



## BECKRIDGE PRODUCTIONS ROOM RENTAL INFORMATION

### Available Rooms:

\*Gilbert Grape Room- Rehearsal or meeting space with wood flooring and full length mirror wall. Flat screen television with iPad/computer interface capability.

\*Whitecar Room-Open space with elevated risers with seating. Write on/wipe off board. Flat screen television with iPad/computer interface capability.

\*JCP Room – Open meeting space with carpeted floor. Access to mobile flat screen with iPad/computer interface.

### Room Rates:

#### **Members-**

- \*\$100.00 for every 4 hour block for either the Gilbert Grape Room or Whitecar Room.
- \*150.00 for every 4 hour block for the JCP Room.
- \*\$35.00 per hour beyond a four hour block for either the Gilbert Grape Room or Whitecar Room.
- \*52.50 per hour beyond a four hour block for the JCP Room.
- \*\$45.00 for every 4 hour block to add the Kitchen to your rental. RENTERS are required to clean kitchen at the end of the event. NO dishes, cups, glasses, utensils, or food serving equipment are provided by BeckRidge Productions. These items are the responsibility of the renter. Renter may utilize the BeckRidge Productions stove, oven, refrigerator, and/or microwave.

#### **Non-members-**

- \* \$125.00 for every 4 hour block for either the Gilbert Grape Room or Whitecar Room.
- \*187.50 for every 4 hour block for the JCP Room
- \*\$45.00 per hour beyond the four hour block for either the Gilbert Grape Room or Whitecar Room.
- \*67.50 per hour beyond the four hour block for the JCP Room.
- \*\$50.00 for every 4 hours to add the Kitchen to your rental. RENTERS are required to clean kitchen at the end of the event. NO dishes, cups, glasses, utensils, or food serving equipment are provided by BeckRidge Productions. These items are the responsibility of the renter. Renter may utilize the BeckRidge Productions stove, oven, refrigerator, and/or microwave.

### Tables/Chairs/Tablecloth Rates:

#### **Members-**

- \*\$2.00 per table
- \*\$1.00 per chair
- \*\$2.00 per tablecloth

#### **Non-members-**

- \*\$5.00 per table
- \*\$1.50 per chair
- \*\$3.00 per tablecloth

### Incidental fees for Non-Members:

- \*\$50.00 additional fee per four hours for an additional building attendant for all Youth events (under 18 years old).
- \*\$100.00 additional fee for piano use.

**Security/Damage Deposit:** Members shall pay a Security/Damage Deposit of \$50.00. Non-Members shall pay a Security/Damage Deposit of \$100.00. Security Deposit and half of total room rental fee are due at the time of signing the Rental Agreement. The Security Deposit shall be paid by separate check made payable to "BeckRidge". The Security Deposit check will not be deposited and will be returned to the Renter via mail upon inspection of the premises after the event. In the event of damage, the Security Deposit less damages will be returned to the Renter via mail with a statement itemizing the damages.



## BECKRIDGE PRODUCTIONS ROOM RENTAL POLICY AND AGREEMENT

This Rental Policy and Agreement (hereinafter referred to as the "Agreement") are entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, by BeckRidge Productions also known as BeckRidge Chorale, by its authorized agent \_\_\_\_\_ (hereinafter referred to as "BeckRidge") and \_\_\_\_\_ (hereinafter referred to as "Renter") for the rental of The Gilbert Grape Room/The Whitecar Room/Both the Gilbert Grape Room and the Whitecar Room /The JCP Room/Kitchen (circle space being rented) in the BeckRidge Productions' Studio located at 40525 Koppernick Rd. Canton, MI 48187.

