rental Fee \_\_\_\_\_

Hall Damage Deposit \_\_\_\_\_

Total Amount Due \_\_\_\_\_

1. **RENTAL FEE:** The rental fee includes use of the Hall, Hall lights, and the lights on stage (Viewpoint System). The fee does not include the use of the Colortran Lighting System.

2. **PROCEDURE FOR RENTING THE HALL:** Rental dates can be reserved up to three years in advance. A signed rental contract, \$200 hall damage deposit and rental fees must be presented in order to reserve a date. All money is refundable up to 6 months in advance of rental date. Only the hall damage deposit and colortran/manual will be refunded up to 90 days in advance of the event. Manager will refund the hall damage deposit pending satisfactory inspection. Any damage assessed that is above and beyond the amount of the hall damage deposit is the responsibility of the renter.

3. **PROCEDURE FOR RENTING THE COLORTRAN LIGHTING SYSTEM:** Only certified operators may use the light board. Operators may become certified by attending a lighting class conducted by the City or by demonstrating sufficient knowledge of the lighting system to the Manager. Renters may hire a certified operator if they do not wish to provide their own. Payment of the Colortran key/manual deposit of \$25 is due before any keys or manuals will be issued to renter. Deposit is forfeited if the materials are not returned within three days after the event.

4. **PROOF OF INSURANCE REQUIRED:** Proof of dram shop insurance with the City of Galena named as co-insured must be provided in all cases where liquor and/or beer is served. No key will be issued until the Manager receives this proof.

5. **RENTER RESPONSIBLE FOR KEY:** The renter shall be responsible for all keys issued. No copies shall be made. Any renter failing to return the keys within 3 days of the event shall be charged for the cost of installing new locks with keys. The cost shall be deducted from the damage deposit. Any cost incurred above and beyond the damage deposit amount shall be the responsibility of the renter. The keys to the Hall are to be obtained from and returned to the Manager.

6. **MAINTENANCE AND SAFETY STEPS REQUIRED:** The renter shall be responsible for using the hall safely and in accordance with the rules and regulations set forth in this contract. Prior to vacating the hall, the renter shall complete all tasks on the "Renter's Responsibility Checklist" attached hereto and made a part hereof. General maintenance and safety regulations include, but are not limited to:

- A. All garbage is to be bagged and placed in dumpster located in parking lot.
- B. All glass, plastic, and aluminum bottles and containers must be recycled in the recycling containers provided in the hall. The custodian will remove the bags.
- C. All food and supplies are to be removed from the kitchen upon completion of the rental period.
- D. All areas of the Hall used by the renter should be left in the clean and orderly manner in which they were found at the beginning of the rental period. Any additional cleaning time required by the custodian as a result of the renter's use will be charged to the renter's damage deposit.
- E. The renter at the rate of \$15/hour may purchase cleaning and set-up by the custodian, if available (renter is responsible for making arrangements with custodian).
- F. No nails or other permanent marks may be put in the walls, woodwork, trim, etc.
- G. All materials brought into the Hall by the renter must be removed at the end of the rental period unless prior arrangements have been made with the Manager. Objects left shall be removed at the expense of the renter.
- H. No gasoline, kerosene, lighter fluid, fireworks, etc. may be used in the hall without consent of the Fire Chief. Extreme care will be used in handling any flammable or combustible materials.
- I. Fire exits shall not be obstructed in any way.
- J. The City of Galena, the Manager, and the Custodian are not responsible for lost or stolen items.

7. **EVENT CUT-OFF TIME:** Unless other arrangements are made and amended to this contract, all events shall be completed by 12:30 A.M. At 10:30 P.M. extra care should be taken not to disturb the neighborhood.

8. **RENTER RESPONSIBLE FOR PROPER SUPERVISION:** The renter shall be responsible for proper supervision and control of all events. The renter, or renter's designee, will be required to remain at the Hall until everyone leaves. If law enforcement personnel must be called out to quell disturbances resulting from a lack of proper supervision, the renter will automatically forfeit the damage deposit and may be forbidden from renting the Hall for an eighteen-month period.

9. **USE OF THE COLORTRAN LIGHTING SYSTEM:**

- A. There shall be no food, drink or smoking allowed near the Colortran System.
- B. Auditorium ceiling mounted fixtures may be redirected but not taken down. Other lighting instruments and light trees may be moved to other locations limited only by the proximity of proper outlets. Stage lights may be moved to more advantageous positions limited only by cord lengths. All redirected lights must be returned to the original positions, settings, and bulbs as set forth in the document "Standard Instrument Locations and Settings" provided by the Manager. Failure to do so will result in loss of the Colortran Key/Manual deposit.
- C. Cyclorama floods and floor lights are restricted to those purposes.
- D. At no time may any rewiring or special electrical connections be made to the electrical and lighting systems.

