

CAMDEN OPERA HOUSE CONTRACT

This agreement is entered into between the town of Camden, a municipal corporation of the state of Maine (the "Town") and (the "Licensee"). **DATE:** _____

_____ (Name of Organization)	_____ (Name of Event)	_____ (Date of Event)
_____ (Responsible Agent)	_____ (Profit or Non Profit)	_____ (Non Profit ID #)
_____ (Mailing Address)	_____ (Telephone #)	_____ (e-mail address)
_____ (City / State / Zip Code)	_____ (Fax #)	_____ (Web-site)

The Town hereby grants a license to use the rooms and facilities identified on page 2 of this contract, located in the Camden Opera House Building, Elm Street, Camden, Maine, subject to the terms and conditions stated in the Town of Camden Opera House Policies and Procedures, for the following dates, times and purposes:

EVENT:	DATE(S)	TIMES
1		
2		
3		
4		

Additional Info:

Capacity of Opera House Auditorium is 511 and will not be exceeded. This number includes the 16 seats located in the loge boxes. RENTAL AGREEMENT IS FOR A TOTAL OF 499 SEATS, AS OPERA HOUSE MANAGEMENT RESERVES 12 SEATS FOR IN-HOUSE DISTRIBUTION AT THEIR DISCRETION. Standing in the aisles and/or the setting up of folding chairs is strictly prohibited. **Ticket distribution should be prohibited when they have reached 499 when loge boxes are being used for seating, 483 when they are not.** The house manager and/or security officers on duty are authorized to request that the renter ask patrons to leave so that the total capacity does not exceed 511. Should the renter not honor the request, the house manager and/or security officers are authorized to delay the beginning of the event until the renter is in compliance with the capacity limit set forth above.

By signing this contract the licensee have read and agree to the Town of Camden Policies and Procedures as adopted May 2005 and as amended from time to time. In witness whereof, the Town and Licensee have signed this agreement by and through a duly authorized officer or agent this _____ day of _____.

Town of Camden

Licensee

By: _____
Kerry Hadley, Opera House Manager

By: _____

ROOMS, SERVICES AND FEES

AREAS USED	COST	NOTES
<input type="checkbox"/> Opera House Auditorium	\$ <input type="text"/>	
<input type="checkbox"/> Rehearsal(s)	\$ <input type="text"/>	
<input type="checkbox"/> Katherine Aldridge Tucker Room	\$ <input type="text"/>	
<input type="checkbox"/> Tucker Room Kitchen	\$ <input type="text"/>	
<input type="checkbox"/> Washington Street Conference Room	<input type="text"/>	
<input type="checkbox"/> Third Floor Area	\$ <input type="text"/>	
<input type="checkbox"/> Other _____	\$ <input type="text"/>	
SERVICES		
<input type="checkbox"/> Event Manager(s) (estimate)	\$ <input type="text"/>	
<input type="checkbox"/> Thrust/Piano _____	\$ <input type="text"/>	
<input type="checkbox"/> Ticket Service	\$ <input type="text"/>	
<input type="checkbox"/> Janitor/Trash Removal	\$ <input type="text"/>	
<input type="checkbox"/> Lighting / Sound	See page 8 - Opera House Policies and Procedures	
<input type="checkbox"/> Other _____	\$ <input type="text"/>	
SUBTOTAL	\$ <input type="text"/>	
Damage/Cost Over-run Deposit (Refundable)	<input type="text"/>	
TOTAL FEES	\$ <input type="text"/>	
(Reservation Deposit) (25% of subtotal, due on signing, non-refundable)	\$ <input type="text"/>	rec'd on : <input type="text"/> check # : <input type="text"/>
(Final Balance Due / Total - Deposit)	\$ <input type="text"/>	rec'd on: <input type="text"/> check # : <input type="text"/>
Please initial to accept (Licensee)	<input type="text"/>	<input type="text"/>

Balance due 30 Days prior to event - due on:

THE SIGNED AGREEMENT AND THE NON-REFUNDABLE DEPOSIT ARE DUE NO LATER THAN TEN DAYS AFTER LICENSEE'S RECEIPT OF CONTRACT. PLEASE MAIL COPY OF CONTRACT AND PAYMENT TO: KERRY HADLEY, OPERA HOUSE MANAGER, CAMDEN OPERA HOUSE, P.O. BOX 1207, CAMDEN, ME 04843. PLEASE MAKE CHECKS PAYABLE TO: TOWN OF CAMDEN.

Licensee shall pay the balance of the total fees not less than thirty (30) days prior to the first use of the licensed facilities for either a rehearsal or a performance / event. No refunds will be issued should the renter cancel the event thirty (30) days or less prior to the first use of the licensed facilities for either a rehearsal or performance/event. The entire fee shall be paid upon signing of this contract for any event to take place within thirty (30) days of the request for reservation.