

RENTAL AGREEMENT  
THRALL'S OPERA HOUSE  
612 CHURCH STREET  
NEW HARMONY, INDIANA

Lessee: \_\_\_\_\_

Company or Organization \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Mailing address \_\_\_\_\_

Phone No. \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

Dates: \_\_\_\_\_ Time: Arrival \_\_\_\_\_ Departure \_\_\_\_\_

Type of Event: \_\_\_\_\_

FEES:

Regular Rental Fee: \$500.00/five hours + tax

Each Additional Hour: \$100.00 per hour

Maintenance Fee: \$35.00 per hour

Security (if required): \$25.00 per hour

Non-profit: (Tax ID number required to qualify for non-profit rate)

Rental Fee: \$200.00/five hours not-for-profit no. required: \_\_\_\_\_

Each Additional Hour: \$50.00 per hour

Maintenance Fee: \$35.00 per hour

Security (if required): \$25.00 per hour

Note: Increased fees will be in effect for rental on a state or national holiday. Fees are charged for all times the Lessee or the Lessee's representative occupy the building.

Thrall's Opera house is an historic building with strict rules and procedures attached to its use. Applicant/Lessee will be assessed additional charges if rules/procedures expressed herein are not followed. Applicant/Lessee is therefore advised to read the following information very carefully. Questions should be directed to Historic New Harmony.

## RULES, REGULATIONS AND PROCEDURES:

- **Deposit:** A \$100.00 deposit is required for all events at the time the contract is approved. Payment should be made to “USI/Historic New Harmony”. Deposit is refundable with cancellation of up to two weeks notice prior to the event. Cancellations of less than two weeks notice will result in automatic forfeiture of deposit.
- **Insurance:**
  - Lessee will provide a certificate of insurance or insurance binder provided by an approved company for general liability providing for all damages arising out of injury or destruction of property. Insurance binder or certificate will provide for a limit of not less than Three Hundred Thousand (\$300,000.00) Dollars for all damages arising out of injury to or destruction of property in any one occurrence, for a limit of not less than Three Hundred Thousand (\$300,000.00) Dollars for injury to or death of one (1) person in any one (1) occurrence and not less than Two Million (\$2,000,000.00) Dollars for injury to or death of all persons in that occurrence. Damage to or loss of objects or property belonging to the Division of Indiana State Museums and Historic Sites is the responsibility of the Lessee.
  - Insurance must be effective for all times Lessee or Lessee’s representatives occupy the property, including but not limited to set-up, event, clean-up, picking up of rental equipment or supplies, or any other pre-event and/or post-event activity. These dates must be set forth on the certificate.
  - Proof of insurance must be received by the Historic New Harmony offices 30 days prior to the event.
  - Proof of insurance must include the following:
    - “State of Indiana, the Indiana Department of Natural Resources, Division of Museum and Historic Sites, and Thrall’s Opera House” must be listed as additional insured.
    - Lessee must be listed as renter.
    - Document must be dated and signed by authorized insurance agent and Lessee.
- **Availability:** Thrall’s Opera House property must be vacated by 12:00 am. Occupation of the property after 12:00 am will result in additional charges to the Lessee. All times the property is to be occupied by the Lessee must be agreed upon by Historic New Harmony and the State of Indiana, Department of Natural Resources. Arrangements and appointments should be made through the Historic New Harmony offices.
- **Smoking:** Smoking is prohibited in Thrall’s Opera House.
- **Fires/Emergency:** Fire exits and aisles are to be kept clear at all times.
- **Decorations:**
  - No candles, open flames or burning decorations of any kind.
  - Nothing may be attached in any way, including but not limited to stapling, taping, wiring, nailing or tying, to doors, rails, walls, stage, floor, display case, light fixtures or any part of Thrall’s Opera House.
  - Silk and/or artificial flowers or greenery only may be used.
  - Confetti, birdseed, glitter, bubbles, fog machines or similar materials are prohibited.