10. **USE OF PIANO:** The piano must be returned to stage level if it is moved during the use of the Hall. Any liability for moving the piano rests solely with the renter. If the renter wishes to have the piano tuned, he may do so at his own expense. The Manager reserves the right to approve the piano tuner.

As renter or authorized organization representative, I hereby affirm that I have read, thoroughly understand, and agree to all of the terms stated in this contract.

\_\_\_\_\_ Date \_\_\_\_\_  
Renter or Authorized Representative

\_\_\_\_\_ Date \_\_\_\_\_  
Turner Hall Manager

Attachments:

1. Renter Responsibility Checklist
2. Standard Instrument Locations and Settings
3. Turner Hall Rental Rates

# Turner Hall

GALENA, ILLINOIS

## RENTER RESPONSIBILITY CHECKLIST

The renter shall be responsible for using the hall safely and in accordance with the rules and regulations set forth in the Turner Hall Rental Contract. Prior to vacating the hall, the renter shall complete all of the following tasks and return this completed and signed checklist with the building key to City Hall. This checklist is part of your rental contract for use of the hall.

### **Tasks to be Completed by Renter**

#### Tables and Chairs

- Renters are responsible for setting up all tables and chairs.
- Replace all tables and chairs on carts on the stage after use. (Carts may be stored under secured tarps against the outside of the building when stage is in use. Tarps are located on the chair carts. Chairs may be stored on the main floor during set construction for plays.)
- Return rectangular tables to storage location under stage.
- Return blue metal folding chairs to basement after use.

#### Cleaning

- Remove all trash and personal items from the hall, including the stage and balcony.
- Empty all trash cans and place garbage in outside dumpster.
- Wipe down kitchen counters with soap and water.
- Remove all items from the refrigerator and clean interior with soap and water.
- Dry mop hall floor.
- Remove all hanging decorations and balloons.
- Remove all tape, string or other items used to secure paper, balloons, etc.

#### Lighting

- Return theater lights to original position and settings in accordance with the "Standard Instrument Locations and Settings" schematic. All original bulbs must be returned to their original fixtures.
- Turn off and cover theater light board.
- Return all lighting equipment to the designated locations in the lighting room.
- Turn off all lights:
  - Stage
  - Main Floor
  - Halls
  - Bathrooms
  - Outside
  - Rotating Ball and Ball Lights
  - Ticket Booth
  - Stairs Lights
  - Kitchen
  - Back Stage Lights
  - Dressing rooms

Heating and Cooling (thermostats are located in the entry hall, stage left and right, and in the dressing room)

- From October-March, thermostats must be turned down to 65 degrees when vacating the hall (dressing room thermostat operates heat only).
- From April-September, thermostats must be turned up to 75 degrees when vacating the hall.

Miscellaneous

- Return mechanical lift, used to adjust lights, to original storage location.
- Return all costumes to appropriate racks and return costume room to orderly condition.
- Return red stage curtain to down position.
- Return parking lot portable signs to the basement.
- Lock all exterior doors.
- Return Turner Hall key and mechanical lift key to City Hall by noon the next day after last day of use (as per contract).
- Return this signed checklist to City Hall with the key.
- Report any damage or required maintenance. Describe below.

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**I have ended my use of Turner Hall and have completed the above tasks as part of the Turner Hall Rental Contact.**

