



**CENTENNIAL HALL**  
*at The Haverford School*

Dear Tenant:

Enclosed are two (2) copies of the Rental Agreement, Fee Schedule, and the Rules and Regulations concerning the use of Centennial Hall. Please read them carefully and sign one (1) copy of each rider and return to this office.

\*\* New state regulations regarding background checks, job history reviews, training and clearance Checks makes it the responsibility of all organizations that deal with children be prepared to provide proof of all documentation for all employees and full time volunteers of said training and history. Please refer to clauses IX through XIII for more details.

Please remember to include the insurance certificate and the refundable security deposit with your contract. I want to remind you that we cannot accept any rental agreement unless it is accompanied by a security deposit check and a liability insurance certificate as specified herein.

If there is any change in the nature of your event, it would be a great help to us, and your group, to let us know as soon as possible. The changes I refer to are title of presentation, times, or any other pertinent information that affects the public perception of the said event. Our own published calendar of events, the school publications or any public relations that we do promoting Centennial Hall needs to be correct and current to be effective.

At your request I will forward a complete set of drawings (ground plan, section, and house lighting plot), and a technical specifications packet of all the systems and all the equipment currently available in Centennial Hall Theatre. Should you have any questions concerning the Rental Agreement or about the usage of this facility, please feel free to contact me at the phone number or email address listed below.

Sincerely,

Steve Stephenson  
Managing Director

(rev 071416)



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Rental Agreement

I. The following constitutes an agreement between THE HAVERFORD SCHOOL (House) and

\_\_\_\_\_ (Tenant)

\_\_\_\_\_ (Address)

for the use of Centennial Hall at 450 W. Lancaster Avenue, Haverford, Pa., 19041-1320.

II. The Tenant requests to rent the House facilities for:

\_\_\_\_\_ Concert \_\_\_\_\_ Theatrical Production \_\_\_\_\_ Dance Performance \_\_\_\_\_ Lecture

Other: \_\_\_\_\_

III. The Tenant agrees to rent the House theatre facility on the following date(s) at the following time(s):

Date see attached rider Time see attached rider

IV. The rate of rental is as follows:

- Rehearsal day                      One-thousand-eight-hundred dollars                      (\$1800.00) per day.
- Performance day                      Three-thousand-one-hundred fifty dollars                      (\$3150.00) per day.
- Weekly                                      Seven-thousand-seven-hundred dollars                      (\$7700.00) per week.

These rates do not include any labor, materials or supplies specific to mounting the production or event. General lighting and sound are supplied with the rental.

V. Under the terms of this agreement the Tenant may use the following rooms:

\*\*\* Theatre    \_\_\_ Music Room I    \*\*\* Music Room II    \_\_\_ Lobby    \_\_\_ Dressing Rooms    \_\_\_ Shop

VI. The Tenant agrees to follow and conform to the House Rules and Regulations as outlined in the attached rider.

VII. The refundable security deposit must be returned with a signed copy of this agreement. It may be used to cover any outstanding debt owed to the House.

VIII. Rent shall be paid in full seventy-two (72) hours prior to the occupation of the contracted event in this facility.

IX. The Tenant agrees to indemnify the House for any damage caused to the premises and/or performer and/or audience members as a result of the Tenant's negligent use of the House.

IX. The Tenant agrees to indemnify, forever release, discharge, and acquit The Haverford School and their officers, employees, agents, heirs, executors, administrators, successors, and assigns from any and all claims, demands, liabilities, actions and causes of action the Lessee have, have had, or might ever have for or by reason of any damage, loss or injury to either person or property, or both whether known or unknown, now existing or hereafter arising or accruing to anyone or any property, excluding ordinary wear and tear, as a result of negligent activity by the Tenant in connection with their above mentioned event. The Tenant does hereby voluntarily assume all risks of accident and injury to person and/or property resulting from the Lessee's event to exclude those risks arising from any negligence of The Haverford School or its agents.

X. The Tenant agrees to provide the House with a certificate of general liability insurance in the following amounts:

|                      |                                                                                                                                                       |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| General Liability:   | One Million dollars (\$1,000,000) per Occurrence<br>One Million dollars (\$1,000,000) general Aggregate                                               |
| Employers Liability: | One hundred thousand (\$100,000) Each Accident<br><br>Five hundred thousand (\$500,000) Policy Limit<br>One hundred thousand (\$100,000) Each Disease |

The liability and property damage policies of insurance shall, by their terms, name the Tenant as the insured and the House as an additional named insured. The policies of insurance shall be placed with insurers approved by the House (which approval shall not be reasonably withheld) and authorized to do business in the Commonwealth of Pennsylvania. Policies of insurance shall provide that the same may not be cancelled without the proper notice per the policy terms prior to the House and Tenant and that all losses shall be payable notwithstanding any act of negligence of the Tenant or House.