- **Caterer:**
  - Must be approved by Historic New Harmony/State of Indiana and may be subject to a walk-through of the facility.
  - No trash container or dumpster will be provided for caterer. Caterer must remove all trash from the property.
  - No cooking of any kind is allowed. Prep work only may be performed in designated areas.
  - Caterer must remove all supplies, materials, trash, etc. immediately following event. If some items cannot be removed until the following business day they must be broken down and stored in a designated area.
- **Music, DJ, Lighting, etc.:**
  - Music shall be set up in designated area only.
  - All equipment and special lighting to be provided by Lessee.
  - Any person or company providing music, lighting or sound must be pre-approved by Historic New Harmony/State of Indiana.
  - Noise levels shall be kept at a minimum and may be controlled at the discretion of the site manager.
  - Noise levels must be in compliance with the Town of New Harmony Noise Ordinance.
- **Seating/Set-up:**
  - Historic New Harmony has metal folding chairs and 6 foot folding tables. Historic New Harmony does not supply any other kind of seating.
  - All tables, chairs or any equipment of any kind not provided by Historic New Harmony must be pre-approved.
  - Historic New Harmony may request a drawing of the set up be submitted for approval at least 2 weeks prior to event.
  - If chairs, tables, etc. need to be added, moved or altered during the event changes must be approved by the site manager.
  - Nothing shall be set up on the balcony.
  - No existing exhibits shall be altered or moved in any way.
  - Be aware that the Opera House's room layout/exhibits can change in size and location between the date of a site visit and the date of the event.
  - If any supplies or materials cannot be removed until the following business day arrangements must be made in advance and Lessee will be charged for removal time. All event materials must be broken down immediately following event, stored in a designated area and removed the following business day.
  - Nothing may be leaned or propped against any walls, display case or any other part of Thrall's Opera House.
  - Dragging items across the floor is prohibited.

- Any items of any kind brought into the building must enter through side doors or through cement annex in back. Front doors are for pedestrian traffic only.
- No parking or driving on the grass unless approved by site manager.
- **Building Capacity:** 161 theater style seating. 72 seated at 6' tables.
- **Alcohol Policy:** Alcohol may be served at a private event.
  - Alcohol must be served by a licensed caterer. A copy of the license must be submitted to Historic New Harmony at least 3 weeks prior to the event.
  - Bartender if different from caterer must be approved by Historic New Harmony/State of Indiana. A copy of the bartender's license must be submitted at least 3 weeks prior to the event.
  - Security will be provided by Historic New Harmony at events serving alcohol for an additional \$25.00 per hour. There is a four hour minimum security charge. Security must be present during the entire event.
- **Photography**
  - Photography is permitted only in designated areas.
  - The use of flash photography or tri-pods is not permitted in the facility without express permission.
  - Lessee or Lessee's representatives are not granted permission to take photographs or use any museum photos for commercial use without express written consent.
- **Additional Rules and Regulations:**
  - All exhibits, photographs and posters are permanent. Do not touch or remove.
  - Do not adjust curtains or lighting. Site manager only may adjust curtains or lighting.
  - No one in the balcony.
  - No one on the stage, backstage, behind the stage, or in orchestra pit without prior written permission.
  - Any questions or concerns during the event should be referred to the site manager.
  - Lessee must abide by the site manager's decisions.
  - Lessee must provide a list of names and contact information for all parties involved in the event (ie. caterer, wedding planner, musicians, photographer, etc.).
  - Service animals only allowed in the building.
  - Lessee is subject to a walk-through of the facility.
  - Tours will continue through the Opera House during regular tour hours.

Site will be checked after the event and the Lessee will be notified in writing within 7 business days of any damages.

I, the undersigned Lessee, hereby acknowledge that I have read the above rental agreement and agree to abide by all regulations and restrictions.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Lessee

\_\_\_\_\_  
Printed name of Lessee

Date: \_\_\_\_\_

\_\_\_\_\_  
DNR Representative

EXCEPTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_, Lessee \_\_\_\_\_ Date

\_\_\_\_\_, DNR Representative \_\_\_\_\_ Date

**SET-UP ARRANGEMENT**

TO LESSEE:

IF HISTORIC NEW HARMONY IS PROVIDING SET-UP FOR YOUR EVENT, PLEASE COMPLETE THE INFORMATION BELOW, INITIAL AND RETURN WITH YOUR CONTRACT, PROOF OF INSURANCE AND DEPOSIT.

**CHECK LIST**

DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_  
FACILITY: \_\_\_\_\_  
EVENT: \_\_\_\_\_  
No. of people: \_\_\_\_\_  
No. of tables: \_\_\_\_\_  
No. of chairs: \_\_\_\_\_  
Podium:      Yes      No      Location: \_\_\_\_\_

Arrangement and location of tables/chairs (i.e., u-shape, theatre style, buffet table, etc.):

---

---

---

---

Lessee Initials: \_\_\_\_\_