

Opera House
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OPERA HOUSE POLICIES

Receptions and Banquets

Thank you for choosing Opera House to host your special event. Listed below you will find our policies and procedures regarding expenses, deposits, cancellations, cleaning, set-up, catering and bar options. Please read each detailed section carefully as our contract may have changed since your last rental.

Events Booking Policy

To book an event at Opera House, 100% payment is required at time of reservation. We accept cash, check, or money order. If you have food or beverage in the building you are required to pay the prep room fee. Set-up and break-down fee will be applied if you do not rent linens from the Opera House. We do not allow customers to set up tables and chairs; however, you may request a consultation to insure proper set up.

Operetta	\$400.00
Grand Opera	\$600.00
Full Opera House	\$775.00
Use of Prep Room	\$100.00
Set-Up & Break-Down Fee	\$100.00
Clean-Up Fee (OPTIONAL)	\$125.00

Hourly rental is available Sunday through Thursday only and requires a minimum of 2 hours.

Operetta	\$100.00/hr.
Grand Opera	\$150.00/hr.
Full Opera House	\$200.00/hr.
Use of Prep Room	\$ 25.00/hr.
Set Up-Tear Down Fee	\$100.00

All prices listed above include tables and chairs. Tablecloths, overlays, and centerpieces are available at an additional charge. Please ask about our linen colors as instock colors available may change!

60" Round with overlay INSTOCK COLORS ONLY	\$15.00 each
8' Rectangular with overlay INSTOCK COLORS ONLY	\$25.00 each
Additional Overlays INSTOCK COLORS ONLY	\$5.00 each
Chair covers & sash INSTOCK COLORS ONLY	\$3.00 each
Glass & Iron Centerpiece (mirror, beads, candle, & candle holder)	\$5.00 each

No refunds on cancellations. NO EXCEPTIONS.

Opera House does not permit subletting. Subletting of an event date will deem your contract null and void, no refund will be issued. You may not charge admission to your event unless you are a non-profit event in which case you will need to present a tax exemption form; however, tickets may be taken at the door, (you

_____ initial

will need to presale tickets).

Extra days for set-up and rehearsals are not included in the rental price.

Security Deposit

An additional 50% of event purchase price is due no less than 30 days prior to your scheduled event. Failure to provide your security deposit within the allotted time deems your reservation null and void, and no refund will be issued.

This security deposit will be credited back to you if the following are left in satisfactory condition.

- Clear tables and floor of all trash and decoration
- Throw all trash away
- Take all trash out to the dumpster including bathroom trash
- Any vomit must be cleaned up ENTIRELY, do not use the mop!
- Prep-room must be left in its original state, this includes mopping of the floor and taking out the trash (get your caterer on board to do this task)
- You are NOT required to clean any floors other than the prep-room, with the exception of major spills

In the event that Opera House is not left in satisfactory condition according to the above rules or any additional damages not mentioned above you will forfeit your security deposit and it will not be refunded. Opera House is NOT responsible for any items left on the premises during or after your event.

If you would like us to do the clean-up after your event please notify us ahead of time. This will allow you to “just leave” after your event. The charge is \$125.00.

Hours

Opera House offers access to the facility between the hours of 7:00 a.m. and 12:00 a.m. At 7:00 a.m. you will be required to walk through the facility for inspection of its condition. You will be asked to sign off on the condition of the facility at this time.

You will NOT be issued a key to the building; rather a security code will be given. If you leave the facility at any time you must lock all doors behind you. You will be issued a security code to reenter the building. You may give your code to any vendors you see necessary. We WILL NOT let in any vendors for you, please make the appropriate arrangements to let them in and provide them with directions to the facility yourself. Opera House is not responsible for lost or stolen items or damage to property.

Please allow at least one hour for your clean-up. You must have the Opera House cleaned-up in accordance with the guidelines set forth in the section entitled “Security Deposit” and be ready for post inspection by 12:00 midnight. These hours are strictly enforced. Absolutely no exceptions will be made. An additional fee of \$200.00 will be assessed for every additional hour over contract agreement. (i.e. 12:01 a.m. add \$200.00, etc.).

Opera House will not be responsible for letting in vendors such as caterers, photographers, florists, DJs, or bands. Please make arrangements to let them in yourself.

Smoking

Opera House is a non-smoking facility. Absolutely no smoking is permitted within the facility. All smoking is to be done outside, and disposed of properly in the cigarette containers provided by the Opera House. If there is evidence of smoking inside the building, including the bathrooms, observed by attendants at any time the party under contract will be subject to loss of security deposit.

No pets are allowed within the facility at any time, for any reason with the exception of service dogs.

Damages or Loss of Personal Property

Opera House is not responsible for any personal property and/or outside vendor's equipment brought on to

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the premises.

Opera House and its entities shall not be held responsible for damage or loss of articles or merchandise left on the premises prior to, during, or following the event and will not assume responsibility for the condition of personal items rented or supplied by the host or host group. You nor your vendors are allowed to leave supplies or equipment at the Opera House after an event, DO NOT ASK. Any equipment or supplies left on the premises will be disposed of.