The House reserves the right to require higher general liability limits, additional coverage, and or workers compensation insurance based on the Tenant's use of facilities.

Insurance certification is due no later than 48 hours prior to occupancy of the facility. All insurance required for the Tenant hereunder shall be written as primary policy coverage, and contributing with or in excess of, any coverage that the House may carry, and shall cover and insure the House as insured. The Tenant agree to deliver certification of such insurance to the House upon the tendering of this contract.

- XI. In the event that the Tenant does not comply with the preceding clauses and the attached riders, the Tenant will forfeit all escrow security deposit monies.
- XII. If Centennial Hall should become unusable for the Tenant's production during the term of the rental period because of fire, flood, storm or other cause, The Haverford School will refund, or release the Tenant from any payment of the unused portion of the rental fee based on a pro-rated basis. In no event shall The Haverford School be responsible to the Tenant for any damages direct or indirect including consequential damages for any failure on the Haverford School's part.
- XIII. Tenant agrees that it is obligated to provide all training and to conduct all job history reviews and clearance checks required by law for its employees, specifically including those who will have direct contact with children of the school or on the campus of the school. These requirements may include clearance and background checks under Acts 24 and 153, employment history reviews under Act 168 and any required training, including under Act 126. Tenant also agrees to provide the results of any background checks and clearances to the School upon its request. Tenant will ensure that its employees sign the necessary consent forms for the screening process required by law and that they will consent to have this information shared with the School. Tenant agrees to hold the School (and its employees, faculty, managers, and administrators) harmless from and indemnify it against any and all claims, demands, suits, charges, attorneys' fees, costs, damages, liens, liabilities and actions of any kind whatsoever arising in connection with the services being provided herein, including but not limited to, any injuries, damages, or claims to or by its employees or students, parents, or other persons that may arise through the presence of the Tenant's employees on the School campus or during the course of providing services under this agreement. This indemnification includes any claims made or arising as a result of the Tenant conducting, or failing to conduct, the job history reviews, clearance checks and training for its employees required by law and for the Tenant sharing its employees' background clearance information with the School.

For the Tenant:

\_\_\_\_\_

(Name & Title)

\_\_\_\_\_

(Signature)

(Date)

\_\_\_\_\_

(Organization)

\_\_\_\_\_

(Address)

\_\_\_\_\_

(Phone)

\_\_\_\_\_

(Cell)

\_\_\_\_\_

(Email Address)

For the House:

Steve Stephenson      Managing Director

(Name & Title)

\_\_\_\_\_

(Signature)

/18

(Date)

SAMPLE



**CENTENNIAL HALL**  
*at The Haverford School*

**Centennial Hall**  
**Fee Schedule**

Event \_\_\_\_\_ Date \_\_\_\_\_

Contact \_\_\_\_\_ Phone (home, business, cell) \_\_\_\_\_

Email Address \_\_\_\_\_

Services

Rental Fee (\$3150.00/day - \$7700.00/week) \_\_\_\_\_ Total: \$ \_\_\_\_\_  
 Rehearsal Fee (\$1800.00/day) \_\_\_\_\_ Total: \$ \_\_\_\_\_

Itemized Fees:

Technical Staff: # of crew @ \$15.00/hour \_\_\_\_\_ Total: TO BE  
 Lighting \_\_\_\_\_ Total: ↓  
 Stage \_\_\_\_\_ Total: BILLED  
 Sound \_\_\_\_\_ Total: ↓  
 Costumes \_\_\_\_\_ Total: ↓

Orchestra Pit (Pulled & set up: \$400.00) \_\_\_\_\_ Total: \$ \_\_\_\_\_  
 Choral / Orchestra Shell (Set up: \$300.00) \_\_\_\_\_ Total: \$ \_\_\_\_\_  
 Piano Rental/Tuning (\$250.00/day) \_\_\_\_\_ Total: \$ \_\_\_\_\_  
 Choral Risers (Set up: \$300.00) \_\_\_\_\_ Total: \$ \_\_\_\_\_  
 Miscellaneous \_\_\_\_\_ Total: \$ \_\_\_\_\_

Total Charges \_\_\_\_\_ Total: \$ \_\_\_\_\_  
 Refundable Deposit \_\_\_\_\_ Total: \$ 750.00

**Total Amount Due** \_\_\_\_\_ **Total: \$** \_\_\_\_\_

Checks should be made out to The Haverford School.

