

breakage caused by the rental group during its allotted time, the renter will be billed for any damage fees greater than the amount of the deposit.

\$50 Rose Morris Room

\$50 NCRA Community Meeting Room

\$100 Grand Ballroom

\$200 Grand Ballroom, wedding reception

A facility tour is **not** included in the rental fee. if desired, a brief presentation in the auditorium on the history and renovation of the Opera House can be added to your Ballroom experience for an extra fee. For groups of 20 people or less, the fee is \$25. For groups of 21 people or more, the fee is \$50. (Another option is a 30–45 minute docent-led tour of the entire building can be arranged for a \$3-per person fee.)

I(We) understand that this rental agreement does not signify exclusive use of the entire Opera House facility. This is a multi-use facility that may have several activities going on at the same time. **During Main St. retail business hours, please help us be a good neighbor by having your guests park in the parking lot to the northeast.** Bus loading/unloading is available on the south side of the Opera House. Buses may unload and then move to a designated bus parking area.

I(We) understand that the McPherson Opera House is an entirely smoke-free facility. This includes all restrooms, lobbies, and public spaces.

I(We) understand that all facilities must be left in the same condition as prior to the function by both the renter and the caterer. Clean up is to be done immediately following the event. All counters and tables must be wiped, the floor swept, and trash bagged. Caterers and renters provide their own trash bags.

Cancellation Policy

Fees and deposits will only be refunded if the event is canceled 4 weeks prior to the day of the event. For reservations in December and August, fees and deposits can only be refunded if canceled 3 months prior to the event.

Signed _____

Date _____

\$_____ ½ Room Rental Fee

\$_____ Security Deposit (separate check, please)

\$_____ Audio Visual Equipment Rental

\$_____ AMOUNT PAID at time of booking

\$_____ BALANCE DUE, 2 weeks prior to Event

_____ Date paid

Please send table/chair layout diagram to the MOHC office at least one week before the event.

Mail to: McPherson Opera House Company, PO Box 333, McPherson, KS 67460

For office use: \$_____ Security Deposit refunded _____ Date refunded