

OLD ROCK SCHOOL MAJOR EVENT APPLICATION

**SAVE 5% ON YOUR RENTAL
WITH PROOF OF BURKE COUNTY
ACCOMMODATIONS BOOKING**

EVENT NAME: _____

CONTACT: _____

BUSINESS NAME/ORGANIZATION: _____

ADDRESS: _____

EMAIL ADDRESS: _____ PHONE: _____

AUDITORIUM RENTAL RATES FOR MAJOR EVENTS

MON.-THURS. AUDITORIUM RATES

PROFIT (CIRCLE RATE APPROPRIATE FOR YOUR EVENT)

| | | |
|--------------------|---------------------|----------------------|
| <4 Hours | 4 to 6 Hours | 6 to 12 hours |
| \$350 | \$400 | \$450 |

NON-PROFIT (CIRCLE RATE APPROPRIATE FOR YOUR EVENT)

| | | |
|--------------------|---------------------|----------------------|
| <4 Hours | 4 to 6 Hours | 6 to 12 hours |
| \$250 | \$300 | \$350 |

FRI. - SUN. AUDITORIUM RATES

PROFIT (CIRCLE RATE APPROPRIATE FOR YOUR EVENT)

| | | |
|--------------------|---------------------|----------------------|
| <4 Hours | 4 to 6 Hours | 6 to 12 hours |
| \$400 | \$450 | \$500 |

NON-PROFIT (CIRCLE RATE APPROPRIATE FOR YOUR EVENT)

| | | |
|--------------------|---------------------|----------------------|
| <4 Hours | 4 to 6 Hours | 6 to 12 hours |
| \$300 | \$350 | \$400 |

CANCELLATION POLICY

20% Deposit is due to secure day of rental and is **NON-REFUNDABLE** under any circumstances. Full amount is **NON-REFUNDABLE** after **2 weeks** prior to event. The Town of Valdese and the Old Rock School reserve the right to cancel and to void this contract if the deposit is not paid by the proper time. All users of the Rock School Auditorium are subject to the rules set by the Community Affairs Department and the Town of Valdese.

****Events over your contract time will be subject to \$100 for each additional Hour**
Proof of Non-Profit Status must be presented to receive discounted rate**

WALDENSIAN ROOM RATES

BANQUET ROOM - HOLDS 150 PEOPLE

Price = \$150 per day

Pricing only valid in combination with Auditorium Rental

DRESSING ROOM RATES

5 - AVAILABLE - 2 INCLUDED WITH AUDITORIUM RENTAL

Each additional room = \$20 per day

Total Rooms Needed: _____

| Date Requested: _____ /Day: _____ (Please complete the following for each area of use) | | | Date Requested: _____ /Day: _____ (Please complete the following for each area of use) | | | Date Requested: _____ /Day: _____ (Please complete the following for each area of use) | | |
|---|------------------|-----|---|------------------|-----|---|------------------|-----|
| | START - END TIME | USE | | START - END TIME | USE | | START - END TIME | USE |
| Auditorium | | | Auditorium | | | Auditorium | | |
| Front Lobby | | | Front Lobby | | | Front Lobby | | |
| Waldensian Room | | | Waldensian Room | | | Waldensian Room | | |
| Dressing Room 1 | | | Dressing Room 1 | | | Dressing Room 1 | | |
| Dressing Room 2 | | | Dressing Room 2 | | | Dressing Room 2 | | |
| Extra Room 1 | | | Extra Room 1 | | | Extra Room 1 | | |
| Extra Room 2 | | | Extra Room 2 | | | Extra Room 2 | | |
| Extra - Gallery | | | Extra - Gallery | | | Extra - Gallery | | |

OLD ROCK SCHOOL MAJOR EVENT APPLICATION

PLEASE COMPLETE THIS SECTION FOR EVENT SETUP NEEDS & EQUIPMENT REQUIRED

Sound & Light Equipment available for \$25 per hour: Yes No [minimum \$50 per date requested]

DATE: _____ TIME: _____ - _____ NEEDS: _____

DATE: _____ TIME: _____ - _____ NEEDS: _____

DATE: _____ TIME: _____ - _____ NEEDS: _____

Does your event require additional date(s) to load in/decorate? Yes No

Dates Requested: _____ [\$100 fee per date of load in or decoration]

Grand Piano: \$50 per use date Upright Piano: \$50 per use date Piano Tuning
(If piano needs tuning- it is an additional \$70 onto rental fee for each piano tuned)

Sound System: 5 Vocal Mics | 5 Instrumental | 1 Handheld Wireless: # Vocal _____ # Inst. _____

Stage Monitors: Four available _____

Dressing rooms (Includes sink & counters): Included in your rental fee

Room #119: Holds 24 people with tables and chairs, 52 with chairs only.

