



STEVENSON AUDITORIUM
979 Middleton Street
Orangeburg, SC 29115
803.809.0982

STEVENSON AUDITORIUM RENTAL CONTRACT

ORGANIZATION _____

RESPONSIBLE PARTY* _____

*DRIVER'S LICENSE STATE AND # _____

ADDRESS _____

PHONE _____ EMAIL _____

DATE(S) OF EVENTS _____

TYPE OF EVENT _____

OF DAYS NEEDED _____ START DATE _____ END DATE _____

TIMES NEEDED EACH DAY _____

CURRENT BUSINESS LICENSE # OR NON-PROFIT # _____

**Responsible party must be at least 21 years of age and must provide copy of social security card and valid driver's license or other form of picture identification.*

The City of Orangeburg is not liable for any damages, loss, or theft of any equipment or property brought onto City of Orangeburg property in association with the rental of Stevenson Auditorium. The City of Orangeburg is not liable for any claims of accident or injury resulting from rental use of Stevenson Auditorium. The City of Orangeburg should be listed as additional insured on your liability policy for each day your organization is in the auditorium and submitted to stevenson@orangeburg.sc.us.

Signature of Renter: _____

Title of Renter: _____ Date: _____

City of Orangeburg: _____ Date: _____

SEATING AND FEES

LOCATION	SEATING CAPACITY	RENTAL FEE (includes one rehearsal)	REHEARSAL FEE (per additional rehearsal)
Main Floor	394	\$600	\$150
Balcony	194	\$150	NA
Total	588	\$750	\$150

ADDITIONAL CHARGES

Security Deposit	\$500	Refundable after conclusion of rental.
Custodial Charges	\$150	Required per performance day. Additional charges may apply.
Building Official	\$40/hr	Required per non-business hour the auditorium is used.
Technician	\$40/hr	Optional to operate sound and/or lighting during rehearsals/rentals.
Security	\$40/hr	Required for each hour the public is in the building. One officer minimum. For events larger than 250, two officers are required.
Piano	\$100/day	Advanced notice of 30 days is required for usage.

PAYMENT

To secure the reservation at least 60 days in advance, your Security Deposit of \$500 plus 50% of the estimated Total Rental Charge must be paid at the time your reservation is accepted. The remainder must be paid 30 days prior to your rental. This includes estimated hours for custodial fees, building official, technician, and security. Total rental charges will be determined within 48 business hours after use has concluded.

Any rental charges that exceed the estimated rent collected in advance will be deducted from the Security Deposit paid, and any balance owed must be paid within five business days. If the estimated rental charges collected are greater than the actual rental charges, the difference will be returned along with the Security Deposit as long as there is no damage to Stevenson Auditorium.

All renters must have a current City of Orangeburg Business License or obtain a One-Day Event Business License from the City of Orangeburg Finance Department.

CANCELLATION POLICY AND FORFEITURES

Cancellation 14 days or less before the rental will result in forfeiture of the rental fee (\$600 max) and Security Deposit. This excludes any of the additional charges which will be refunded.

Cancellation from 15 to 28 days before the event will result in a forfeiture of one half of the rental fee (\$300 max) and Security Deposit. This excludes any of the additional charges which will be refunded.

Failure to properly identify the type of usage or failure to communicate any alterations to the usage of the facility without proper authorization will result in forfeiture of all rental fees and Security Deposit.

Attendance is limited to the number of seats available. Failure to adhere to these guidelines will result in forfeiture of rental fee and Security Deposit, and your event will be terminated immediately.

_____ Initial

RULES FOR RENTAL USE OF STEVENSON AUDITORIUM

Tables and Chairs

Additional chairs for seating are not allowed. All aisles, doors, and exits are to stay open and unobstructed.

Do not remove stools from dressing rooms or bring additional chairs into dressing room area.

Exit Doors

All exit doors around Stevenson Auditorium are to always remain in their secure positions that Stevenson is in use unless the doors are used for an emergency. Renter is responsible for securing all backstage and stage doors.

Building Occupancy

Building occupancy is limited to number of seats in the auditorium plus performers on stage and in dressing rooms. Failure to comply will result in the rental use of Stevenson Auditorium being immediately terminated with no refund of rental fees, and the auditorium will be completely evacuated.