Signature: \_\_\_\_\_

(ver.3/18)



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Production Schedule

DATE      DAY      HOURS      ITEM

SAMPLE

\_\_\_\_\_  
(tenant signature)

\_\_\_\_\_  
(date)



**CENTENNIAL HALL**  
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**Rules & Regulations**

- All events must have a supervisor.
- The House opens 30 minutes prior to scheduled show time. All set-up and sound checks must be completed by this time.
- The House's Managing Director, or his designated stage manager, will assist the visiting company in opening the house on time.
- Under no circumstances will the performance begin, or the intermission end without the express direct verbal approval from the House's Managing Director, or designated stage manager.
- The House reserves the right to control the final sound level and equalization for any show at Centennial Hall.
- The Haverford School is a "Smoke-Free" campus. There is absolutely no smoking permitted on school grounds.
- **No food or beverages of any kind are permitted in the theatre or other auxiliary spaces.**
- **The selling of food concessions are prohibited without exception.**
- The Haverford School is a peanut/tree nut FREE campus. PLEASE - Do not bring any peanut/tree nut food on campus.
- On a day when school is in session, no event can begin earlier than 4:00 PM. This would include any warm up, rehearsal or performance.
- Tenant will not advertise any event as to suggest that sponsorship is by the House. All advertising should identify the House as "Centennial Hall at The Haverford School."
- Events will terminate and the premises vacated by 11:00 P.M. unless otherwise agreed upon with a 24/48 hour notice.
- Prior to leaving the premises the Tenant will ensure that the facility is left in a reasonable state of cleanliness and order.
- Labor fees that are incurred will be charged at the current standard hourly rate as specified in the contract.
- Crew calls will begin from the earliest time requested for the Tenant or support staff to be on site. All crew calls are billed at a four (4) hour minimum.
- Equipment in the facility may only be operated by an authorized member of the stage crew or with special permission by the House supervisor. This applies to all theatrical rigging, lighting and sound equipment.
- The piano is not to be used without permission from the House supervisor and without fees applied. The piano should only be used in the traditional manner (keyboard only).
- The Scene Shop is to be used for storage, touch-up and emergency repair of Tenant's production. It is not to be used as a scene shop to construct scenery. Shop time will be billed accordingly if used for this purpose.
- Any use of pyrotechnics (fireworks, smoke or flash pots) or open flame is strictly prohibited as per the regulations of the Lower Merion Township Fire Marshal's Office. Due to fire regulations, the fire curtain must not be obstructed in any manner which could prevent its deployment or complete contact with the stage floor. Note: All scenery, props, stage dressing, costumes, and all other flammable material must be flame proofed. Random testing will occur.
- All materials such as scenery, props, costumes and hardware supplied by the Tenant must be removed immediately at the conclusion of the rental. The House will assume no responsibility for loss or damage to such items. A storage fee will be deducted from the deposit for each day that the materials remain.
- Any and all rentals of materials by the Tenant from outside vendors is the sole responsibility of the Tenant to order, maintain, package and return after the conclusion of the production. Any fees incurred due to damage, late fees, or shipment is the responsibility of the Tenant.
- All materials such as scenery, props, costumes and hardware supplied by the House will be charged to the Tenant as either a fee or rental.
- No furniture or equipment may be moved from one part of the facility to another part of the building or removed from the facility without permission from the House supervisor.
- No nails, tacks or tape of any kind may be used on either the interior walls, ceilings, windows or curtains of the House.
- The Art Gallery walls and pedestals are not to be used to hang or display concession items, banners, signs or other material so as to cover, obstruct or endanger the artwork on display. Permission must be obtained to set up any lobby displays.
- The facility must be restored to the original condition in which it was found (light hang, masking, stage floor, dressing rooms, shop and any and all ancillary space).
- All reservations are tentative until the House contract, insurance certificate and payment arrangements have been signed sealed and delivered to the House.
- The House reserves the right to reject any request for the use of its facilities and to terminate any use at any time upon failure of any Tenant to comply with House policy and the Rules and Regulations.

Tenant Signature \_\_\_\_\_

Date \_\_\_\_\_