



Tannery Pond Center

ARTS ♦ EDUCATION ♦ COMMUNITY

TOWN OF JOHNSBURG | BUILDING USE AGREEMENT Tannery Pond Community Center

Tannery Pond Community Center is owned by the Town of Johnsburg and managed by Tannery Pond Center.

Today's Date: _____

Company / Organization / Family: _____

Address: _____ City/State/Zip: _____

Contact Person(s): _____

Email: _____ Phone: _____

Type of Use: Meeting Party / Reception Concert / Theater Movie Other

Event Date: _____ Arrive to Set Up: _____ Start Time: _____ End Time: _____

Open to the Public: Yes / No Name of Event: _____

Additional Information: _____

RESPONSIBILITIES OF USER (Please initial items listed below)

_____ Sale of alcoholic beverages prohibited without a permit and approval of the Town Board.

_____ Do not allow persons under the legal drinking age to consume alcohol in the building or on the grounds.

_____ Assume full responsibility for any and all damages to the Town's building and its contents arising either directly or indirectly during the period of use.

_____ Assume all responsibility for any and all claims of any nature that might be made against the Town in any way arising out of or relating to use of this building.

_____ Do not touch, disturb or remove objects exhibited and displayed in the Widlund Gallery and elsewhere.

_____ Set up and take down of all tables and chairs used is the responsibility of user, and must be stored in the same manner as found. This pertains to all equipment used with permission of TPC.

_____ Snow removal from front steps and sidewalk, and/or lower doors is the responsibility of the user when the building is closed. A shovel and sand / ice melting product is available at the main entrance.

_____ Clean up spilled beverages and REMOVE all food, garbage and debris resulting from event.



Tannery Pond Center

ARTS ♦ EDUCATION ♦ COMMUNITY

----- Do a "sweep" of the areas used before leaving. The Town of Johnsborg or Tannery Pond Center are not responsible for items left behind.

----- Take such steps as are necessary to insure that the facility is in acceptable condition for the next user. Sweep and vacuum area used after trash has been removed.

SPACE AND SERVICES REQUESTED

Check all that apply – numbers in parentheses are occupancy limits.

Main Floor Rooms: Meeting Room (12) Lobby & Gallery (52) Tech Booth¹ Kitchen

Lower Floor Rooms: Meeting Room A1 (22) Meeting Room A2 (22) Lower Lobby (52)

Auditorium with telescoping seats (165) Auditorium with seats retracted (300)

Additional Equipment: Chairs (70) Tables (14)

Stage Lighting: Basic Lutron Canister Lights¹ Follow Spot¹

Other : Piano² Sound System¹

¹ Experienced technician or demonstrated knowledge of the equipment's operation is required to use this equipment.

² Use of piano requires permission from the Managing Director & a tuning fee of \$_____.

See Floor Plans on Next Page

All deposits and rental fees should be made payable to the "TOWN OF JOHNSBURG."

The rental fee and security deposit are required to confirm the reservation for use.

Rental Fee: \$_____ Security Deposit: \$_____ (additional 25% of rental fee)

Please provide a separate check or cash payment for the security deposit (to be returned after the event, less any damages or costs relating to use).

Date: _____ Signature: _____ Print Name: _____

+ + + + + + + + + + + + + + + +

Request accepted by: _____ Date: _____ Calendar: Tentative Confirmed

Rental Fee: Paid _____ Security Deposit: Paid _____ Returned _____

Keys: _____ Issued Returned

Notes:

