

The Palace Theatre
Community Auditorium & Information Center
72 South Main Street Crossville, TN 38555

Contract - Meeting Room

The meeting room is located in the rear of the information center of The Palace Theatre. It is intended that this room be used for meetings, small gatherings, receptions, etc...

All rules and regulations that apply to the use of The Palace Theatre shall apply to renter's renting the meeting room. Any exception must be approved by The Palace Administrators in advance, at time of booking. The only exception to the basic Palace rules is that food may be brought in for the sole purpose of serving to guests and attendees of the renter's function. Food must remain in the meeting room and may not be sold. No alcoholic beverages are allowed on The Palace Theatre property. The Palace Theatre is a smoke free building.

The kitchen area shall be made available to the renter, upon request. The renter's activities shall be confined to these two areas, the meeting room and kitchen. Tables and chairs that are property of The Palace Theatre may be used by the renter, if available.

Cleaning and removal of all decorations, garbage, and other waste shall be the responsibility of the renter and must be completed immediately following the event. The damage deposit shall be returned to the renter upon satisfactory completion of the clean-up as witnessed by management. The renter is responsible for any damages to the furniture or furnishings.

Event Date _____ Time _____ Type of Event _____

Rental fee:	\$50.00 for a maximum of 4 hours between the hours of 9am-4:30pm	\$ _____
	\$100.00 for a maximum of 4 hours after 4:30pm & weekends	\$ _____
	\$25.00 for each additional hour	\$ _____
	Damage deposit (refundable)	\$ <u>25.00</u> _____

Total Due \$ _____

NOTE: All fees must be paid 15 days prior to the rental date.

I have read and agree to all terms set forth in this contract and the general rules and regulations of The Palace Theatre.

 Palace Theatre Administrator Date Sponsor

 Address

 Phone

EVENT WORKSHEET

0-9.99 is \$1

10-19.99 is \$2

20-29.00 is \$3

30-39.99 is \$4

Date of Event _____

Event Type: Concert Meeting Comedian Other

Auditorium Greenroom

Start Time _____ End Time _____

Name of the Event: _____

Ticket Price: _____ Reserved General Palace Printing Tix? Yes No

Contact Person: _____ Phone #: _____

Email: _____

Fee for the Event: _____ Deposit: _____

Nonprofit Fee for a Five hour block of time:

Monday – Thursday: \$175

Friday – Saturday: \$225

For Profit Fee for a five hour block of time:

Monday – Thursday: \$275

Friday – Saturday: \$325

After Five hours: \$75 per hour

Contact name and phone number for equipment needs: _____

(We will have sound person call them)

Local Media: Crossville Chronicle – 484-5145
PEG Broadcasting (102.5) – 707-1102
The Hog (105.7) – 484-1057