



## **City of Hermann Amphitheater**

### **Facility Use and Rental Agreement**

This Agreement is entered into by and between the City of Hermann, Missouri ("City"), and the Renter named below:

1. City hereby rents the Clara Eitmann-Messmer Amphitheater at 231 East 5th Street ("Facility") to Renter for the period described in Section 18, below. Renter shall pay the rental fee and security and cleanup deposit, all as stated in Section 18, in advance. The deposit will be refunded to Renter if the Facility is left in a CLEAN, orderly and undamaged condition comparable to its condition prior to the rental; if not, the deposit will be retained and applied to the cost of cleanup or repair.
2. The rental fee and deposit must be fully paid before use of the Facility.
3. Renter and a designated representative of the City shall examine the Facility prior to and after the rental period to ascertain its physical condition. Any defect or damage at either time shall be noted by both parties. Renter shall be financially responsible for the repair or replacement of any part of the Facility or its contents that sustains damage during the rental period.
4. Renter and all invitees of Renter on the premises shall use the Facility solely for the purpose(s) stated below in this Agreement and shall obey all applicable provisions of law or ordinance.
5. By execution of this Agreement, Renter agrees and acknowledges that city police officers and other city officials may make unannounced inspections of the Facility to ensure that there are no violations of this Agreement or of law or ordinance occurring at the Facility.
6. All music must end by 10:00 p.m.
7. Renter agrees to close and terminate all activities at the Facility no later than the time stated below as the closing time. If not so closed, an additional rental fee in the same amount as the initial fee shall be charged by City and paid by Renter.
8. Keys are to be picked up the day of the event at City Hall. If the event is scheduled for a weekend, keys shall be picked up at the Hermann City Police Department. The keys shall be returned the day following the event. If any key is lost, Renter will be responsible for the cost of new lock(s) and key(s). Renter may not, under any circumstances, copy or duplicate any key furnished for access to the Facility pursuant to this Agreement. All doors and gates shall be closed and locked before leaving the Facility. If any gates and/or doors are not secured before leaving the Facility, funds may be retained by the City from the damage deposit.
9. Renter agrees to follow all Amphitheater Operating Guidelines (attached).

10. THERE WILL BE AN ADDITIONAL CHARGE IF A CITY EMPLOYEE IS CALLED OUT AFTER REGULAR BUSINESS HOURS.
11. If this Rental Agreement needs to be cancelled because of inclement weather, the rental payment will be credited towards a different date; however, the Renter must notify the City the next working day.
12. Personal belongings must be removed from the Facility immediately following any event. All refuse (bottles, cups, papers, etc...) must be removed from the Concession Stand, grounds and surrounding area and placed in trash receptacles. Then, trash bags must be placed in the designated dumpster behind the Stage area.
13. All State and local liquor laws and regulations must be followed.
14. NO OPEN FLAMES ARE ALLOWED IN THE FACILITY OR ON THE GROUNDS.
15. Subleasing of the Facility is prohibited without written consent from the City.
16. NO TENT PEGS OR STAKES MAY BE USED. All tents must be secured with tie-downs.
17. Renter agrees to assume the responsibility of inspecting the Facility and agrees to report any defect or dangerous condition to the City, if any exist. Renter hereby agrees to hold City and its officers, agents, servants, employees, and insurers harmless from any and all liabilities, claims, demands, damages, actions, causes of action, suits and expenses, including attorneys' fees and costs, for injury to or death of any person or injury to any property of any kind whatsoever which may result from or arise out of the Renter's use or occupancy of the Facility pursuant to this Agreement.

**18. INFORMATION FOR THIS RENTAL:**

Renter's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Rental purpose: \_\_\_\_\_

Rental period: (date/s) \_\_\_\_\_, 20\_\_\_\_,  
 (time) \_\_\_\_:\_\_\_\_.m. to \_\_\_\_:\_\_\_\_.m.

Private party rental fee \$400 \_\_\_\_\_ Security and cleanup deposit \$500 \_\_\_\_\_

*This Contract shall be binding on the parties hereto, their heirs, personal representatives, successors and assigns.*

**CITY OF HERMANN, MISSOURI:**

**RENTER:**

By: \_\_\_\_\_

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Clara Eitmann-Messmer Amphitheater

### Operating Guide

#### Keys

##### **Gates:**

- Gates are all padlocked.
- The same key is used for all padlocks.

##### **Concession Stand, Restroom and Supply Room:**

- The same key is used for these areas.

##### **Stage Door:**

- This door has a separate key.

### OPENING PROCEDURE

##### **Disclosure:**

The Renter is required to meet with a City Representative before renting to go over Restrooms, Supply Room, Concession Stand and its contents as well as the lighting and sound system for the stage area, if applicable.

##### **Restrooms:**

- The restrooms will be stocked, cleaned and ready for Renter before event.
- Supplies will be readily available for Renter in the Supply Room located between both restroom doors.

##### **Supply Room (located between the restrooms):**

- All supplies are available for Renter to use in the Facility.
- There is toilet paper and hand soap available.
- Keys to all dispensers are available.
- Trash bags are available for all trash cans on the Facility grounds.
- Brooms, mops and dustpans are available for clean up.

##### **Concession Stand:**

- All equipment and supplies are available to Renter.

##### **Theater Stage Area:**

- Instructions for operating the sound and light systems in the theater are attached.
- There are 60 chairs behind the stage area. They are available for use **ON THE STAGE ONLY**. Other equipment stored behind the stage is **NOT** part of the rental.