All equipment and property belonging to the renter must be removed from City of Orangeburg property immediately upon conclusion of the event unless special arrangements have been made. If items are not removed as specified, a storage fee of \$100 per day will be charged, and, additionally, the equipment may be removed by the City and disposed of at any time without notice.

Audience members are not allowed on the floor-to-stage stairs at the front of the stage unless a written agreement is done prior to the performance. Carpeted stairs to the right of the stage may be used for access.

Tickets and Merchandise

The event promoter is responsible for all ticket sales. The day of the event, tickets can be sold from the ticket window or an area agreed upon in the lobby prior to the event.

Restrictions apply to merchandise sales and tables in the carpeted lobby.

Prohibited Items

Alcoholic beverages are not allowed on the premises.

Open fire or flames of any type or any duration are prohibited in the building. This includes the usage of any tobacco products inside City of Orangeburg buildings.

No food or drinks are allowed in the auditorium or carpeted lobby. Refreshments may be consumed by performers in the dressing room area only if they are delivered through outside dressing room door.

Renters are not permitted to attach anything to stage or entrance curtains, walls, ceilings, glass surfaces, or lobby or auditorium floors without prior written permission.

_____ Initial

Trash

Renter is responsible for picking up any litter on City property resulting from their rental including in the auditorium seating area and aisles, balcony (if used), backstage dressing rooms and bathrooms, both lobbies, and ticket booth. Failure to do so will result in the loss of Security Deposit.

Damage

Renter is responsible for any damage to any City of Orangeburg buildings or property occurring as the result of misuse, abuse, or failure to comply with this Rental Agreement by anyone in attendance or associated with the rental. The Security Deposit will be forfeited to cover the cost of repair or cleanup. The renter will be required to reimburse the City of Orangeburg for any repair or cleanup cost exceeding the Security Deposit. A visual inspection will be conducted before and after the event.

City Policy

Renters must comply with the direction given by City Staff as it relates to our Rental Policy and the use of Stevenson Auditorium. Violation of any of the rental agreement may be banned from future use of the facility.

Renters must comply with Ordinances for the City of Orangeburg, specifically regarding Business Licensing. All vendors must have a City of Orangeburg Business License or Permit which must be displayed in plain view during your rental. City of Orangeburg Business Licenses may be obtained from the Finance Department.

A Clear Bag Policy should be implemented at all events held in Stevenson Auditorium.

Security will be coordinated by the City of Orangeburg unless proper authorization is made.

Rental notes:

- Only authorized individuals are trained to use sound/lighting equipment.
- No one is allowed in the auditorium without the building official present.
- The City of Orangeburg is not responsible for any items left in the auditorium.
- Fees are valid through June 30, 2024.

Advertisement of the event is the responsibility of renter. Promotion of the event by Stevenson Auditorium is at the sole discretion of the City of Orangeburg.

Questions regarding the use of Stevenson Auditorium should be directed to Meredith Garris, Community Events Coordinator for the City of Orangeburg, at meredith.garris@orangeburg.sc.us, 803.533.6020, or 803.747.6968.

_____ Initial

ESTIMATED RENTAL CHARGES

FACILITY

MAIN FLOOR _____ # of performance days x \$600 = _____

BALCONY _____ # of performance days x \$150 = _____

EXTRA REHEARSAL(S) _____ # of extra days x \$150 = _____

PIANO _____ # of days x \$100 = _____

TOTAL FACILITY ESTIMATE _____

STAFF

CLEANING FEE _____ # of performance days x \$150 = _____

BUILDING OFFICIAL _____ # of hours x \$40 = _____

TECHNICIAN _____ # of hours x \$40 = _____

SECURITY _____ # of hours x \$40 = _____

TOTAL STAFF ESTIMATE _____

ESTIMATED TOTAL CHARGES _____

SECURITY DEPOSIT \$500

To secure your reservation at least 60 days in advance, your signed contract along with 50% of your estimated charges and your \$500 Security Deposit must be submitted. Your balance is due at least 30 days prior your rental. Checks can be made payable to the City of Orangeburg. Liability insurance coverage must be submitted 14 days prior to use of the facility.

Signature of Renter: _____

Title of Renter: _____ Date: _____

City of Orangeburg: _____ Date: _____