

Marion W. Thiebaud Auditorium and Meeting Rooms Rental Application / Agreement

Revised 4/22/10

Fill In Information:	Today's Date	Date Requested	Time You Need In	Time Event Starts	Time You Will Exit
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Your Name _____	Day Phone _____
Organization (if any) _____	Lamar Office _____
Address _____	Cell Phone _____
City State Zip _____	Fax _____
E-Mail Address _____	Your Total Fee \$ _____
Type of Function _____	# Attendees expected _____

USE OF MEETING ROOM(S)	USE OF AUDITORIUM
Half Day = 5 hours in either AM or PM Full Day = More than 5 hours, or spanning AM & PM	Cost is based on whether or not the event charges an admission
What Space Do You Need? <input type="checkbox"/> Room A <input type="checkbox"/> Room B <input type="checkbox"/> Both Rooms <input type="checkbox"/> Half Day <input type="checkbox"/> Full Day <input type="checkbox"/> Food Served	<input type="checkbox"/> Special Agreement rate for Lamar School District Use
Resident Rate (Lamar, MO Residents) Business, Individual or Organization One Room Half Day \$ 30.00 Full Day \$ 60.00 Both Rooms Half Day \$ 50.00 Full Day \$ 100.00 Add \$25.00 if serving food	<input type="checkbox"/> Ticketed Event (Charging a Ticket Price at Door) Rate is \$375.00 per day or 10% of Gross Sales, whichever is greater. <input type="checkbox"/> Non-resident rate – Add \$100.00 surcharge
Non- Resident Rate (If you do not live in or own property in Lamar) One Room Half Day \$ 40.00 Full Day \$ 80.00 Both Rooms Half Day \$ 80.00 Full Day \$ 140.00 Add \$25.00 if serving food	<input type="checkbox"/> Non-Ticketed event (Not Charging Entry at Door) (Such as Business, Educational or Non-profits events) Rate is \$40.00 per hour with a minimum of 3 hours <input type="checkbox"/> Non- Resident Rate – Add \$100.00 surcharge

What is available - check what you need <input type="checkbox"/> Dressing Room(s) <input type="checkbox"/> Marquee <input type="checkbox"/> Screen <input type="checkbox"/> TV <input type="checkbox"/> VCR <input type="checkbox"/> DVD <input type="checkbox"/> Podium <input type="checkbox"/> Table Top Podium <input type="checkbox"/> Extra Power Cord / Strip <input type="checkbox"/> Easel <input type="checkbox"/> Microphone(s) with Stand (How Many) ____ <input type="checkbox"/> Dry Erase Board <input type="checkbox"/> Overlay Projector (NOT Power point)	Using Diagram Attached – Show layout If you need More Tables and/or Chairs than those in the room on the diagram, tell us how many and where: (Ex: A table in the lobby)
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Use of the lights and sound are restricted those who have been trained on THIS system or approved by the Thiebaud Manager no later than 2 days in advance. If the user does not acquire a volunteer from the list of approved technicians, the prevailing rate of \$20.00 per hour will be charged to provide one. It will be included in charges due and payable the day of your event . Time for sound/light technician begins when set-up starts by user and ends

Approved Lighting Technician _____

Approved Sound Technician _____

The undersigned, acting as an individual, or as agent or representative for the above named organization, hereby makes application for use of the facilities of Marion W. Thiebaud Auditorium as described in the application and further agrees to pay all fees , costs and expenses associated with the exclusive rental of said space at designated time for the stated purpose. Furthermore, applicant agrees to abide by all applicable laws and policies of the City of Lamar and of Marion W. Thiebaud Auditorium, as attached hereto and included herein. User agrees to release and discharge the City of Lamar, its agents, officers and/or employees, from all claims of personal injury, damage, loss of property or liability of expense, including attorney's fees arising out of the user's use of this facility, notwithstanding any claim of fault or negligence (whether sole, concurrent or otherwise) on the part of the City, its officers, employees or agents.

Accepted and signed _____ date _____

at the next nearest quarter hour once all house sound/light equipment is put away.
Other details or comments may be listed on back.

