CENTENNIAL HALL
AT THE HAVERFORD SCHOOL

Dear Tenant:

This document contains the rental agreement, fee schedule, rules and regulations, and additional addendums concerning the use of Centennial Hall. Please read them carefully and electronically sign each section.

The Haverford School greatly appreciates the relationships we form with all our tenants, and we try to offer the most value possible to those occupying Centennial Hall's facilities. However, rising operating costs necessitate that we make minor increases to the prices associated with renting our facility for the 2026-2027 season, including additional personnel fees when applicable.

Our school is a very active community, and we are host to many programs and groups who use our facilities throughout the year. On-campus parking is limited and while we make every best effort to comfortably and safely accommodate all guests, availability of space in our lots is not guaranteed. Please let us know if you'd like to discuss parking options or amenities (such as valet parking) that may be available during your rental period for additional fees.

State regulations regarding background checks, job history reviews, training and clearance checks make it the responsibility of all organizations that deal with children to be prepared to provide proof of all documentation for all employees and full time volunteers of said training and history. Please refer to clauses IX through XIII for more details.

Please remember to provide the insurance certificate and the refundable security deposit upon signing the contract. We cannot finalize any rental agreement unless it is accompanied by a security deposit check and a liability insurance certificate as specified herein.

If there is any change in the nature of your event it would be a great help to us, and your group, to let us know as soon as possible. Such changes include title of presentation, times, or any other pertinent information that affects the public perception of the said event. Our own published calendar of events, the school publications or any public relations that we do promoting Centennial Hall needs to be correct and current to be effective.

A technical specifications packet and supplemental documents or venue drawings are available upon request. Should you have any questions concerning the rental agreement or about the usage of this facility, please feel free to contact me at the phone number or email address listed below.

Sincerely,

Dex Woodward

Stephen "Dex" Woodward
Director of Centennial Hall

SAMPLE



450 Lancaster Avenue • Haverford, Pennsylvania 19041
610-642-3020, Ext. 1485 • Direct Dial: 484-417-2773 • E-mail - swoodward@haverford.org

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AT THE HAVERFORD SCHOOL

# Rental Agreement

I. The following constitutes an agreement between THE HAVERFORD SCHOOL (House) and

_____(Tenant)

_____(Address)

for the use of Centennial Hall at 450 W. Lancaster Avenue, Haverford, Pa., 19041-1320.

II. The Tenant requests to rent the House facilities for:

_____Concert _____Theatrical Production _____Dance Performance _____Lecture

Other: _____

III. The Tenant agrees to rent the House theatre facility on the following date(s) at the following time(s):

Date _____see attached rider_____ Time___see attached rider_____

IV. The rate of rental is as follows:

| | | | |
|---|---|---|---|
| - | Rehearsal day | Two-thousand-three-hundred-forty dollars | ($2,340.00) per day. |
| - | Performance day | Four-thousand-one-hundred-ten dollars | ($4,110.00) per day. |
| - | Weekly | Ten-thousand-fifty-five dollars | ($10,055.00) per week. |

These rates do not include any labor, materials or supplies specific to mounting the production or event. Use of the venue's lighting and sound systems are included in the rental. Parking availability as-is, and capacity is not guaranteed.

V. Under the terms of this agreement the Tenant may use the following rooms:

___Theatre ___Music Room I ___Music Room II ___Lobby ___Dressing Rooms ___Shop

VI. The Tenant agrees to follow and conform to the House Rules and Regulations as outlined in the attached rider.

VII. The refundable security deposit must be submitted upon signing this agreement. It may be used to cover any outstanding debt owed to the House; any unused portion of the deposit shall be refunded within 30 business days after the rental period ends.

VIII. Rent shall be paid in full seventy-two (72) hours prior to the occupation of the contracted event in this facility.

IX. The Tenant agrees to indemnify, forever release, discharge, and acquit The Haverford School and their officers, employees, agents, heirs, executors, administrators, successors, and assigns from any and all claims, demands, liabilities, actions and causes of action the Lessee have, have had, or might ever have for or by reason of any damage, loss or injury to either person or property, or both whether known or unknown, now existing or hereafter arising or accruing to anyone or any property, excluding ordinary wear and tear, as a result of negligent activity by the Tenant in connection with their above mentioned event. The Tenant does hereby voluntarily assume all risks of accident and injury to person and/or property resulting from the Lessee's event to exclude those risks arising from any negligence of The Haverford School or its agents.

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X. The Tenant agrees to provide the House with a certificate of general liability insurance in the following amounts:

| | |
|---|---|
| General Liability: | One Million dollars ($1,000,000) per Occurrence<br>Two Million dollars ($2,000,000) general Aggregate |
| Employers Liability: | One hundred thousand ($100,000) Each Accident<br>Five hundred thousand ($500,000) Policy Limit<br>One hundred thousand ($100,000) Each Disease |

The liability and property damage policies of insurance shall, by their terms, name the Tenant as the insured and the House (The Haverford School, 450 Lancaster Ave, Haverford PA 19041) as an additional named insured. The policies of insurance shall be placed with insurers approved by the House (which approval shall not be reasonably withheld) and authorized to do business in the Commonwealth of Pennsylvania. Policies of insurance shall provide that the same may not be canceled without the proper notice per the policy terms prior to the House and Tenant and that all losses shall be payable notwithstanding any act of negligence of the Tenant or House.

