

## FAYETTE OPERA HOUSE FOUNDATION RULES

DATE TO RENT: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

\*Deposit is required to hold the date for your event and returned at the end of the event if everything is in order. Rent is due at the time of key pick up.

Kitchen can be used for minor things like: refrigerators, warming oven, roasters, coffee maker, etc.

If you are using the kitchen to do a lot of prep work for your event

Rental Fee	Amounts	amount owed
Main Floor Deposit *	\$150	
Main Floor Rent	\$175	
Basement Deposit*	\$150	
Basement Rent	\$175	
Kitchen Deposit*	\$50	
Kitchen Rent	\$50	
Whole Building Deposit*	\$300	
Whole Building Rent	\$325	
Total amount due		
Amount paid    Cash            Check #		
Final payment    Cash            Check#		

We suggest a \$50 dollar donation.

50% of the deposit is refundable if canceled 30 days or more ahead of schedule. If the reservation is canceled less than 30 days ahead the deposit is non-refundable.

**The Fayette Opera House does not have a liquor license. If you wish to have an event that includes the serving of alcohol you need to abide by all Iowa laws in this matter. That includes either having a vendor come in with a liquor license or if you are serving alcohol at no charge you still need to abide by all Iowa laws.**

**Note that law enforcement has the right and the approval of the Opera House Board to enter the building at any time during your event to enforce any ordinances or laws and or speak with said renter about a problem such as parking, etc.**

## FAYETTE OPERA HOUSE FOUNDATION RULES

Contact person as of 2/18/2009 Fred or Arlene Klatt 563-425-4526, or [arlene.klatt@gmail.com](mailto:arlene.klatt@gmail.com)

WE ARE GLAD YOU ARE USING THE FAYETTE OPERA HOUSE WE LIKE OUR FACILITY TO BE KEPT NEAT AND CLEAN. PLEASE TAKE TIME TO READ OUR RULES, AND BY SIGNING THE AGREEMENT BELOW YOU AGREE TO ABIDE BY THESE RULES:

1. Clear and wipe off all tables and chairs and put them back where you found them.
2. PLEASE DO NOT SIT OR STAND ON THE TABLES!!!
3. Sweep, wet mop and vacuum the floors. (supplies are there)
4. Clean the bathrooms.
5. Turn off the lights and ceiling fans.
6. Lock the doors.
7. Turn the heat down to 55 degrees (if it is on); turn off the air conditioning (if it is on).
8. Clean up outside, if necessary.
9. Place all garbage in bags provided and take it with you.
10. The tables and chairs are NOT to be taken outside.
11. No Flame Candles, No **Balloons**. If balloons are let go they will float to the ceiling and set off the fire alarm.
12. No nails will be put in the walls or woodwork. No signs and posters will be taped to the walls.
13. The Opera House shall be rented for the day or specified days only.
  - a. That day will begin at 7:00 a.m. and end at 7:00 am the following day unless other arrangements are made.
  - b. The Opera House will be cleaned by the end of the rental period or the deposit will be forfeited.
14. Your deposit will be returned to you after the Opera House has been checked for cleanliness and damages inside and out and the key has been returned.
15. The person signing this contract will be held responsible for ANY damages that may occur.
16. Sound system is available only on request.
17. The Opera House is a smoke-free venue.
18. We reserve the right to refuse to rent to any individual or group.
19. Deposit will be returned to the person signing the contract. If you need it to go back to someone else please let us know.

WE APPRECIATE YOUR COOPERATION!  
THANK YOU!

SIGNATURE of Renter: \_\_\_\_\_

Please sign and return this form to:

Fayette Opera House Foundation

P.O. Box 685

Fayette, IA 52142<sup>1</sup>

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<sup>1</sup>If event is University sponsored please have office of student affairs sign off \_\_\_\_\_

Checklist for Renter:

- ☐ All tables and chairs have been cleaned and returned to where they were found.
- ☐ Floors have been swept and mopped if needed.
- ☐ Bathrooms checked for lights off and cleaned.
- ☐ Garbage has been picked up inside and out and hauled out by renter
- ☐ All belongings collected and hauled out.
- ☐ During the winter months turn the thermostat to 55 degrees and in summer make sure the thermostat is turned off. So AC or heat are not running.
- ☐ Ceiling fans turned off.
- ☐ Lights turned off.
- ☐ All doors locked:
  - ☐ Front door
  - ☐ Handicap door
  - ☐ North door into basement
- ☐ Keys returned to Fred or Arlene at 211 King St. or whatever board member gave them to you. Check arrangements at time of pick up.

If any question during rental please contact:

Arlene Klatt 563 419 5641 Fred Klatt 563 419 4360

If they are not available please contact Annette Buttikofer 563 425 3076 or Wanda Pape 563 380 2664