Use of room: _____ Setup needs: # of Tables _____ # of Chairs _____.

Room #137: Holds 24 people with tables and chairs, 52 with chairs only.

Use of room: _____ Setup needs: # of Tables _____ # of Chairs _____.

Additional rooms: \$20 per day (Check if any additional rooms are needed for your event)

Room #138: Holds 23 people with tables and chairs, 49 with chairs only.

Use of room: _____ Setup needs: # of Tables _____ # of Chairs _____.

Room #139: Holds 24 people with tables and chairs, 52 with chairs only.

Use of room: _____ Setup needs: # of Tables _____ # of Chairs _____.

Gallery Space: Holds 24 people with tables and chairs, 52 with chairs only. (IF AVAILABLE!)

Use of room: _____ Setup needs: # of Tables _____ # of Chairs _____.

Follow Spotlight needed: 1 Available [\$50 charge]

Music Stands: 24 Available. # Needed _____.

Podium on auditorium stage

Concession sales *In side lobby only on hardwood floors ONLY* [\$50 charge]

Projector Screen (additional \$200 Charge) [Must provide own laptop + HDMI or VGA]

Additional Tables set up in Auditorium Lobby: (Maximum of 3) # Needed _____. [\$10 per table]

Marquee advertisement [\$20 per week] # of weeks requested: _____

Special event needs (ex. Gobos, Aerial silk hanging, backdrops - must be provided by renter) [\$50]

Please specify needs: _____

Front lobby furniture removal (couch, tables, chairs) [\$50 fee]

Other Needs (Please Specify): _____

OLD ROCK SCHOOL

MAJOR EVENT APPLICATION

PLEASE COMPLETE THIS SECTION QUESTIONNAIRE & CHECKLIST

Have you held an event at the Old Rock School before? Yes No

If this event is a pageant, how many contestants will you have in attendance? _____

Will you have an emcee for your event? Yes No

You will need to have someone que music from the auditorium stage as needed for your event.

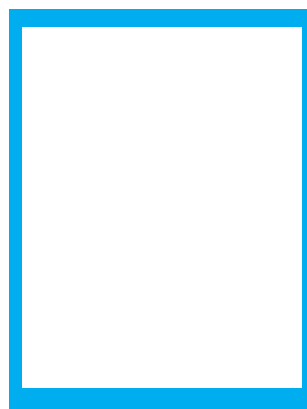
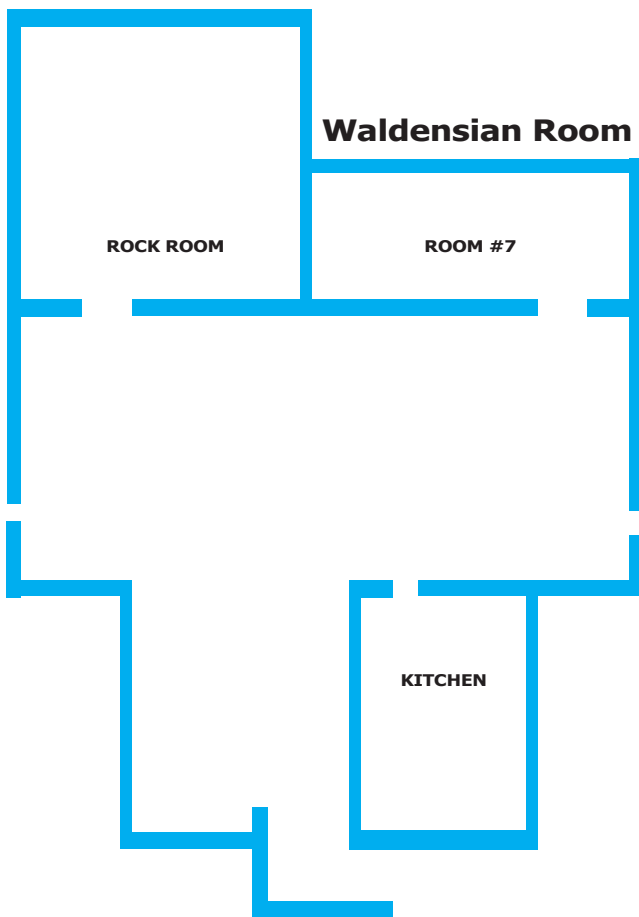
Will you have stage decorations (provided by renter not venue)? Yes No

