

## Greater Litchfield Opera House Association –Rental Guidelines

### Capacity

- \* Main Floor 200    Balcony 100

### Unlocking

- \* Unlock the front door.
  - \* To leave side doors unlocked push in the push bar and tighten it down using the hex head key located just above head height to the left of the door.
  - \* Do not unlock the back double doors with a key. The key will be stuck inside the lock. Open this door from the inside using push bar and hex head key found just above head height to the left of the door.
- Front doors shall not have anything posted on them especially the glass. This glass is coated with a film and posting on it may result in severe damage. You will be liable for all damage.

### Alcohol

- \* Beer, wine, and liquor may be brought in and offered to guests, but it can't be sold. It must be given away.
- \* State & local laws governing the use of alcohol must be complied with, including no serving of minors.

### Smoking

- \* Smoking IS NOT permitted in the building or in the parking lot
- \* Smoking is permitted on the back grassy area

### Prohibited Items

- \*Pets except service animals or certified therapy dogs.
- \*Explosives of any kind.
- \*Rice, confetti, glitter, small mylar or plastic dots, rings, hearts etc, no small jewels, or bird seed. Loss of damage deposit will result

### Candles

- \* Candles and open flames are not allowed except one unity candle for weddings

### Food Service & Kitchen Equipment

- \* Renters may bring their own food. If a caterer is hired, be sure to ask if they will wash the dishes.
- \* Opera House kitchen has a, sink, microwave, and two refrigerator/freezers, 2 crock pots, 4 coffee makers, 2 electric roasters
- \* Dishes, glassware, silverware, punchbowls, air pots, water carafes, and utensils are available.

### Table Linens and Dishtowels

- \* Tablecloths if rented will be delivered for the event
- \* Place used linens in white/clear garbage bags. Drape damp dishtowels and dish cloths over kitchen counters.
- \* **Badly soiled tablecloths may result in a forfeiture of all or part of damage deposit**

### Garbage

- \* **Garbage bags** are located in the kitchen and men's restroom closet. Refuse should be placed in the dumpster on the south east side. No food garbage shall be left in the building. Dumpster key is located to the left of the single south door on a wooden stick.
- \* Replace all garbage bags in receptacles with those provided in storage closet in men's restroom. If garbage can has been dirtied wash in mop sink located in women's restroom

### Clean up

- \* All dishes, glassware, and utensils shall be washed and put away, and counters & tables wiped clean.
- \* Tables and chairs shall be put away as found.
- \* Brooms and dust pans are located by the kitchen and in the men's restroom closet
- \* Dry mop (located in the men's restroom closet) the maple floor  
(do not use water except for sticky spills) wet mops are located in the women's' restroom mop closet you may use the BONA wet mop with pads found in white roller cabinet in mop sink room
- \* Mop kitchen floor with water (if used)
- \* Windex, paper towels and rags are located in the men's restroom closet

### Decorations

- \* The Opera House may be decorated for Christmas by the Opera House staff from mid November through January 31. If these need to be removed consult with Facilities Coordinator for charges
- \* All decorations must be removed at the end of the event.
- \* No tape (blue painters tape may be used with permission), nails, tacks, pins, command strips or any penetration

- of any surface are allowed except where designated
- \* Writing on any surface is prohibited except the chalk board easels.

### **Restrooms**

- \* Handicapped accessible restrooms are located on the 1<sup>st</sup> floor. Toilets shall be flushed if soiled. All other restroom cleaning is done by Opera House staff.
- \* Extra paper towels and toilet paper are in the men's restroom closet. The key to replace them is in a Styrofoam cup on the shelf

### **Parking**

- \* The parking lot is owned by the City of Litchfield and is shared with the public. It must be left as clean as it was found.

### **Locking Up**

- \*When your event is done, and no one from the Opera House is there, lock doors from the inside, place key on front table and exit through the South house door.

**Damage Deposit Refund** depends on whether or not the above criteria are met, and whether damage to the Opera House or its furnishings has occurred. Please sign the contract acknowledging your understanding of all Guidelines. Deposits are returned within 30 days if all above criteria are met.

### **In case of emergency call**

320-221-6679 Facilities Coordinator  
320-221-1204 or 320-693-2603 Back up  
320-535-0829 GLOHA phone manned by random volunteer

Approved by GLOHA April 2022