All equipment, floors, walls, doors, bathroom items, tables, chairs, and decorations provided by Opera House will be inspected prior to the scheduled function date. Opera house will be re-inspected following the scheduled event date. Damages will be the responsibility of the host or host group. You will loose your security deposit and will be subject to our collection policy. Our cost for anything damaged is at replacement cost.

Injuries

Opera House and its entities shall not be held liable for injuries acquired on the premises. The host or host group will incur responsibility for all injuries acquired during the rental period.

Music and Language

No offensive music or offensive language will be tolerated. Such behavior may result in the termination of your event. If your event is terminated, no refund will be issued.

Walls and Items Permitted Indoors

Tacks, finishing nails, pins, tape and staples, etc are not permitted to be used on the walls and floors. Rice, confetti, bubbles, rose petals and birdseed are permitted outside; however, the host or host group must clean them up. No fireworks are permitted on the premises of Opera House. The Opera House does not allow the use of candles inside the building. You may use battery operated candles only. These may be brought in by the host party or rented from the Opera House. Red punch/drinks and chocolate fountains are also prohibited.

Service and Disposable Ware

You are responsible for furnishing all of your serving dishes, utensils, and cups; this includes disposable plates, cups, napkins, forks, knives, spoons, etc.

Bar

If alcohol is served, you must have a bartender over the age of 21 years old. Absolutely no underage drinking is permitted. Missouri Liquor Control Laws apply and are to be followed. Absolutely no person shall be permitted behind the bar at any time unless they have been hired to tend bar.

Non-Alcoholic Beverages

An attendant acquired by the host or host party is to be present at all times at the beverage station. NO RED PUNCH IS ALLOWED.

Catering

Cooking is not allowed on the premises, warming ONLY. Caterers may NEVER leave dishes or supplies overnight, no exceptions, please do not ask. Opera House does not endorse any one catering company but is happy to provide you with a list of possible options. NO CHOCOLATE FOUNTAINS are allowed anywhere inside the Opera House, no exceptions. If the host's catering company does not abide by rules set forth, Opera House reserves the right to exclude caterers from future events.

Clean-Up

Major spills must be cleaned up immediately, including vomit. Mop and bucket are located in the prep room. All dishes, chafers, etc. that are brought on to the premises must be removed by the end of the rental period. Please notify your caterer of this rule.

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All tables within the facility are to be cleared after your event. All trash must be thrown away in the receptacles provided by Opera House. We will provide you with your first set of trash bags only, subsequent bags must be purchased by the host group. The prep room is also to be left in its original state, all trash should be disposed of properly, the counter tops and stove must be wiped clean. The floor of the prep room must be mopped. The host or host group bears the responsibilities if anything is damaged or left in unsatisfactory condition.

Sitting Fee

If you are interested in using the Opera House prior to your event for a photo shoot or bridal portraits you are welcome to do so Monday through Thursday only. There is a \$75.00 sitting fee. The sitting will not last longer than 2 hours. You must work around other events going on during that time, and scheduling is subject to change.

Opera House reserves the right to cancel your event at any time if policies are broken or ignored. No refund will be issued.

I agree to fully abide to the conditions set forth in this contract and understand that in not doing so may result in the possible termination of my event and/or the forfeiting of my security deposit. Your signature below acknowledges the policies set forth by Opera House. These policies are necessary to ensure that your special event is memorable.

Patron Furnishing Payment _____ **Date:** _____

_____ Operetta Grand Opera Full House
Date of Event

_____ NO, I will not have food and/or drink Yes, I will have food and/or drink

_____ Name of Caterer Phone Number

Contact Information:

_____ Name Address Phone Number

Marquee Information:

NO, I do not wish to have my event posted on the Opera House marquee.

YES, I wish to have my event posted on the Opera House marquee.

If you marked YES above please use the space provided below to indicate EXACTLY what you would like the billboard to read. Please spell correctly.

_____ initial

Table Specifications:

Number of 60" Round Tables desired _____
 Number of chairs per table (6-10) _____
 Number & color of cloths _____
 Number & color of overlays _____
 Number of chair covers & color of sashes _____
 Number of centerpieces _____

Number of 8' Rectangular Tables desired _____
 Number of chairs per table (if any) _____
 Number and color of cloths _____
 Number and color of overlays _____
 Number of chair covers & color of sashes _____
 Number of centerpieces _____

Total Table Cost....._____

Dimensions by square footage:

Operetta: 1797 square feet (front: 837sq.ft, back: 960sq.ft)
 Grand Opera: 4224 square feet
 Bar Area: 200 square feet
 Prep Room: 305 square feet

Occupancy:

Legal occupancy numbers are those set forth by the Kennett Code Enforcement agency. We DO NOT recommended planning your event based upon these high numbers. Please follow the recommended occupancy numbers when planning your guest list.

	Legal Occupancy	Recommended Occupancy
Operetta:	210 guests	70-80 guests
Grand Opera:	280 guests	200 guests
Full House:	490 guests	300-350 guests (max)

I _____ understand and agree to abide by the legal occupancy numbers outlined above. I understand that these numbers have been set forth by the fire department and code enforcement agencies for the City of Kennett. I also understand that my failure to comply may result in termination of my event without refund and/or I may be subject to legal actions taken by the City of Kennett.

Sign: _____ Date: _____

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