



# Rules and Regulations for Rental and Use of Carnegie Hall Facilities

Revised March 21, 2007

## HOURS

- Hours requested should include time for your group's special setup and cleanup needs.
- Delivery of supplies or equipment can be accepted in the facility before the rental with prior delivery time indicated.
- If the event goes beyond the scheduled hours stated on the contract, renter will be billed for cost of the space rented and additional staff time (partial hours will be billed as whole hours).
- Wedding receptions and parties using caterers or other entertainment staff (band, DJ, entertainment) should plan on renting the building for two hours to setup and a minimum of one hour to clean up. These hours need to be included on the application form when requesting the facility.

## ALCOHOL

- Alcohol may be served, but not sold.

## PAYMENT OF FEES & DEPOSIT RETURNS

- Payment of all rental fees and deposits must be made at least five days in advance of the scheduled use. Failure to meet this deadline may result in the cancellation of the rental and forfeiture of your deposit. Deposit must be paid when the contract is signed. All renters must pay a 6% WV sales tax, unless a tax exemption certificate is presented.
- Damage/security deposit is required. Wedding/reception deposit is \$100.00. Other rentals: if less than \$1,000.00, deposit is \$50.00, if more than \$1,000.00, deposit is \$100.00. Deposit will be refunded if no damage occurs and the renter does not incur additional cost. The renter is responsible for any damages to the building or equipment during the rental. If losses exceed the damage deposit, the renter will be solely responsible.

## CHANGES AND CANCELLATIONS

- If the nature of the event or number of participants changes, the Carnegie Hall offices must be notified immediately and no changes may be made within one week prior to the scheduled use. If necessary, fees/deposits will be changed according to applicable rates. The department reserves the right to disapprove any requested changes.
- In order to comply with all safety and liability measures, the renter is required to use a Carnegie Hall trained staff person(s) for events in the hall. This person is paid by the renter, he/she will be here 30 minutes before the rental starts to unlock the doors and turn on the lights. He/she will remain during the rental to help with any emergencies, remove trash and remain here after for clean up with any tear down as needed.
- If rental involves an admission charge or registration fee, the renter is responsible for notifying Carnegie Hall of ticket prices/fees as well as the location and phone number where tickets will be sold unless otherwise agreed. Carnegie Hall is NOT to be listed as the presenter or contact for ticket information or as the location for advanced registration/ticket sales, or as a program sponsor. Carnegie Hall reserves the right to proof all promotional materials before they are sent to press. All publicity must note: "This is not a Carnegie Hall sponsored event."
- If cancellation of a rental is necessary, Carnegie Hall must be notified immediately. In order to receive a refund, cancellations must be submitted in writing at least two weeks prior to the rental date. In this event, 25% of the contracted fee will be retained for handling fees.

## BUILDING SETUP/CLEANUP

- Cellophane tape, nails, screws, staples, etc. are not permitted in/on the walls, woodwork or fixtures. Gaff tape on the stage only and poster putty for all decorations or signs.
- A clear diagram (tables, chairs and other setup needs) must be in the Carnegie Hall office at least one week prior to the activity. If not supplied, the setup will not be done in advance.
- If the Carnegie Hall staff is not responsible for setup and tear down, then the renter must make sure all tables and chairs are wiped clean after the rental. Failure to leave tables and chairs clean will result in additional custodial charges to cover the cost of cleaning and is the responsibility of the renter.

## BUILDING SUPERVISION & REVOKING A RENTAL

- A Carnegie Hall representative will be on duty at all times and is responsible for the general conduct in the building and enforcement of the rules governing the facilities.
- Fights, vandalism, or unacceptable behavior occurring during a rental shall cause immediate cancellation of the rental with no refund of fees or deposits.
- The number of attendance cannot exceed the capacity of the room rented stated by the fire code.

## OTHER

- Some cooking utensils are available in the kitchen and may be used. Any group using the kitchen must leave the counter tops and stoves in the same condition as when the activity began.
- No one shall perform any work, or make additions to or subtractions from Carnegie Hall's pianos.
- Stage lights are focused in a general wash. Renters are not permitted to refocus instruments. If specific lighting is needed, Carnegie Hall will arrange for a lighting technician to work with the renter and the renter pays for this service.
- No food or beverages are allowed in the auditorium. SMOKING IS NOT PERMITTED ANYWHERE IN THE BUILDING.
- Long term renters receive a 10% discount. (A long term rental is a minimum of once a week for six consecutive weeks.) The fee for using the Baldwin or Steinway will be waived for long term renters in lieu of paying for one tuning of each for the rental period.
- For a fee of 20% of sales, Carnegie Hall will sell tickets for an event scheduled at the Hall. Tickets will be sold during normal business hours - Monday through Friday from 9:00am until 5:00pm, holidays excluded.

## SPECIAL REQUIREMENTS

- Tables and chairs must be setup and taken down by the organization or individual, and must be cleaned and replaced in the proper storage area; unless a Carnegie Hall staff person is employed to do so. Other equipment (i.e. projector, screens, etc.) are available for rental at an additional fee.
- Each individual and/or organization presenting performances in the auditorium will be required to have a proof of liability insurance of \$1,000,000 with Carnegie Hall named as additional insured.
- Setup outside with a tent will require a permit from the city of Lewisburg. There will be a \$25 fee payable to City Hall.

## LIABILITY AND INDEMNITY

Applicant hereby agrees to hold Carnegie Hall, the individual members thereof, and employees free and harmless from any loss, damage, liability, and cost of expense that may arise in any way by such loss or occupancy of Carnegie Hall facilities.

I hereby certify that I have read the Rules and Regulations for Rental and Use of Carnegie Hall Facilities and will see that my activity will abide by these rules. I also realize that the facility contract is granted with understanding that Carnegie Hall has the right to cancel the contract if the agreed upon facility is needed for a Carnegie Hall sponsored event.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained by the facility, furniture or equipment occurring through the occupancy or use of said facility by the applicant.

\_\_\_\_\_  
Signature

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Date