**Grounds Area:**

- Trash receptacles are available for use by Renter.
- Trash bags are available in the Supply Room.
- There is a designated dumpster behind the Stage for full trash bags.

**CLOSING PROCEDURE****Disclosure:**

The Renter is required to return the Facility to the same condition it was in when shown by the City Representative. This includes the Restrooms, Supply Room, Concession Stand and the lighting and sound system, if applicable.

**Restrooms:**

- Restrooms should be swept and trash removed and placed in dumpster.
- Ensure lights and the exhaust fans are turned off after use.
- City personnel will perform extensive cleaning following the event.

**Supply Room:**

- Cleaning supplies are available for use.
- Brooms, mops (if needed), mop bucket and dustpans are available for use.
- Ensure lights are turned off after use.

**Concession Stand:**

- All food & beverage must be removed.
- All equipment that was used must be washed and sanitized, including coolers, freezer, tables, popcorn machine, etc.
- Clean floors after use.
- Trash must be taken to dumpster.
- Ensure lights are turned off after use.

**Theater Stage Area:**

- Instructions for operating the sound and light systems in the theater are attached.

**Grounds Area:**

- Pick up any loose trash in the grounds and place into trash receptacles or the designated dumpster behind the stage.
- Put new trash bags from the Supply Room in the trash receptacles.
- Place all remaining trash and bags into the designated dumpster behind the stage.

**Keys****Stage Door:**

- Turn off the lighting and sound system per attached instructions.
- Turn off room lights.
- Close and lock door.

**Concession Stand, Restroom and Supply Room:**

- Turn off all lights.
- Close and lock all doors.

**Gates:**

- Ensure all gates are padlocked.

## LIGHTING AND SOUND INSTRUCTIONS

**Disclosure:**

The Renter is required to meet with a City Representative before renting to go over the lighting and sound system for the stage area. The Renter is required to know how to operate one or both systems if they will be needed. The Renter is also required to turn off all systems and return it to pre-use condition prior to exiting the Facility.

### Lighting

**Turning ON:**

- In the large breaker box that is marked **LIGHTING**, open the breaker box door.
- Flip the breakers marked **Dimmer 1-4** to the **ON** position.
- Go to the Control Panel located on the **Wooden Shelf**.
- Press the **Mode** key located in the top right corner of the Control Panel.
- The Control Panel will then light up.
- Hit the **1-24** key located in the middle of the keys located on the right.
- **Slide Keys** located on the Left of the Control Panel can then be moved to the desired light brightness.
- They are located as **SR Pole (Stage Right)** and **SL Pole (Stage Left)**.
- Other lights are described as well.

**Color Blasts:**

- Color Blasts is a feature to shine colored lights down on the stage and also to shine onto the back side of the Theater.
- Color Blast lights can be turned on for a programmed light show.
- In the breaker box marked **LIGHTING**, flip the breakers marked **Color Blast**.
- **#1** is the Stage Lights.
- Located in the middle of the room is a **Switch Box** marked **Color Blast**.
- There are multiple buttons to choose the color scheme desired.

**Turning OFF:**

- Go to the Control Panel.
- Press the **Mode and Menu** keys located in the top right corner and middle of the Control Panel.
- The system screen will ask if you want to shut down. Hit the **Mode and Menu** keys once more.
- Go to the breaker box marked **LIGHTING** and flip the breakers marked **Dimmer 1-4** to the **OFF** position.

**Color Blasts:**

- To turn off the color blasts, go to the breaker box marked **LIGHTING** and flip the breakers marked **Color Blasts** and flip them off.

## Sound

### Setting Up:

- Make sure to plug all mics and wireless towers in before starting the sound system.
- The wireless towers are plugged in on the stage in the stainless steel boxes located along the lower areas Left and Right of the theater walls.
- The two stands marked **Sennheiser** are the pickup towers for the wireless microphones.
- In the stainless steel boxes which are marked as **Stage R** (south side) and **Stage L** (west side):
  - **Stage R (south side) Outlets marked as:**
    - **RF-A** – Wireless Microphone
    - **MC-1** – Hard Wired Microphone
    - **MC-2** – Hard Wired Microphone
  - **Stage L (west side) Outlets marked as:**
    - **RF-B** – Wireless Microphone
    - **MC-3** – Hard Wired Microphone
    - **MC-4** – Hard Wired Microphone
- There is an **Aux in L and R port**. This is for plugging in an outside music source such as iPods or music off of your phone.
- We recommend that the wireless mics be used.
- The mics require two AA batteries. There should be spare batteries located on the wooden shelf that holds the lighting control panel.
- To turn the wireless mics on, press the **Red** button located at the bottom of the mic.

### Turning ON:

- Go to the **Black Box** marked **Sound** and turn all the knobs to zero.
- Turn the **Key** at the top left corner **ON**.
- The wireless mics are marked as **WL1** and **WL2**.
- Turn the knobs to the desired loudness needed. Setting 2 should be the highest you need to use.
- The **Master Knob** which is marked can be turned to the desired loudness.

### Disclaimer

- **If the sound system is used all day or the day is warm, please open the door on the Black Box located next to the sound system box.**

### Turning OFF:

- Make sure the wireless mics are turned off.
- Go to the **Black Box** marked **Sound** and turn all the knobs to zero.
- Once all knobs are turned down, turn the key once again to turn off.
- Unplug all wireless towers and put towers, microphones and stands in the appropriate location.

### Outside Sound Usage

- If the Renter brings a sound system, please use the A/C receptacle plug-ins located in the back room. **Do NOT use the plug-ins on the stage for electronics. They are GFI outlets.**