**Parties:**

* **Owner**: Orange Community Players, Inc., located at [Venue Address]
* **Renter**: [Renter's Name], located at [Renter's Address]

**Venue Rental:**

**Venue**: The Jeff Hattman Center for the Performing Arts

* **Spaces Included**:
	+ Main Theater
	+ Lobby Area
	+ Black Box Theater
* **Rental Date**: [Event Date]
* **Rental Time**: From [Start Time] to [End Time]

**Rental Fee:**

* **Base Rental Fee**: $[Amount]
* **Deposit**: $[Deposit Amount] (☐ Refundable ☐ Non-Refundable)
* Payment Terms: 50% due upon booking, remaining balance due 14 days prior to the event.

**Additional Fees:**

* **Cleaning Fee**: A mandatory cleaning fee of $[Amount] will be charged after the event.
* **Equipment Rental**:
	+ Chairs: $[Per Chair]
	+ Stage Lighting: $[Per Use]\*
	+ Sound System: $[Per Use]\*
	+ Additional Microphones: $[Per Mic]

\*Includes trained team members to operate equipment.

* **Lobby Area**: Included in the base fee, but any damage or excessive cleaning required will incur additional costs.
* **Black Box Theater**: Included in the base fee for rehearsals or smaller events. For performances, an additional fee of $[Amount] per performance.

**Cancellation Policy:**

* Cancellation must be in writing. If canceled more than 30 days before the event, the deposit is refundable. Less than 30 days, the deposit is forfeited, and a cancellation fee of 50% of the total fee may apply.

**Use of Premises:**

* **Purpose**: The venue is to be used solely for [Event Type], with no permanent alterations allowed without prior written consent from the Owner.
* **Capacity**: Must adhere to fire code limits (Main Theater: [Number], Black Box: [Number])
* **Access**: Renter will have access for setup one day before the event at [Setup Time] and for cleanup the day after the event until [Cleanup Time].

**Rules and Regulations:**

* **Smoking**: No smoking is allowed inside the venue.
* **Decorations**: No affixing items to walls, floors, or ceilings without prior approval. Use of candles or open flames requires special permission.
* **Noise**: Music and all noise must end by [Time], in compliance with local noise ordinances.
* **Clean-Up**: Renter must leave the venue in the condition it was found. Failure results in additional cleaning fees.

**Alcohol Service Requirements:**

**Alcohol Policy for The Jeff Hattman Center for the Performing Arts**

**1. Alcohol Service Requirements:**

* **Permit**: Renter must obtain and display all necessary permits for the service of alcohol as required by local, state, and federal laws. This includes, but is not limited to, a liquor license for events where alcohol is sold.

**2. Security:**

* **Mandatory Security**: If alcohol is served, a uniformed police officer must be present. The officer will be secured by Orange Community Players (OCP) on behalf of the Renter.
	+ **Cost**: The Renter is responsible for the cost of the security officer, with a minimum fee of $50 per hour.
	+ **Duration**: The officer must be present for the entire duration alcohol is being served and for at least one hour after the last serving.

**3. Compliance:**

* **Age Verification**: The Renter is responsible for ensuring that no alcohol is served to anyone under the legal drinking age of 21.
* **Responsible Service**: All bartenders or servers must be TIPS or ServSafe Alcohol certified or similarly trained in the responsible service of alcohol.

**4. Consequences of Non-Compliance:**

* **Immediate Termination**: If the alcohol policy is not observed, the event will be immediately terminated by OCP, and no refunds will be issued for any fees paid.

**5. Liability:**

* **Insurance**: Renter must include coverage for liquor liability in their event insurance policy where alcohol is served.
* **Indemnification**: Renter agrees to indemnify and hold harmless Orange Community Players, Inc. from any claims, damages, or liabilities arising from the service or consumption of alcohol at the event.

**6. Restrictions:**

* **No BYOB**: Alcohol cannot be brought in by attendees unless specifically approved in writing by OCP for private events where no alcohol is sold.
* **Service Area**: Alcohol must only be served and consumed in designated areas as agreed upon in advance.

**7. Cleanup and Disposal:**

* **Post-Event Cleanup**: Renter is responsible for ensuring all alcohol containers are properly disposed of. Any alcohol left behind will result in additional fees for disposal and cleanup.

**8. Policy Communication:**

* **Event Staff**: All event staff, including security, must be briefed on the alcohol policy by the Renter or their representative.

By agreeing to this alcohol policy, the Renter understands that failure to comply with these rules could lead to immediate cessation of the event and forfeiture of any payments made. This policy is in place to ensure the safety and enjoyment of all attendees while adhering to legal requirements.

**Insurance:**

* Renter must provide proof of liability insurance with coverage no less than $[Amount] naming Orange Community Players, Inc. as an additional insured.

**Liability and Indemnification:**

* Renter agrees to indemnify and hold harmless Orange Community Players, Inc. from any claims, damages, or losses arising from the use of the venue.

**Miscellaneous:**

* **Access to Utilities**: Owner will provide utilities during rental hours. Overtime fees may apply for extended use.
* **Force Majeure**: Neither party shall be liable for failure to perform due to acts of God, war, strikes, etc., beyond their control.

**Entire Agreement:**

* This document constitutes the entire agreement between the Parties. Any changes must be made in writing and signed by both Parties.

**Acknowledgment:**

By signing below, each party acknowledges that they have read, understood, and agreed to the terms, rules, and policies outlined in this contract.

**Signatures:**

* **Representative (Orange Community Players, Inc.):**
	+ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Renter:**
	+ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** This agreement should be reviewed by legal counsel to ensure it meets all local laws and regulations. Additional clauses or specifics might be necessary based on the particular use of the venue or local ordinances.