**Litchfield Opera House (GLOHA)**

**Entertainer/Recording Session Rental Fee Schedule 2023**

**Reserve date:** Reservations will be taken on a first come first serve basis and will be determined based on the receipt of the rental fee.  If multiple requests are made for the same date, reservations made and paid for in person to the GLOHA facility coordinator will have precedence over those sent via mail.  A tour of the facility is required prior to use.

**Entertainer Rental Fee:** **$350** **for first show; $150 for each additional show in a 12-hour period**

***or* $250 plus 25% of the door.**

All advertising material and notices MUST have this disclaimer “This Event Is Not Sponsored By The Litchfield Opera House” in at least a size 10 font.

All advertising materials must be approved by GLOHA prior to being released.

**Recording Sessions: $50 per session.** A GLOHA representative must be present.

**For Reservations over 30 days out:** $100 deposit is due when reserving. The entire hourly rental fee and damage deposit is due at 30 days in advance and is non-refundable. Cancellations more than 30 days in advance will be charged a $20 cancellation fee.

**For Reservations less than 30 days out:** The entire hourly fee and deposit is due and payable upon reserving. All cancellations made less than thirty days in advance will forfeit the entire hourly rental fee.

**Damage/cleaning deposit: Equal to the rental fee or $100 whichever is less**.  The deposit is refundable if the condition of the facility is left as found**.**

**Setup and Take Down:** This is the responsibility of the renter. GLOHA will provide this service at the rate of $0.50/chair. If the condition of the facility is not acceptable, renter will be charged $20 per hour for cleanup.

**Lighting and Sound: $30/event or session.** This includes a microphone and stage lights in a fixed array. **For Microphone only:** **$20/event or session.**

For an operator to run lights and sound for a show you may hire “Parlour MC” or “Jam It Anyway” at a rate of $20 per hour. This is a private arrangement between the renter and the production company.

**Additional fees for light and sound due 30 days in advance of the event are refundable if the event is cancelled.**

**Use only gaffers tape on the stage floor.** If the entertainer does not have their own gaffer’s tape, they may purchase from GLOHA for a flat fee of $10. Only the minimum amount required may be used.

**Events with alcohol require a $300 additional deposit.**  Proof of insurance required ($50,000) for serving only. **No alcohol sales are permitted by city ordinance unless the server is licensed by the city.**

**LITCHFIELD CITY ORDINANCE: § 112.47** **CATERER’S PERMIT WITH ALCOHOL.**

An On-sale liquor licensee, licensed through any jurisdiction, in possession of a valid Caterer’s permit with alcohol from the Minnesota Department of Public Safety is permitted to sell or keep for sale any intoxicating liquor for “on-sale” sale within City limits. Further, a licensee in possession of a valid Caterer’s permit with alcohol shall not be required to obtain the approval of City Council nor complete an additional application in order to utilize said Caterer’s permit with alcohol within City limits.

**Loss of key:** $1,000, not required in advance.

**Rental Total \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional items**

**Sound and or Lights \_\_\_\_\_\_\_\_\_\_**

**Set up and Take Down \_\_\_\_\_\_\_\_\_\_\_**

**Total fee for event \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total deposit required**

**Damage/cleaning deposit \_\_\_\_\_\_\_**

**Alcohol deposit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Payment Received by \_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Deposit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Check #**

**Rent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Check #**

Approved by GLOHA 9/19/2023