The Marquee

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

Fill Out to use Marquee

Northwest Exterior Doors



When both rooms are used together the retractable wall is folded and out of the way.
 Tables are 30 in. x 8 ft. rectangles

Marion W. Thiebaud Auditorium, Lamar, Missouri

Thank you for choosing the Thiebaud for your event. These guidelines should help you make your event a success. Please contact us at any time to answer questions or help make arrangements for the best event possible.

- First** ...call the Thiebaud office at (417) 682-5851 to check the availability of dates and facilities. When you call, your event will be noted as a tentative date for ten (10) days, until we receive an application form back, signed.
- Next** ...fill out and return the application form to the Parks & Rec office or to City Hall. If we do not receive the application in ten (10) days, the tentative reservation will be released and the date reopened for someone else to reserve. Fill out the form completely so we can set up and provide for your needs. If using the meeting rooms, use the diagram sheet to tell us how you want tables and chairs set up. Our experienced staff can recommend a set up that is effective, if you need assistance.
- Then** ...The guidelines for health, safety, and courtesy listed below need to be observed, They are for your protection and comfort as well as to protect the facility. Keep a photocopy of this document so you know what is expected.
- Keys**...are picked up at City Hall no more than two (2) days in advance of your event. (see item 12 of Guidelines) Normal business hours for City Hall are Mon.-Fri. 8-5. Please protect keys as if they were to your own home. Keys should be returned to City Hall within two days after use. **There is a \$25.00 per key charge for lost keys.**
- Fees** ...are payable at the time you pick up your key.
- Finally** ...As there are many events on the calendar, do not assume you can get in early to set up or decorate. If you arrange for a date, that is the only date you have reserved and will be responsible to pay for. If a cancellation is necessary see guideline 11. During any event **in the auditorium** there is a caretaker on hand. Otherwise, if you need help, call 682-5554 and they have contact numbers. In an emergency (fire, medical) dial 9-1-1.

Guidelines and Policies for the Use of Thiebaud Auditorium and/or Meeting Rooms

ENTIRE BUILDING

- 1. No smoking anywhere in the building.**
- 2. Tape, Thumbtacks, sticky tack, or any other adhesive material are not to be used on any surface or piece of furniture**
- Please do not overflow the trashcans. Additional trash bags are available in the kitchen and in the bottom of each trashcan.
- An Allen wrench used to keep the outer doors unlocked is **on your key ring** checked out from City Hall. Please use it carefully, so as to not "strip" the key or the door mechanism. A quarter turn to the right keeps the door unlocked, and to the left locks it back. Be sure to lock and check all doors before you leave.
- Please leave the Thiebaud as clean as possible. Place trash in containers. You do not need to empty containers or restack tables or chairs. If using the kitchen, it should be left **clean** when you are finished.
- 6. The use of confetti and/or glitter, or any like material, in carpeted areas is prohibited.**
- The "applicant" will be liable for any items broken or damaged during use.
- Use the diagram included with the application to advise how you would like the tables and chairs set up. For us to set up tables and chairs for you, we must have diagram one week ahead of date.
- If you have a problem when using the facility, contact numbers are posted in the kitchen and on front doors.
- 10. ONLY** special tape provided by the auditorium is to be put down on the stage floor. Damages will be billed to the user.
- No additional chairs are to be set up in the main Auditorium due to fire codes
- Equipment located in the Sound/Control Booth shall only be used by persons approved by the Thiebaud Manager or City of Lamar, Missouri. All other persons are prohibited from being in the Sound/Control Booth.
- 13. No food or drinks are allowed in the sound booth, in the main Auditorium or on the Stage.**
- 14. CANCELLATION POLICY** Because a reservation takes the space you request out of use for anyone else, cancellations must be made no later than 7 days prior to the event. Events canceled with less than 7 days' notice will be billed at 50% of the total fee due; and if cancelled with less than 72 hours notice, will be billed at 100% of total fee. Exceptions may be made due to acts of God or unforeseen circumstances upon the notification of and approval of the Thiebaud Manager.