### **A. Terms and Conditions:**

- 1.) BeckRidge reserves the right to refuse rental to individuals, organizations or events that discriminate because of an individual's religion, race, color, national origin, age, sex marital status, or disability, or in any other way that would constitute a violation of the Michigan Civil Rights Act, Public Acts 220 and 453, as amended.
- 2.) A BeckRidge representative will be on the premises at all times during the event.
- 3.) NO SMOKING ALLOWED on BeckRidge premises.
- 4.) Renter and guests are responsible for any damage that occurs to BeckRidge property or premises during the time of your scheduled function.
- 5.) BeckRidge accepts NO responsibility for accidents or injuries to visitors (See "Liability Waiver/Indemnification Agreement")
- 6.) Renter agrees not to assign or in any manner transfer this Agreement without the prior written consent of BeckRidge.
- 7.) Renter agrees to abide by all City, State, and Federal Ordinances and Laws and will see that all guests do likewise.
- 8.) Renter agrees to keep building exits clear and outdoor fire lanes open.
- 9.) Candles are permitted, providing they are in enclosed hurricane candle holders.
- 10.) Nails, screws, staples, etc. in walls and woodwork are prohibited and shall be subject to loss of security deposit.
- 11.) Use of unrequested materials or equipment in adjacent rooms requires permission from BeckRidge. Use of additional equipment, i.e., extension cords, sound equipment, music stands, etc. is prohibited without an arrangement with BeckRidge prior to your event.
- 12.) BeckRidge staff assigned authority for building supervision has the authority to act in the best interest of the group using the facility, as well as BeckRidge Productions.
- 13.) Renter agrees to vacate the room at the time specified in the Agreement. All clean up must be completed by this time. There will be an additional charge for each hour of use.
- 14.) ANY EVENT THAT MISREPRESENTS ITS INTENT, PURPOSE OR AGE DEMOGRAPHIC OF ATTENDEES, SHALL HAVE THEIR EVENT CANCELLED AND THIS AGREEMENT SHALL BE VOID. ALL FEES SHALL BE FORFEITED.
- 15.) All Youth Events (under 18 years old) are required to have a 10 to 1 ratio of adult chaperones and an adult coordinator. Non-members will be required to pay an additional \$50.00 building attendant fee for all Youth events.
- 16.) BeckRidge will set up and dismantle tables, chairs, and linens as requested, but will not participate in any other setup or clean-up of the event.

**17.) Fee Schedule:**

- a.) Members shall pay a Security/Damage Deposit of \$50.00. Non-Members shall pay a Security/Damage Deposit of \$100.00.
- b.) Security Deposit and half of total room rental fee are due at the time of signing the Rental Agreement and booking of the event.
- c.) The Security Deposit shall be paid by separate check made out to "BeckRidge." The Security Deposit check will not be deposited and will be returned to the Renter via mail upon inspection of the premises after the event. In the event of damage, the Security Deposit less damages will be returned to the Renter via mail with a statement itemizing the damages.
- d.) The final payment for all room rentals is due NO LATER than 5 days prior to the scheduled event date. In the event final payment is not made, the Renter understands that the event will be cancelled and fifty percent (50%) of the total rental fees will be forfeited. The Security Deposit check will be returned via mail to the Renter.

**18.) Cancellation Policy:**

- a.) In the event of cancellation, fee payment and the security deposit shall be refunded on the following basis:
  - i.) 14 Days Notice or More: Full Refund of security deposit and rental fees
  - ii.) 5 to 14 days: Full Refund of security deposit. Forfeiture of fifty percent (50%) of total rental fees.
  - iii.) 1 to 5 days: Full Refund of security deposit. Forfeiture of fifty percent (50%) of total rental fees.

**19.) Liability Waiver and Indemnification Agreement:**

- a.) Renter has received, read, understood, and agrees to comply with the BeckRidge Productions Rental Policy and Agreement, including, the Terms and Conditions, the Fee Schedule, and the Cancellation Policy.
- b.) Renter fully releases and discharges BeckRidge Productions also known as BeckRidge Chorale, its directors, officers, agents, and employees from any and all claims from injuries, including death, damage or loss, which may arise or which may be alleged to have arisen out of, or in connection with the contracted event at the BeckRidge Productions' Studio.
- c.) Renter agrees to indemnify and hold harmless and defend BeckRidge Productions also known as BeckRidge Chorale, its directors, officers, agents, and employees from any and all claims resulting from injuries, including death, damage or loss, including, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the contracted event.



**SIGNED:**

**Renting Party:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Dated: \_\_\_\_\_

**If Renting Party is an Organization or Business:**

By: \_\_\_\_\_  
Printed Name

Its: \_\_\_\_\_

**BeckRidge Productions also known as BeckRidge Chorale:**

By: \_\_\_\_\_  
Printed Name

Its: \_\_\_\_\_

Dated: \_\_\_\_\_