Risers Runway Banners Signs Step & Repeat Other: _____

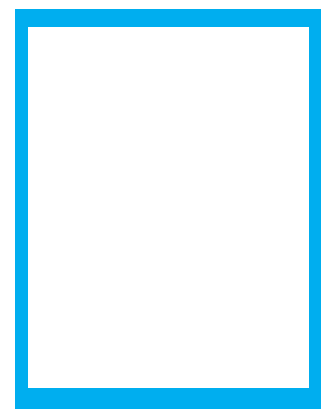
How many people do you plan to have in total attendance: _____

Please include complete event itinerary (sample included).

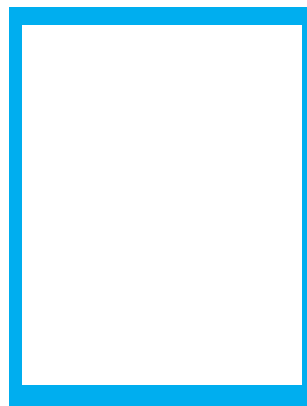
Please include diagram of setup needs for each space in use.



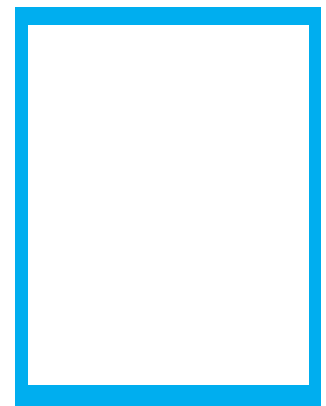
Dressing Room 1 (RM119)



Dressing Room 2 (RM137)



Dressing Room 3 (RM138)



Dressing Room 4 (RM139)

COST SUMMARY

Total Cost Application Page One: _____

Total Cost Application Page Two: _____

Extras (not included on Pg. 1 or 2): _____

Deposit Due (20% Total Cost): _____

Date Due: _____

Paid: _____

Balance Due: _____

Date Due: _____

Paid: _____

OLD ROCK SCHOOL

MAJOR EVENT APPLICATION

SAMPLE ITINERARY

A full itinerary is **REQUIRED** for all program needs. This itinerary must be detailed including all contestants information, background music and any talent music. Please label all mp3's clearly and provide music to the Old Rock School Sound Technician on one flash drive. The pageant organizer is responsible for providing all music.

- The itinerary must be complete without changes ASAP, no later than 2 hours prior to sound check.
- The itinerary must be in correct order of the complete pageant program.

Background Music:

Song Name: _____

Welcome Music

Song Name: _____

Program Music:

Song Name: _____

Casual Wear Music:

Song Name: _____

Formal Wear Music:

Song Name: _____

Talent Competition:

(List all contestants in order of appearance in the following format)

Contestant #1: Song Name - Contestant Name - Contestant Number - Mic Needed Yes or No

Example: Happy - Ellie Mae - #15 - No Mic

Crowning Music:

Song Name: _____

Closing Remarks:

Song Name: _____

OLD ROCK SCHOOL MAJOR EVENT APPLICATION

**RENTAL GUIDELINES
ALL GUIDELINES MUST
BE FOLLOWED AT ALL TIMES**

RENTAL & USAGE POLICY

Please READ this document thoroughly prior to your rental. Initial Each Section. Sign in agreement at the bottom of this page.

