**Litchfield Opera House**

**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.

**Building Rental:**

**Party events**

**For over 100 people with food** $220 for 1st 3 hours (3 hour minimum) $50 per hour thereafter 8 hours maximum charge per calendar day. (note this is $220 + $250 total $470 for 8 hours) Charges for more than 1 calendar day will be at $50 per hour.

**For 50 to 99 people with food** $180 for 1st 3 hours (3 hour minimum) $50 per hour thereafter 8 hours maximum charge per calendar day. (note this is $180 + $250 total $430 for 8 hours) Charges for more than 1 calendar day will be at $50 per hour

**For 1 to 49 people with food $**170 for 1st 3 hours (3 hour minimum) $50 per hour thereafter 8 hours maximum charge per calendar day. (note this is $170 + $250 total $420 for 8 hours) Charges for more than 1 calendar day will be at $50 per hour

**No food events** $150 for 1st 3 hours (3 hour minimum) $50 per hour thereafter 8 hours maximum charge per calendar day. (note this is $150 + $250 total $400 for 8 hours) Charges for more than 1 calendar day will be at $50 per hour.

**Non Profit organizations:** Fund raiser activities, that result in more than rent, will be charged at the same rate as party events**.**

**Meetings or non fund raisers**

$30 per hour (no food other than coffee and snacks)

**Non Profit meetings (must be a registered Non Profit in the State of Minnesota or have a Federal EIN number and nonprofit status)**

$25 charge per meeting

**Entertainer Rental**

$350 first show $150 for each showing after that in a 12 hour period or $250 plus 25% of the door

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

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

**For reservations over 90 days out:** $100 is due at the time of reserving. Cancellations more than 30 days in advance will be charged a $20 cancellation fee.

**The entire hourly rental fee is due 30 days in advance and is nonrefundable.**

**For events less than 30 days out:** the entire hourly fee is due and payable upon reserving and is nonrefundable.

All cancellations must be made 30 days in advance or deposit is forfeited.

**Events with alcohol:  $3**00 additional deposit.   Proof of insurance ($50,000) for serving (no alcohol sales are permitted by City Ordinance or they must be licensed by the city)

**§ 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.

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

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

**Table Linens** $5 per table cloth, $15 for table skirts

**Lighting and Sound**

$30 this will include a microphone and stage lights in a fixed array. Microphone only $20

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.

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

**Number of people in attendance\_\_\_\_\_\_\_\_\_**

**Food or non food event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Number of hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

**Additional items**

**Linens\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

**Total deposit required**

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

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

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

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

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

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

Approved by GLOHA 1/18/2023