Insurance certification is due no later than 48 hours prior to occupancy of the facility. All insurance required for the Tenant hereunder shall be written as primary policy coverage, and contributing with or in excess of, any coverage that the House may carry, and shall cover and insure the House as additional insured. The Tenant agrees to deliver certification of such insurance to the House upon the tendering of this contract.

XI. In the event that the Tenant does not comply with the preceding clauses and the attached riders, the Tenant will forfeit all escrow security deposit monies.

XII. If Centennial Hall should become unusable for the Tenant's production during the term of the rental period because of fire, flood, storm, public health, or other cause, The Haverford School will refund, or release the Tenant from any payment of the unused portion of the rental fee based on a prorated basis. In no event shall The Haverford School be responsible to the Tenant for any damages for any failure on The Haverford School's part that is outside its reasonable control.

XIII. Tenant agrees that it is obligated to provide all training and to conduct all job history reviews and clearance checks required by law for its employees, specifically including those who will have direct contact with children of the school or on the campus of the school. These requirements may include clearance and background checks under Acts 24 and 153, employment history reviews under Act 168 and any required training, including under Act 126. Tenant also agrees to provide the results of any background checks and clearances to the School upon its request. Tenant will ensure that its employees sign the necessary consent forms for the screening process required by law and that they will consent to have this information shared with the School. Tenant agrees to hold the School (and its employees, faculty, managers, and administrators) harmless from and indemnify it against any and all claims, demands, suits, charges, attorneys' fees, costs, damages, liens, liabilities and actions of any kind whatsoever arising in connection with the services being provided herein, including but not limited to, any injuries, damages, or claims to or by its employees or students, parents, or other persons that may arise through the presence of the Tenant's employees on the School campus or during the course of providing services under this agreement. This indemnification includes any claims made or arising as a result of the Tenant conducting, or failing to conduct, the job history reviews, clearance checks and training for its employees required by law and for the Tenant sharing its employees' background clearance information with the School, except that nothing in this paragraph shall require Tenant to hold the House or its employees, faculty, managers, administrators, or agents harmless from any of those claims, demands, suits, chargers, attorneys' fees, costs, damages, liens, or liabilities resulting from the negligence, willful misconduct, or violation of applicable law by the House or its employees, faculty, managers, administrators, or agents.

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For the Tenant:

_____
(Name & Title)

_____
(Signature) (Date)

_____
(Organization)

_____
(Address)

_____ _____
(Phone) (Cell)

_____
(Email Address)

For the House:

Stephen “Dex” Woodward, Director of Centennial Hall
(Name & Title)

_____/_____
(Signature) (Date)

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# 2026-2027 Fee Schedule

Event _____ Date _____

Contact _____ Phone (home, business, cell)_____

Email Address _____

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Services

Rental Fee ($4,110.00/day - $10,055.00/week) _____ Total: $ _____
Rehearsal Fee ($2,340.00/day) _____ Total: $ _____

Itemized Fees:

Student Crew (*subject to availability*): # of crew @ $22.00/hour, 4-hour minimum
- Lighting _____ Total: TO BE
- Sound _____ Total: ↓
- Fly Operator _____ Total: ↓
- Backstage _____ Total: BILLED

Custodial Personnel ($55.00/hr after 8-hour daily occupancy): _____ Total: ↓
Public Safety Officer ($47.00/hr for fog/haze/atmospherics use): _____ Total: ↓
Additional House Supervisor ($49.00/hr, need determined by Director of Centennial)_____ Total: ↓

Orchestra Pit (Pulled & set up: $700.00) _____ Total: $ _____
Choral Shell, 6pc (Set up: $580.00) _____ Total: $ _____
Piano Rental ($410.00/day) _____ Total: $ _____
Choral Risers, 4pc (Set up: $410.00) _____ Total: $ _____
Dance Floor: $425 (with installation)/ $185 (use only/Tenant install with House-approved tape)_____ Total: $ _____
Projector & Screen: $210/day _____ Total: $ _____
Projector Rigging (Set up above stage: $210.00) _____ Total: $ _____
Miscellaneous _____ Total: $ _____

Total Charges _____ Total: $ _____
Refundable Deposit _____ Total: $ 800.00

Total Amount Due _____ Total: $ _____

**Additional parking amenities may be available for additional fees.**

Checks should be made out to The Haverford School.