- All State, Town, Fire, and OSHA policies, codes, ordinances, and regulations must be followed.
- No smoking is permitted on or within any Town of Valdese property, including the Old Rock School and Teachers Cottage – including parking lots, sidewalks etc.
- No animals may enter the building unless they are service animals.
- All major fire exits must be clear in the case of emergency.
- The “end time” specified on your application will be followed. All clean up must be complete and all visitors should vacate the building upon this specified time.
- Rooms not included in your rental should not be accessed or occupied. Alarms may sound if you attempt to enter other areas of the building not included in your rental.
- The applicant on the rental application assumes responsibility for any damages that occur during their event. Valid ID will be copied and saved with your application.
- The applicant agrees to abide by the occupancy restrictions outlined in the application.

Old Rock School staff reserves to terminate this contract if the guidelines outlined in this agreement are not followed.

****IF ALARM SOUNDS PLEASE EVACUATE THE BUILDING IMMEDIATELY****

DECORATIONS:

Initial: _____

- No hay, straw, or any other organic materials that may harbor vermin are permitted.
- No drilling, nailing, or stapling on walls, flooring, furnishings or ceilings. Including streamers, mirror balls, etc.
- NO OPEN FLAMES, SMOKE MACHINES, FOG MACHINES, FOAM MACHINES, SILLY STRING, GLITTER, DRY ICE or CONFETTI *ALARMS WILL SOUND IF USED!!* IF FIRE DEPARTMENT IS CALLED YOU WILL BE ISSUED A CITATION
- Tape, adhesives, command strips are not allowed to be used on any surface in the building ex. walls, seats, doors.
- No furniture or photographs may be removed or moved in the rented space.
- No rice throwing (birdseed is permitted outside only).

FOOD & BEVERAGES:

Initial: _____

- The use of alcohol during an event must have prior written approval. A separate application & fee must be submitted prior to the event. The Old Rock School staff reserve the right to end your event if alcohol is present without the proper permit.

SETUP & CLEAN UP:

Initial: _____

- Staff will setup tables and chairs for your event. Renters must provide a completed diagram no later than one week prior to the rental date to ensure proper setup. This diagram must include all needs such as areas used for dancing, podiums, food etc.
- Staff will open the building at the time specified on your application – they will return to close the building promptly at the end time specified on your application. No keys will be provided.
- All articles used for your event must be removed from the building by the end time specified on your application.
- All areas must be cleaned and restored to their original condition by the end time specified on your application.
- Trash must be emptied – placed in the dumpster outside the location of your rental. Please replace can liners.
- If you specify the use of the projector system, surround sound, or microphones, please plan to test this out with your music, laptop or any other necessary equipment prior to your event. The Old Rock School is not responsible for any difficulties or failures on the day of your event. Please call 828-879-2129 to schedule a time for assistance with any tech setup.
- Wi-Fi is available and information for setup is posted in each area available for public rental.
- SPECIALTY SETUP: At the Old Rock School we strive to accommodate all requests. Please share setup requests with Old Rock School staff when you submit your application. Any changes to your application must be made no later than one week prior to your event this includes scheduled times.

Thank you for agreeing to abide by the guidelines outlined in this document. We wish you the very best success with your event! If you have any questions regarding your event at the Old Rock School please call 828-879-2129 or send email to mangi@valdesenc.gov. If you need assistance during weekend hours, please send email or call 828-443-6104

