



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

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

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

TYPE OF ORGANIZATION/RENTAL: \_\_\_\_\_

Please list the names and phone numbers or 2 responsible adults who will be present at the function:

1. \_\_\_\_\_

2. \_\_\_\_\_

Rental Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Fiesta Room? \_\_\_\_\_ Dressing Rooms? \_\_\_\_\_ Public Event? \_\_\_\_\_

Will you need the GMA to sell tickets? \_\_\_\_\_

Hours of Rental:

Tables Needed: (no tables are allowed in main lobby level)

LOAD IN: \_\_\_\_\_

LOWER LEVEL \_\_\_\_\_ QUANTITY \_\_\_\_\_

DOORS OPEN: \_\_\_\_\_

FIESTA ROOM \_\_\_\_\_ QUANTITY \_\_\_\_\_

SHOW TIME: \_\_\_\_\_

Chairs Needed: (no chairs are allowed in the main lobby level)

LOAD OUT: \_\_\_\_\_

LOWER LEVEL \_\_\_\_\_ QUANTITY \_\_\_\_\_

FIESTA ROOM \_\_\_\_\_ QUANTITY \_\_\_\_\_

Will you be selling merchandise? \_\_\_\_\_

Will you be selling concessions? \_\_\_\_\_

Will you be selling alcohol? \_\_\_\_\_

Will you be selling flowers? \_\_\_\_\_

If yes to alcohol, who is obtaining the license and police

Will you be selling Videos? \_\_\_\_\_

security? \_\_\_\_\_

Do you need Technical Support? If so, we have multiple options for you to work with. We recommend the following companies:

Dudes Music – Danny Beaver (phone 903-821-5656, e-mail: danny@dudesmusic.com)

Integrity Audio Visual & Productions – Joel Hydrick (phone 214-329-8001, e-mail: integrityavp@gmail.com)

Epicenter Productions – Zach Crisp (phone 817-756-4303, e-mail: zach@epicenterproductions.net)

Fee Schedule	Total Fee	Date Due	Date Paid
Deposit	\$500.00	Upon Signing	
Rental Fee			
Fiesta Room			
Tech Support (Paid directly to company)			
Cleaning Fee (only if applicable)			
<b>*GRAND TOTAL</b>			

The undersigned applicant/user hereby applies for a reservation at the City of Greenville Municipal Auditorium for the above listed date(s) and time(s). By signing below, the applicant/user agrees that he/she is authorized to negotiate and sign this agreement on behalf of the individual group, or organization renting the facility. Applicant/user agrees that the individual, group or organization will observe the policies stated on page 3 of this agreement. The City of Greenville is not responsible or liable for any lost, stolen, or damaged property belonging to the applicant/user or any person or persons attending an event at the auditorium.

Lessee hereby releases and shall indemnify and hold harmless Lessor, its officer, employees and agents, from and against any and all claims, losses, damages, causes or actions, suits and liability of every kind, including expenses of litigations, court costs and attorney’s fees, for injury to or death of any person, or for damages to any property, arising out of or in connection with the Lease, where such injuries, death or damages are caused by Lessor’s sole negligence or the joint negligence of Lessor and any other person or entity.

Applicant/user states that he/she has read the rules and regulations on page 3 of this agreement and agrees to abide by them.

SIGNED (Lessor) \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY (City of Greenville) \_\_\_\_\_ DATE \_\_\_\_\_

