

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 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 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 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 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.
- ____ Do a "sweep" of the areas used before leaving. The Town of Johnsburg 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.

See Floor Plans on Next Page

- Main Floor Rooms: ☐ Meeting Room (12) ☐ Kitchen ☐ Lobby & Gallery (52) ☐ Tech Booth¹
- 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
- ☐ Sound System¹ ☐ Piano²

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 \$_____.

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: _____

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

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

Keys: _____ ☐ Issued ☐ Returned

Notes: _____