Tenant Signature _____ Date _____

(ver7/26)

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# Production Schedule

| DATE | DAY | HOURS | ITEM |
|---|---|---|---|

Expected # of persons on campus: Staff & Performers:_____
Audience:_____

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Tenant Signature _____ Date _____

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# Rules & Regulations

These rules are provided for Centennial Hall's tenants and user groups that utilize any area of the facility. Additional House policies and rules may be adopted and enforced as necessary without prior notice.

- All events must have a House supervisor.
- The Haverford School is a "Smoke-Free" campus. There is absolutely no smoking permitted on school grounds.
- **No food or beverages of any kind are permitted in the theatre or other auxiliary spaces.**
- **The distribution or selling of food or beverage concessions is prohibited without exception.**
- The Haverford School is a NUT FREE campus; do not bring any food containing peanut/tree nuts to campus.
- On a day when school is in session no event can begin earlier than 4:00 PM. This would include any warm up, rehearsal, or performance. Events will terminate and the premises shall be vacated by 11:00 PM unless otherwise agreed upon in writing with a 24/48 hour notice.
- The Tenant will not advertise any event as to suggest that sponsorship is by the House. All advertising should identify the House as "Centennial Hall at The Haverford School."
- No furniture or equipment may be moved from one part of the facility to another part of the building or be removed from the facility without permission from the House supervisor.
- No nails, tacks, or tape of any kind may be used on either the interior walls, ceilings, windows or curtains of the House.
- The lobby Art Gallery walls and pedestals are not to be used to hang or display concession items, banners, signs or other material so as to cover, obstruct or endanger any artwork or display. Permission must be obtained to set up any lobby displays.
- The Tenant shall be responsible for supplying any labor needed for load in, load out, and running of the event or performance (i.e. lighting & sound operators, backstage crew, etc). The theatrical rigging systems may only be operated by qualified persons authorized by the Director of Centennial Hall or House supervisor.
- The Tenant may request to hire supplemental student crew to assist with their event. This labor is subject to students' schedules, and availability is not guaranteed.
- Incurred labor fees will be charged at the hourly rates specified in the rental agreement. All crew calls are billed at a four (4) hour minimum.
- The house opens 30 minutes prior to scheduled show time. All set-up and sound checks must be completed by this time. The House supervisor will assist the Tenant in opening the house and starting the event on time.
- The House reserves the right to control the final maximum sound level for any show at Centennial Hall.
- Assistive Listening Devices are available to the Tenant for their patrons if requested. The Tenant is responsible for distributing the ALDs and returning them to the House.

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- The piano(s) are not to be used without written permission from the Director of Centennial Hall and without applicable fees applied. The piano(s) shall only be used in the traditional manner (keyboard only).
- Instruments and equipment in the music classrooms are property of the School's Performing Arts Department and **may not be played, handled, moved, or have anything placed on top of**.
- The Scene Shop is to be used for storage, touch-up and emergency repair of Tenant's production. It is not to be used as a scene shop to construct scenery.
- The loading dock may not be used as a performer holding/changing area. The roof access ladder and building equipment located in the dock must remain available for use by School personnel at all times.
- Any use of pyrotechnics (fireworks, smoke or flash pots, etc) or open flame is strictly prohibited as per the regulations of the Lower Merion Township Fire Marshal's Office. Note: All scenery, props, stage dressing, costumes, and all other flammable material must be flame proofed. Random testing will occur.
- Any fluid-based atmospheric effects (i.e. haze or fog) may not be used without advanced written approval from the Director of Centennial Hall. Additional fees will apply.
- Per fire regulations the fire curtain must not be obstructed in any manner which could prevent its deployment or complete contact with the stage floor.
- The Tenant will not obstruct any portion of entry ways, hallways, stairs, or other egress paths from the facility including access to all building utilities and life safety measures.
- The use of **glitter or sparkles** of any kind is not permitted on the premises. Confetti, if used, must be no smaller than 1 square inch and shall be fire-resistant. Helium or "lighter-than-air" balloons are not permitted. Fees will be applied if additional cleaning is required.
- All materials such as scenery, props, costumes and hardware supplied by the Tenant must be removed immediately at the conclusion of the rental. The House will assume no responsibility for loss or damage to such items. A storage fee will be deducted from the deposit for each day that the materials remain.
- Any and all rentals of materials by the Tenant from outside vendors are the sole responsibility of the Tenant to order, maintain, package and return after the conclusion of the production. Any fees incurred due to damage, late fees, or shipment is the responsibility of the Tenant.
- All materials such as scenery, props, costumes and hardware/consumables supplied by the House will be charged to the Tenant as either a fee or rental.
- Prior to leaving the premises the Tenant will ensure that the facility is left in a reasonable state of cleanliness and order.
- The facility must be restored to the original condition in which it was found (light hang, soft goods, stage floor, dressing rooms, shop, and any and all ancillary spaces).
- All reservations are tentative until the House contract, insurance certificate and payment arrangements have been signed and delivered to the House.
- The House reserves the right to reject any request for the use of its facilities and to terminate any use at any time upon failure of any Tenant to comply with House policy and the Rules and Regulations.

Tenant Signature _____ Date _____

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