



Rental Policies

- All applicants must be at least 21 years of age.
- The rental date will be secured once the Facility Rental Contract is signed and returned and the security deposit or full payment is made.
- A security deposit of \$100 is required to reserve any part of the CMS facility. If food and alcoholic beverages is served, a security deposit of \$250 is required. The security deposit must be paid in a separate check, or by Visa or MasterCard, and will be returned within two weeks after the rental. Charges may be withheld from the security deposit for such actions as unscheduled overtime, excessive cleanup, etc. Final payment must be made no later than the day of the event.
- Use of the building must be during non-school hours and must not interfere with pre-scheduled school performances or other engagements. Event rentals can occur Fridays and Saturdays at anytime, and after 1 pm on Sundays. Concert rentals may occur through the week depending on the school's schedule. All rentals must end by 11:00 PM.
- Capacity in the Ingrid Larsen Evans Hall is limited to 200 people for concert style seating, 100 for sit down events, and 150 for stand up receptions utilizing the concert hall, main lobby and gallery. Guests may enjoy the Gallery at CMS but are not permitted beyond this area.
- There are 60 parking spaces in the CMS lot. The entire lot may be used provided the event is not during school hours. For events taking place during school hours, a pre-determined number of spaces will be allowed.
- Food and drink is allowed with prior permission. Renter must use an approved caterer and equipment rental company.
- The kitchen at CMS is for simple food prep only. A refrigerator and microwave is available.
- All deliveries, set up, and tear down must be coordinated with the school office staff so as not to conflict with CMS activities. **Rental times must include set-up and clean-up.**
- CMS is a smoke-free building. Smoking is not permitted inside the building. A receptacle is provided outside the main entrance for cigarette butts.
- Ingrid Larsen Evans Hall is set up concert style. Should the renter need a different style of seating, the renter is responsible for setting up the hall according to their needs. However, the hall must be returned to the same condition at the end of the rental as it was when the rental started.
- Rental fees include a CMS representative to open and close the building. Keys to CMS are not provided. The CMS representative may or may not remain on site. Rental fees do not include setup or cleanup.
- Corporate and private renters may be required to provide a copy of their insurance certificate.

COMMUNITY
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S C H O O L

*Facility Rental Fees**

*Fees are per hour, per room. The additional hourly rate applies to any portion of the hour(s) that extends beyond the first hour. Special rates are considered for long term rentals.

	CMS Family	Community Resident	Non-Profit Organization	Corporate or Business
Evans Hall and Lobby Recitals, lectures, etc Audience capacity 200	\$125/ 1 st hr. \$50/hr.	\$150/1 st hr. \$75/hr.	\$175/1 st hr. \$75/hr.	\$200/1 st hr \$100/hr.
Evans Hall and Lobby Banquet/Wedding Events Includes Kitchen use Capacity 100-120	\$200/ 1 st hr. \$50/hr.	\$225/1 st hr. \$75/hr.	\$250/1 st hr. \$75/hr.	\$275/1 st hr \$100/hr.
Kitchen (Combined with other facility rental)	\$25/hr	\$25/hr	\$25/hr	\$25/hr
KM Room (small meetings Seating capacity 35-40)	\$45/1 st hr. \$20/hr	\$60/1 st hr. \$25/hr	\$75/1 st hr. \$30/hr.	\$100/1 st hr. \$35/hr.
Studio "Green" Room	\$15/hr	\$18/hr	\$21/hr	\$25/hr
Lobby	\$85/1 st hr \$30/hr	\$100/1 st hr \$40/hr	\$120/1 st hr \$50/hr	\$150/1 st hr \$60/hr

Additional Fees

The piano on the stage in Evans Hall is a 6'3" Estonia concert grand. It is tuned regularly, however; if an additional tuning is needed for the Renter's event, there will be a \$150 tuning fee. Request for tuning must be made two weeks advance.

The CMS custodian can be hired at \$35 per hour to assist with the removal and set-up of chairs/tables.

CMS has several rectangular, folding tables that can be used for an additional \$4 per table.

** All prices are subject to change **

Jennifer Abate Little

Community Music School, 775 West Main Street, Trappe, PA 19426

Phone: 610-489-3676 Fax: 610-409-0811 info@cmsmusic.org Emergency Contact: 610-322-7605

COMMUNITY MUSIC SCHOOL

Facility Rental Agreement

Renter: _____ Address: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Type of Event: _____ Date of Rental: _____

Rental Start Time: _____ Event End Time: _____ Anticipated Attendance: _____

Room(s) included in Rental Agreement: _____

Security Deposit: \$ _____ Rental Fee: _____

A CMS representative will arrive approximately on or before the Rental Start Time to unlock the doors. Additional fees will be charged should your event exceed the contracted time. Fees are calculated from the time the doors are unlocked to when last person leaves.

Community Music School (of Collegeville) has received a request from above Individual (Renter) for use of the building (CMS) at 775 West Main Street in Trappe, PA. Please make a copy for yourself and return the original.

