

Wieting Theatre Rental Contract

(Effective January 1, 2021)

The Wieting Theatre is a facility operated by the Toledo Community Theatre Guild located at
101 South Church Street
Toledo, Iowa 52342

Booking Managers:

Mary Fasse-Shaw **Phone:** (641) 751-5251 **E-Mail:** thespian@iowatelecom.net

Michelle Evans **Phone:** 641-751-0775 **E-Mail:** michelle@pcpartner.net

Renter: _____ Contact: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Alt. Phone: _____ E-Mail: _____

Purpose of Rental: _____

Rental Date: _____ Rental Time: _____

Time to be finished cleaning and vacate the premises: _____

Anticipated Attendance: _____ Needs: _____

Group Type Commercial Non-Profit School Individual

Special Request or Arrangement (fees waived, etc.): _____

The Wieting Theatre will collect a \$250 refundable damage deposit for every event.

Please write two checks payable to the Wieting Theatre Guild, one for Deposit and another for Rental Fees.

Renter: _____ Date: _____

Guild Representative: _____ Date: _____

Wieting Theatre Rental Contract Worksheet

Event Room ONLY

Effective 1/1/2021

***for theatre space or entire building please request a quote**

Description	Unit	# Units	Commercial	Non-Profit	Individual	School Use	Total
Guild worker (if required)	Person hours		15	10	15	10	
Rental Fee (4 hours + 1 hour cleaning)	Event room		100	75	75	75	
Kitchen Rental	4 Hours		50	25	25	25	
Security Deposit**		1	250	250	250	250	250**
SPECIAL REQUESTS:							
TOTAL:							
** Deposit							250**

*See full rules on page 3

** Provide with separate check. Cleaning fee may be deducted from Security deposit.

Renter: _____ Date: _____

Guild Representative: _____ Date: _____

Rules and Reminders

- To receive non-profit pricing, non-profit groups must provide a **valid tax exemption number** before this contract is signed.
- **Local, commercial groups** which actively support the Wieting Theatre may be granted a 20% discount on all fees at the discretion of the Guild.
- The Wieting Theatre is a **non-smoking** facility. No smoking is allowed on the premises, neither inside the building nor around the exterior of the building and grounds.
- The **damage deposit** is collected to assure that the facility is left in the same condition as when possession was taken. Cleaning instructions are provided. If within the sole judgment of the Guild, the facility was not left in the condition it was in prior to use, or if additional cleaning, repairs, or other damage has occurred, the rental deposit may be retained in full or in part, with or without notice to the renter. This paragraph in no way limits the responsibility of the renter for any damages to the facility. Cleanup costs shall be billed at the rate of \$20 per hour per person, and shall be deducted from the deposit. If cost of cleanup exceeds the deposit the renter will be billed for the excess.
- **Fees are charged from the time the renter enters** the event space until the time all their personnel leave the event space. One hour is allowed for clean-up after rental period.
- The renter will provide adequate **supervision** during rental. No loitering is permitted in or around the building. Renter must be present during rental.
- The renter agrees to **comply with all applicable local, state and federal laws.**
- Outside food or drink may not be sold in the theatre without advance consent from the Guild.
- Alcohol may only be served with prior approval. A certificate of insurance showing proof of liability & liquor coverage must be provided with limits equal to or greater than the theatre policy limits and the theatre must be listed as additional insured.
- Renter shall not allow any tampering or adjustments to any walls or equipment. Nothing may be hung on the walls.
- Event center maximum **capacity** is 120. There are 12 round tables, 4 rectangular tables and 100 chairs available for use. Renter is responsible to arrange with guild for set-up and tear down of tables and chairs.
- Terms and Conditions are subject but not limited to the above conditions and are subject to change without notice.

Renter: _____

Date: _____

Guild Representative: _____

Date: _____

How Do I Get My Deposit Back?

Rental does **NOT** include set-up or clean-up and rental fee does not cover staff time for cleaning the facility. Renters are solely responsible for cleaning the facility back to its prior state following their event. Cleaning supplies and directions are provided in the cleaning closet between the bathrooms and a cleaning checklist is printed below. If facilities used are not cleaned and returned to original condition, clean-up costs will be deducted from your damage deposit. Please factor in time at the conclusion of your event to clean and leave the building at the time stated on contract.

AREA	DESCRIPTION	COMPLETED
Event Space	Clean Table Tops Tables & Chairs as You Found Them – Don't Drag Dust Mop Floor Spot Damp Mop Floor (spills and footmarks) *see mopping instructions	
Kitchen	Wipe Down Countertops Dishes Cleaned & Put Away Clean Sinks Dust Mop Floor Damp Mop Entire kitchen floor Consolidate Trash & Place in Dumpster East Side	
Bathrooms	Clean Mirrors Wipe Countertops and Sinks Clean Toilets Empty Paper Towel Basket Dust Mop Floor Spot Damp Mop Floor (spills)	
Glass	Clean Glass on All Doors/Remove Fingerprints	
Entry Way	Dust Mop Spot Damp Mop Floor (spills)Vacuum Entry Mats	
Lights	Turn Off All Lights	
Doors	Make Sure All Exterior Doors Are Locked	

***Use 1T Down in 1 gal warm water for floors and spray provided for mirrors, windows and surfaces**

***Remember to turn heat down to 55 or AC up to 78 degrees**

***Return the key to your rental contact by next day**

Thank You!!