\_\_\_\_\_  
Renter or Authorized Representative

\_\_\_\_\_  
Date

## STRICTLY PROHIBITED ACTIVITIES

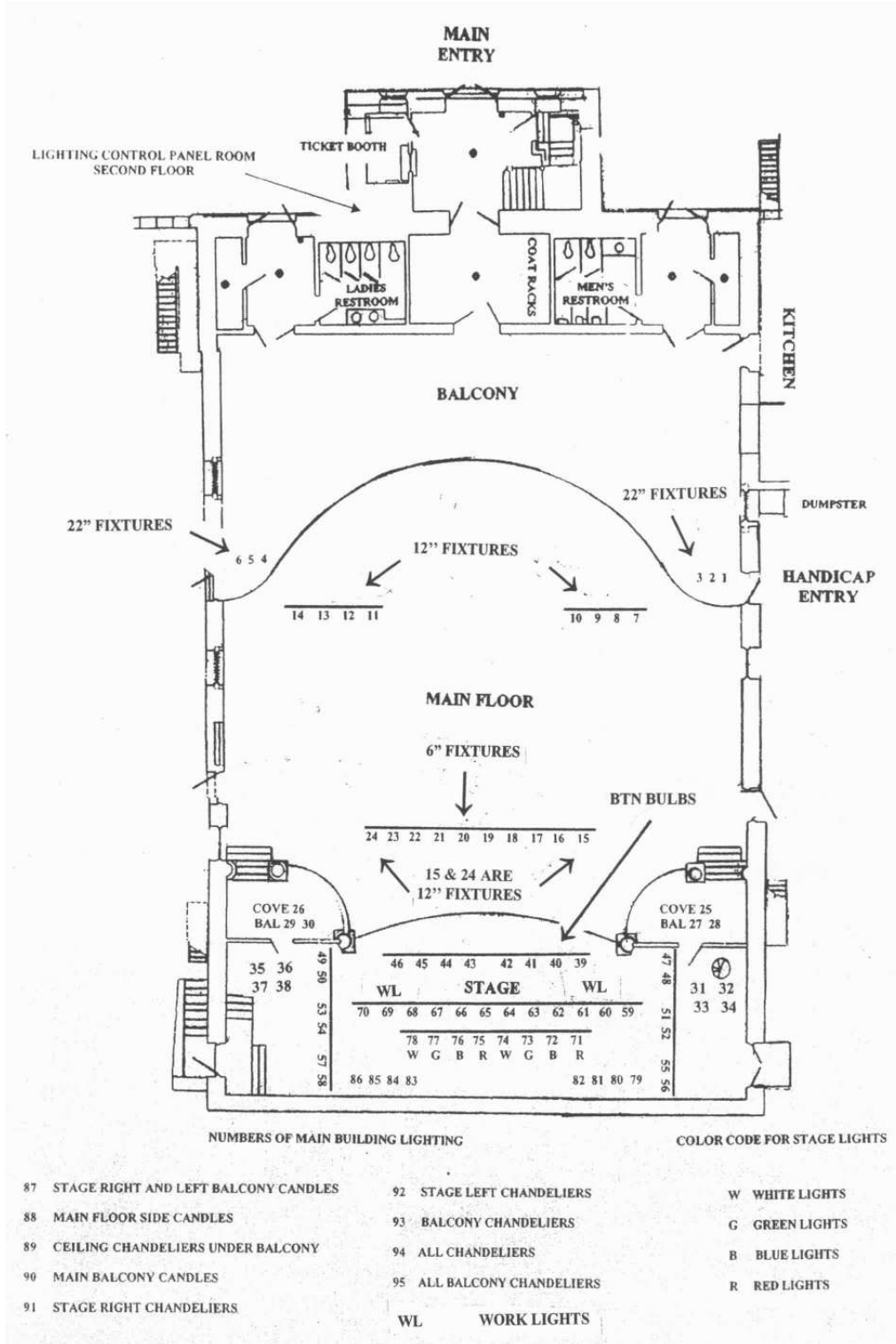
The following activities are not permitted at any time.

1. Sawing or cutting of wood in building (set construction is permitted on the stage).
2. Sets or structures shall not be placed on the main floor without permission from the Facilities Manager.
3. Cleaning paint brushes in the kitchen or bathrooms sinks. (Brushes and paint supplies may be cleaned in the slop sink in the custodian's closet.)
4. Dumping of paint down the bathrooms or kitchen sinks. (Small amounts of Latex paint may be washed down the drain in the slop sink in the custodian's closet.)
5. Dumping food down the kitchen sinks.
6. Storing chairs or tables outside.
7. The presence or use of gasoline, kerosene, lighter fluid, fireworks, or other flammables without the consent of the Galena Fire Chief.

# Turner Hall

## GALENA, ILLINOIS

### STANDARD INSTRUMENT LOCATIONS AND SETTINGS



# Turner Hall

GALENA, ILLINOIS

## Turner Hall Rental Rates

Rates vary depending on the rental date(s) and the type of event. The chart below should give you a good idea of the rental rate, but always call or email to confirm the rate and availability!

For non-profit and charitable events:

Sunday rental: \$100 for all day  
Monday through Thursday rental: \$15 for the first hour, \$10 for subsequent hours or \$100 for all day.  
Friday rental: \$275 for all day  
Saturday rental: \$450 for all day  
Four day rental package: \$675 for four full days

For regular events:

Sunday rental: \$125 for all day  
Monday through Thursday rental: \$15 for the first hour, \$10 for subsequent hours or \$125 for all day.  
Friday rental: \$400 for all day  
Saturday rental: \$600 for all day  
Four day rental package: \$950 for four full days

As the City of Galena is such a strong supporter of the arts, we also offer a special rate of \$1,100 for community theatre productions which includes 22 total days of rental. Call or email for more information!

Special rates are also available for events sponsored by the Galena Public Schools. (One day \$65, four day \$110 and 22 day \$350)

115 S. Bench Street, Galena, IL 61036  
815-777-1050