**CITY OF GREENVILLE MUNICIPAL AUDITORIUM  
RULES AND REGULATIONS**

1. Applicant/User must be 21 years of age or older.
2. Applicant/User accepts the building, ie its furnishings, fixtures and equipment in their present condition and state of repair and agrees that upon the end of the rental term, the building will be vacated and surrendered in the SAME CONDITION as is now in. Applicant/User is liable for the building and its furnishing, fixtures and equipment during the reserved time. All repairs and/or replacements required to return the building, its furnishings, fixtures and equipment to its present condition will be at the expense of the Applicant/User. Applicant/User **MUST BE PRESENT** during function.
3. Smoking is prohibited in all areas of the building including auditorium, stage, dressing rooms, hallways, restroom, foyer, elevator, and stairwells.
4. Applicant/User shall not install any wire, electrical appliances, plumbing fixtures, pipes, locks or signs without first securing written consent by City Manager or their designated representative.
5. No props may be constructed nor costumes created on the rental premises. This includes use of nails, thumbtacks, staples, glitter, or glue for sets, props, or costume construction on the premises. The use of these materials is strictly forbidden on theater seats.
6. Applicant/User shall not bring in or allow to be brought in anything that will increase the fire hazard or rate of insurance of the building or property thereon.
7. Applicant/User shall not obstruct any portion of sidewalks, entries, halls, or vestibules; or ways of access to the public utilities of this building. This includes the use of tables in the 2<sup>nd</sup> floor lobby area. Any tables needed for the sale of merchandise, ticket sales, or concessions that cannot be accommodated at the 2<sup>nd</sup> Floor lobby desk can only be set up in the 1<sup>st</sup> Floor lobby at the direction of the Venue Manager.
8. Applicant/User shall not admit to premises a larger number of persons than allowed by the fire code building capacity.
9. Applicant/User shall not use or permit the premises to be used for sleeping or lodging purposes, nor shall Applicant/User bring or keep any animal or animals upon the premises or permit the same to be brought into the premises.
10. Applicant/User is not allowed to store property or equipment on the premises other than during the hours covered by the rental agreement. The City of Greenville is not responsible for lost, stolen, or damaged articles. Items left will be kept for 1 week only before being disposed of.
11. Reservations are on a first come, first served basis. To reserve the building, the rental application must be accompanied by a deposit of \$500. The deposit does not apply to the rental charge, but is refundable within 14 days after the rental date, if all terms and conditions of the agreement are met. All rental fees are due seventy-two (72) hours prior to the scheduled function. There is a five (5) hour minimum rental. **THE SECURITY DEPOSIT WILL BE FORFEITED IF:**
  - a. The Applicant/User cancels without a seventy-two (72) hours notice
  - b. The Applicant/User does not show up
  - c. The Applicant/User does not comply with the building use and polices
  - d. The Applicant/User fails to complete all information on the rental agreement at least 14 days prior to rental
12. Requested hours of use must include the amount of time it will take to set up, hold the function, and vacate the building. This information is due no later than 14 days prior to scheduled function.
13. The City of Greenville **MAY** require liability insurance at the Applicant/User's expense and proof of such insurance policy must be in the City Manager's office at least five (5) days before the rental period begins. The limits of the policy will be determined by the City Manager.
14. The City of Greenville reserves the right to refuse service, cancel an activity and/or increase fees of deposit based on the type of function being held or on Applicant/User's past rental history.
15. Applicant/User shall not assign this rental agreement nor sublet the premises or any part thereof without the written consent of The City Manager or their designated representative.
16. Applicant/User shall not broadcast or televise any event or portion of the event without first securing the consent of the City Manager. In the event requisite consent is given, installation and removal of all equipment shall be at the expense of Applicant/User and subject to supervision by the City of Greenville.
17. The premises shall **NOT** be used for the purpose of selling merchandise, concessions or for the purpose of making sales of any nature except sales of admission tickets, without approval from the City Manager or their designated representative.
18. In the event the City of Greenville determines it necessary to cancel the event due to fire, repair, strike, any other casualty or other unforeseen occurrence prior to an event, the deposit will be refunded. If cancellation occurs during an event, the deposit and any unused portion of the rent shall be refunded, less any charge for damages caused by Applicant/User. If an event is cancelled by the City of Greenville due to Applicant/User's misuses of the facility, there will be no refund on deposit or rental fees.
19. The Greenville Municipal Auditorium has several accessible spaces for persons in wheelchairs. Applicant/User must accommodate patrons with disabilities by providing one (1) companion seat beside any accessible seat.

20. Lessee shall comply with all laws, statutes, ordinances and regulations of the United States, the State of Texas and Lessor. Lessee shall obtain and pay for all required permits and licenses. Lessee shall not permit or suffer the commission of the violation of any law, statute, ordinance or regulation.