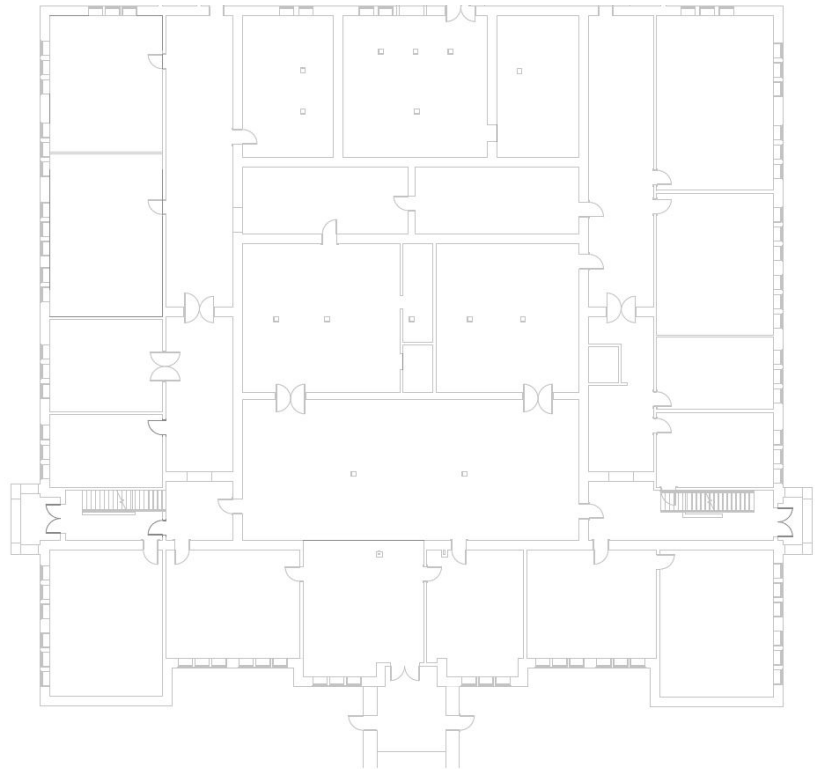
By signing below, the applicant agrees to abide by all guidelines outlined in this document and application.

Signature: _____ Printed Name: _____

OLD ROCK SCHOOL

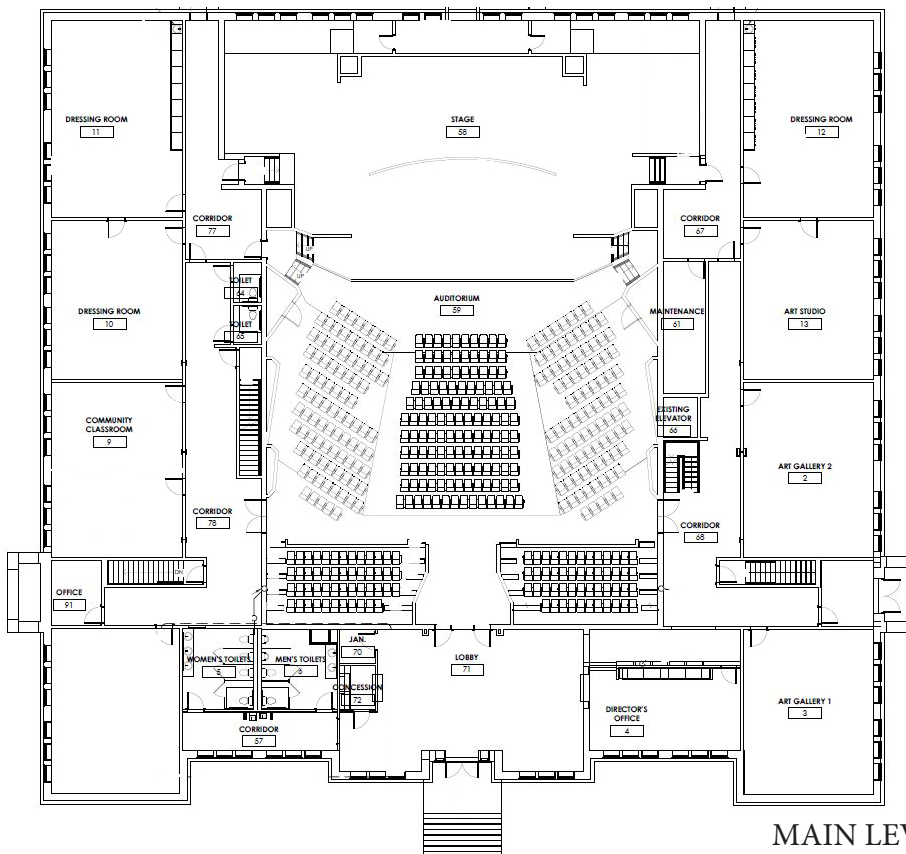
MAJOR EVENT APPLICATION

FLOORPLANS



GROUND LEVEL

Waldensian Room, Kitchen, Cave Room #7



MAIN LEVEL

Auditorium - Room 119, 137, 138, 139