

## CONTRACT INFORMATION

**Insurance:** When required applicants must provide proof of liability insurance in the amount of \$400,000 minimally.

**Background Checks:** The Windham Raymond School District will conduct background checks on Lessees at their discretion.

**Damages:** The lessee will be responsible for any damages to the facility and/or equipment.

**Security:** The administration has the sole right to determine the level of security required for each event. The lessee will hire police with proof provided to the school. The lessee will also be required to pay the police department directly.

**Priority Use of Facilities:** The use of school facilities for school educational activities and authorized extra-curricular activities shall at all times take precedence over any community use of said facilities.

**Cancellation of an Event:** The School Board retains the right at all times to make individual decisions regarding the use of school facilities and may revoke permission for use of its facilities at any time without prior notice or liability. It is not the intent of the School Board to revoke permission for the use of facilities without *ample prior notice*, unless extreme circumstances or emergency conditions exist to warrant such action.

**This contract must be submitted with a copy of the certificate of insurance, and rental fee. The balance of any additional fees will be billed and paid within 10 days.**

	School Municipal	Windham Non-Revenue	Outside Non-Revenue	Revenue	Rehearsal Fees	Event Charges
<b>Rental Rates:</b>					Per day	Per event
<b>**Auditorium – Full</b>	N/C	\$100	\$200	\$600 or 10%*		
<i>Front</i>	N/C	\$75	\$150	\$300 or 10%*		
<i>Back</i>	N/C	\$50	\$100	\$200		
<b>Rehearsals – Full</b>						
<i>Front</i>						
<i>Back</i>						
<b>Main Gym</b>						
<i>WHS</i>	N/C	\$100	\$200	\$400 or 10%*		
<i>WMS</i>	N/C	\$50	\$100	\$200 or 10%*		
<i>Manchester</i>	N/C	\$25	\$50	\$100 or 10%*		
<i>WPS/JSMS/RES</i>	N/C	\$25	\$50	\$100 or 10%*		
<b>Auxiliary Gym</b>						
<i>WHS</i>	N/C	\$25	\$50	\$100 or 10%*		
<i>WMS</i>	N/C	\$25	\$50	N/A		
<b>Classroom(s)</b>	N/C	N/C	\$25	\$50		
<b>Conference room(s)</b>	N/C	N/C	\$25	\$50		
<b>Concession Stand</b>	N/C	\$25	\$25	\$25 per event		
<b>Cafeteria</b>	N/C	\$50	\$100	\$200		
<b>Library</b>						
<i>WHS</i>						
<i>WMS</i>						
<i>JSMS</i>						
<b>Varsity Baseball Field</b>	Lmtd. Avail	L/A - \$50	L/A - \$100	N/A		
<b>Varsity Softball Field</b>	Lmtd. Avail	L/A - \$25	L/A - \$50	N/A		

<i>Practice fields</i>	Lmtd. Avail	L/A - \$25	L/A - \$50	N/A		
<i>Tennis Courts</i>	L/A	L/A - \$25	L/A - \$50	\$100/day		
<i>Walkways / Parking Lots, etc</i>	At discretion of Administration	Fee as determined by Administration				
<i>Piano - Baby Grand Upright</i>	\$95 \$25	\$95 \$25	\$95 \$25	\$95 \$25		
<i>Auditorium Mgr.</i>	\$35 per hr	\$35 per hr	\$35 per hr	\$35 per hr		
<i>Tech Support</i>	\$15 per hr	\$15 per hr	\$15 per hr	\$15 per hr		
<i>Custodian(s)</i>	\$35 per hr	\$35 per hr	\$35 per hr	\$35 per hr		
<i>Food Service(req'd when kitchen is requested)</i>	\$25 per hr	\$25 per hr	\$25 per hr	\$25 per hr		

Other Support Personnel as needed (Fee imposed)

% exceeds rental fee \_\_\_\_\_ (ticket sales)

Rental Fees: \_\_\_\_\_

Custodial hours x \$35 \_\_\_\_\_

Due at Reservation

Auditorium Mgr hrs x \$35 \_\_\_\_\_

Add'l tech fees \_\_\_\_\_

Other fees \_\_\_\_\_

Total Amount Due Now

**Balance to be billed** \_\_\_\_\_

\* *Whichever is the greater.*

\*\* *Forms must be returned 2 weeks prior to event. Additional equipment fees may apply. Auditorium Manager will contact you for specific details regarding your reservation.*

**ADDITIONAL SERVICES REQUEST (Please indicate under Tech Svcs on School Dude Request)**

**EVENT** \_\_\_\_\_ **DATE** \_\_\_\_\_ **CONTACT** \_\_\_\_\_

**Space Needs:**

- \_\_\_\_\_ **Full auditorium (wall opened or closed)**
- \_\_\_\_\_ **Front only of Auditorium (wall will be closed)**
- \_\_\_\_\_ **Back of Auditorium (divider opened or closed) may be used as 2 rooms**
- \_\_\_\_\_ **Closed curtain (No use of stage behind the main curtain)**
- \_\_\_\_\_ **Entire stage**
- \_\_\_\_\_ **Orchestra area (Set up fees may apply)**

**Equipment Needs:**

- \_\_\_\_\_ **PA System**
- \_\_\_\_\_ **Microphone(s)**      \_\_\_\_\_ **Number**      \_\_\_\_\_ **Type**
- \_\_\_\_\_ **Microphone Stand(s)**      \_\_\_\_\_ **Number**      \_\_\_\_\_ **Type**
- \_\_\_\_\_ **CD Player**
- \_\_\_\_\_ **Cassette**
- \_\_\_\_\_ **Movie Screen or Cyc**
- \_\_\_\_\_ **LCD Projector**

- VCR / DVD Player  
 Piano (\$25 / Upright)  
 Piano (\$95 / Baby Grand)  
 Choral Risers \_\_\_\_\_ Number of sections at 4 sections of 3 or 4 steps  
 Speaking Podium  
 Music Stands  
 Chairs # \_\_\_\_\_  
 Tables # \_\_\_\_\_  
 Additional Requests (please specify):

**Required Services:**

- Lighting Operator  
 Sound Operator  
 Fly Operator  
 Light, sound, or other equipment setup  
 Light, sound, or other equipment breakdown  
 Ushers (1 per 100)  
 Event Coordinator (see Fees)  
 Tech Support (see Fees)

*Any charges for the above services will be added to your total bill.*

**Supplies:** You must supply your own gels, spike tape & gaffing tape. Information on purchasing these items is available through the Auditorium Manager