1. In order to secure the above date and time for rental of Community Music School, Renter is required to return this signed contract along with payment of the rental fee. All arrangements are considered tentative and subject to cancellation prior to receipt of these items.
2. Renter is responsible for any damage to CMS, furniture, fixtures, equipment or other property. A separate check for the Security Deposit must be submitted with this contract. The Security Deposit will be returned, provided there is no damage to the CMS facility, within two weeks after the event. As an added precaution, CMS may request an Insurance Certificate.
3. Renter is authorized to use only the areas included in the Rental Agreement. It is the Renter's responsibility to insure that guests do not enter other areas of the building.
4. No food or drink is allowed without prior authorization. Permission to serve alcoholic beverages must be requested in writing and is subject to local and state laws. Alcoholic beverages may not be served to underage minors. No hazardous materials, illegal or dangerous substances will be permitted on CMS premises at any time. If authorized, Renter must provide complete contact information and certificate of insurance for any caterer or food service.

Caterer: _____ **Contact Name:** _____

Ph#: _____ **Address:** _____

5. Renter agrees to leave CMS in the same condition in which it was found. Renter is responsible for straightening chairs and picking up waste materials after the scheduled event. (CMS maintenance personnel may be hired at an additional cost if requested three weeks prior to the scheduled event.) Any personal property left in CMS or the surrounding property shall be deemed abandoned if not claimed within one week. If renter fails to leave CMS in the same condition in which it was found, Renter agrees to forfeit a portion of the Security Deposit to cover custodial costs.
6. If the event is cancelled more than ten days prior to the event, a full refund will be issued. If the event is cancelled within ten days of the event, CMS will retain up to 50% of the rental fee.

7. CMS reserves the right to expel any person for disorderly conduct. CMS hereby reserves the right to revoke this rental agreement.
8. If Renter wishes to have a piano tuned in addition to CMS's regular scheduled tunings, a fee of **\$150** is required. (The six foot Estonia Grand piano is tuned bi-monthly.) Please give at least four weeks notice if you desire to have the piano tuned especially for your event. All tuning must be done by CMS's piano technician.
9. **Renter hereby assumes complete responsibility and liability for any and all claims, damages, losses, liabilities, expenses or injury to any and all persons or property resulting from the licensee's use of the School or any CMS equipment. Renter agrees to indemnify and hold harmless CMS, its agents, directors, principals, servants and employees for any and all such claims, damages, losses, liabilities, expenses or injury, including, but not limited to, attorneys fees, court costs, jury awards, settlements or insurance deductibles. CMS is not responsible for personal items lost, stolen, or damaged during the licensee's use of the building.**
10. Renter agrees to remind guests to be respectful of CMS and to comply with the terms of the contract. Children must be supervised at all times.
11. Smoking is NOT ALLOWED inside of CMS. There is a receptacle at the entrance that can be used for butts.
12. All decorations, including the use of candles, must be pre-approved in writing by CMS. No permanent decorations shall be permitted.
13. Functions are limited to **100** attendees for sit-down dining and/or **200** for audience-style seating.
14. The parking lot holds 60 cars. If your event occurs during non-school hours, guests are welcome to use the full parking lot. If your event occurs during school hours, an area in the rear of the parking lot will be designated for your use. For events with more than 100 guests attending, a traffic policeman may be required and an additional fee of **\$30** per hour will be charged.
15. CMS will provide a representative to open and close the building.
16. Renter may not assign this rental agreement or any rights or obligations hereunder to any third party or organization without the prior written consent of CMS. CMS may assign this rental agreement at its sole discretion.
17. This rental agreement may not be modified, amended or supplemented except by mutual written agreement of all the parties hereto. Any party may waive in writing any term or condition contained in this rental agreement and intended to be for its benefit; provided, however, that no waiver by any party, whether by conduct or otherwise, in any one or more instances, shall be deemed or construed as a further or continuing waiver of any such term or condition. Each amendment, modification, supplement or waiver shall be in writing signed by the party or the parties to be charged.
18. This rental agreement represents the full and complete agreement of the parties with respect to the subject matter hereof and supersede and replace any prior understandings and agreements among the parties with respect to the subject matter hereof and no provision or document of any kind shall be included in or form a part of such agreement unless signed and delivered to the other party by the parties to be charged.
19. Except as otherwise herein provided, all expenses incurred in connection with this rental agreement or the transactions herein provided for shall be paid by the party incurring such expenses and costs.
20. This rental agreement shall be governed by and construed in accordance with the internal laws of the State of Pennsylvania.
21. Renter hereby agrees to indemnify CMS for any and all costs, including, but not limited to attorney's fees incurred relating to interpretation or enforcement of any provision of this rental agreement.

We thank you in advance for your cooperation and welcome you to Community Music School!

_____ I acknowledge with my signature that I have read this agreement and will abide by it.

Renter's Signature

Date

Company or Organization

Jennifer Abate Little, Artistic Director

Date

Please send one copy of this completed and signed form, along with your rental fee, a separate check for the security deposit, and a certificate of insurance (if requested) to:

Community Music School, 775 West Main Street, Trappe, PA 19426. Phone: 610-489-3676 Fax: 610-409-0811