

AACTMAD Concourse Hall Facilities Rental Agreement

The Ann Arbor Community for Traditional Music and Dance rents its hall for public use on a limited schedule. These are the policies for that use.

Reserving the Hall

After speaking with the Hall Manager (contact information below), individuals or groups may reserve the hall by turning in the completed Facilities Rental Agreement with the required security deposit. The reservation is only valid if you have **both** spoken with the Hall Manager and turned in the completed Facilities Rental Agreement and deposit.

Security Deposit

A security deposit must be made at the time of signing the agreement. The deposit, which is not applied toward payment of the hall fee, will be returned provided all conditions of this agreement have been met. In case of cancellation 30 days or more prior to your event, in the months of October through April, the deposit will be refunded in full. For hall use during the months of May through September, 60 days' notice of cancellation is required for a full refund of the security deposit. Notification of cancellation less than the required time will result in forfeiture of the security deposit.

The security deposit will be refunded only if the premises are returned to their original condition. If the premises are not returned to the original condition, the cost of damages, if any, as well as custodial fees applicable will be deducted from the security deposit. If damages are in excess of security deposit, the renters are liable for the full cost.

Hall Orientation

All users will receive a hall orientation prior to their use. Orientation is required to rent the hall. This will take about 30 minutes and will be arranged with the Hall Manager.

Food and Drink

Hall users may bring in their own food and drink. AACTMAD is not responsible for the actions of anyone providing or consuming food and beverage.

Table Linens

White linen tablecloths are available for your use for a cost of \$7 each. After the tablecloths are used you place them under the counter and we launder them. There are 20 round tablecloths and 4 rectangular tablecloths.

Decorations

The use of tape on surfaces such as walls, windows, or woodwork is not permitted. Lightweight items may be hung from the light box that goes around the room. The quilts on the walls, curtain of lights behind the stage, and swag lights in the hall may not be removed or tampered with. The artificial trees and chairs on the stage should be returned to their original places. Care needs to be taken with helium balloons to make sure they do not get away and get entangled in the ceiling fan. If this happens, immediately turn off the fan. It is preferred that metallic confetti not be used as it is very difficult to remove from the floor.

Clean-up

Agreement signers are responsible for the following:

- Setting up and removing decorations and tables and chairs. Chairs and tables must be returned to the storage closet.
- Cleanup of any food that falls on the floor and any liquid that spills on the floor.
- Removal of all table and kitchen trash including leftover food, putting it in plastic bags provided, and throwing it into the outside dumpster.
- Picking up trash left in the parking lot.
- Mopping the kitchen floor with floor cleaner provided under the sink.
- Checking the loft and cleaning as necessary.
- Furniture must be returned to its original location.
- Securing the hall -- close all windows, lock all doors, and turn off all lights.

Supervising Children

All children must be supervised by adults at all times both inside and outside of the hall. We have had to charge renters for the cost of painting over crayon and marker on walls, for cleaning gum off the floor, and for cleaning food and drinks spilled on carpets and furniture in the loft and on walls. We strongly recommend that you allow children in the loft and the coat closet only with a responsible adult present.

Piano

The use of the piano is included in your hall rental. Guests will be held liable for any repairs resulting from improper use.

Podium and microphone

The podium stand and microphone within can be used as part of your rental. You will get instructions on its use at the orientation. It must be returned to the stage after your event.

Permanently installed sound system

The hall sound system is not available for use by renters. You may use the podium and microphone. The podium also has a place to plug in an mp3 or CD player.

Smoking

No smoking is allowed in the hall. Smoking is permitted outside, and extinguished cigarette butts must be placed in the butt cans provided.

Keypad

The keypad on the entrance door requires a code. The code for your event is _____.

- When you arrive, punch in the code and push down on the handle. You may now enter the hall.
- To leave the door open for others to enter, push ### and the code again and push down on the handle. The door will now be unlocked for others to enter.
- To lock the door when you leave, push ### and the code and push down on the handle again. The door will now be locked from the outside. Be sure to test it is locked from the outside before leaving.

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Agreement to the above policies

I have read the conditions and will abide by them. I accept responsibility for following all of the above policies defined in this document. I understand that the security deposit is subject to forfeiture if the above is not complied with or if premises are not vacated at the time specified.

Renter's Signature _____

Name (printed) _____

Date signed _____

Please return completed and signed agreement with deposit to:

AACTMAD Hall Manager

4531 Concourse Drive

Ann Arbor, MI 48108

For more information call:

Gretchen Preston

Cell: 734-260-9027

Gretchen.preston@gretchenshouse.com

