



Alexander Central Auditorium (ACA) Facility Rental Agreement

223 School Drive
Taylorsville, NC 28681

(828)-632-1366
rparsons@alexander.k12.nc.us

To: _____ EventDate(s): _____

Please confirm your agreement to these terms by providing the authorized signature and mailing it to us at the above address or emailing it to rparsons@alexander.k12.nc.us.

- I. This agreement is between _____ and Alexander Central Auditorium with _____ as the former's negotiating representative.
- II. All parties agree there is to be no recording of the performance(s) without written consent from _____.
- III. The initial 4-hour fee is required before the date of rental. The remaining balance (including hourly fees beyond the first 4 hours and any additional personnel, optional services or cleaning fees) of rental charges are payable within five (5) business days following the use, or a 10% late fee may apply.
- IV. Client is responsible for any damages to the property of the Alexander Central Auditorium. Inspection of the space before and after use is advised.
- V. **No food or drink is allowed in the seating area, on stage, or in the control booth.**
- VI. Client shall abide by all Alexander County Schools policies and guidelines.
- VII. **Reminder: Our facility is located on an alcohol-free, drug-free, vape-free, and tobacco-free campus. Violators can be arrested and/or asked to leave the premises.**
- VIII. Audience occupancy cannot exceed 949 persons (plus 4 spaces for wheelchairs). Failure to comply will result in legal charges for violation of fire codes.
- IX. All areas of use will be adequately cleared of client belongings, props, costumes, excess trash, and any objects that were not present prior to use at the end of the renting period. The Alexander Central Auditorium reserves the right to charge a cleanup fee should this request not be met.
- X. Clients and/or their caterers are responsible for removing all food from the facility during the hours reserved by the Client.
- XI. Candles and live fire are prohibited in the facility.
- XII. Games of chance are prohibited. This does not apply to the awarding of prizes when there is no charge for participation.
- XIII. Animals of any kind are prohibited except service animals as required by the ADA and those used in performances as approved by the Auditorium Coordinator.
- XIV. Weapons of all kinds are prohibited except by Law Enforcement Officers in execution of their official duties.

- XV.** If it's needed, the Client will need to provide ushers or "ticket-takers" to monitor the auditorium entrances for their event. ACA does not provide ushers.
- XVI.** The Alexander Central Auditorium is not responsible for any damages to any equipment or property of the renter/client. The risk of leaving equipment/property set up overnight is acknowledged as a risk of damage/loss and done so at the choice of the renter/client.
- XVII.** Alexander Central Auditorium will not accept any transfer of liability for taxes due on admissions that the client has failed to charge and remit to the State of NC or other taxing jurisdictions.
- XVIII.** All users of facilities are solely responsible for collecting and remitting any and all applicable sales and use taxes to the North Carolina Department of Revenue. The Alexander Central Auditorium assumes no obligation or responsibility for said taxes.
- XIX.** All clients, except school-sponsored groups, must furnish a certificate of insurance for general liability coverage with a total limit coverage of \$1,000,000 payable to Alexander County Schools for each claim made.

Information About Your Event

Name of Group/Organization:

Mailing Address:	Contact Person:
	Phone:
	Cell:
	Email:

Describe any additional details about your event:

Are you a 501(C)(3) Non Profit? (if so, please attach proof)

Rental Times Requested? (Including setup and teardown):

Doors open to the public at?

Expected Audience Size?

Technical Equipment Requested? ☐ **Lights** ☐ **Sound** ☐ **Video**

Please select your group category below:

☐	Type I	Partners: (Public Schools and the Alexander County Government)
☐	Type II	Non-Profit Local Organizations: (Hospice, Chamber of Commerce, United Way, Lion's Club, Rotary, Churches, Political Parties, etc.)
☐	Type II (Ticketed)	Same as above but selling tickets to your event
☐	Type III	For-Profit Local Organizations: (Businesses, Presenters, Producers, Dance Studios, etc.)
☐	Type IV	Non-Local Organizations (Outside Presenters, Producers, Studios, Dance Studios, Company, etc.)

Equipment Desired	
☐	Grand Piano
☐	Follow Spot
☐	LED Color on Back CYC Curtain
☐	Marley Flooring

Facilities Desired	
☐	Ticket Room
☐	Concession Room
☐	Small Storage Room
☐	Dressing Rooms
☐	Cafeteria (Kitchen not included)

Personnel/Services Desired			
☐	Sound Engineer	☐	Housekeeping
☐	Lighting Engineer	☐	Security
☐	Maintenance/Electrician		

By signing this contract, you agree to the above terms and conditions.
We look forward to hosting your event at Alexander Central Auditorium!

**Sincerely,
Randy Parsons**

Randy Parsons

Renter/Performer (Authorized Signature)

Date

Renter/Performer (Printed Name)