

Tannery Pond Community Center
BUILDING USE AGREEMENT

Tannery Pond Community Center is owned by the Town of Johnsburg and managed by Tannery Pond Center.

Today's Date: _____ Organization / Family: _____

Address: _____ City/State/Zip: _____

Person Requesting: _____ Contact Person: _____

Email: _____ Phone: _____

Use: Meeting ____ Party ____ Concert ____ Theatre ____ Movie ____ Other _____

Event Date: _____ Arrive to Set Up: _____ Start Time: _____ End Time: _____

Name of Event: _____

Open to the Public: Yes ____ or No ____ *NOTE: Title of Event to be used on calendar and outside marquee if a public event.*

SPACE AND SERVICES REQUESTED (Check all that apply – numbers in parentheses are occupancy limits)

See Floor Plans on Next Page

Main Floor Rooms: Meeting Room (22) ____ Kitchen ____ Lobby & Gallery (52) ____ Booth¹ ____

Lower Floor Rooms: Meeting Room A1 (22) ____ Meeting Room A2 (22) ____ Lower Lobby (52) ____

Auditorium (165 with telescoping seats in place / 300 without seats) _____

Telescoping Seats: Yes ____ or No ____ (must be done by TPC authorized person)

Additional Equipment: Chairs (70): _____ Tables (14) _____

Stage Lighting: Basic Lutron ____ Canister Lights¹ ____ Follow Spot¹ ____

Sound System¹: _____ Piano²: _____

¹ Experienced technician or demonstrated knowledge of the equipment's operation is required to use this equipment.

² Use of piano requires permission from the Managing Director & a tuning fee of \$ ____.

RESPONSIBILITIES OF USER

- a) Clean up spilled beverages and REMOVE all food, garbage and debris resulting from event;
- b) Sale of alcoholic beverages prohibited without a license and approval of Town Board;
- c) Do not allow under-legal-drinking-age persons to consume alcohol in the building or on the grounds;
- d) Do not touch, disturb or remove objects exhibited and displayed in the Widlund Gallery and elsewhere;
- e) Do not hold the Town of Johnsburg or Tannery Pond Center responsible for items left behind;
- f) Assume full responsibility for any and all damages to the Town's building and its contents arising either directly or indirectly during period of use;
- g) Assume all responsibility for any and all claims of any nature that might be made against the Town in any way arising out of or relating to use of this building; and
- h) Take such steps as are necessary to insure that the facility is in acceptable condition for the next user.

Total Rental Fee for Event: \$ _____ Down Payment: \$ _____ Remainder Due: \$ _____

Security Deposit: \$ _____ (25% of Rental Fees – a separate check or cash payment to be returned after the event, less any damages or costs relating to use).

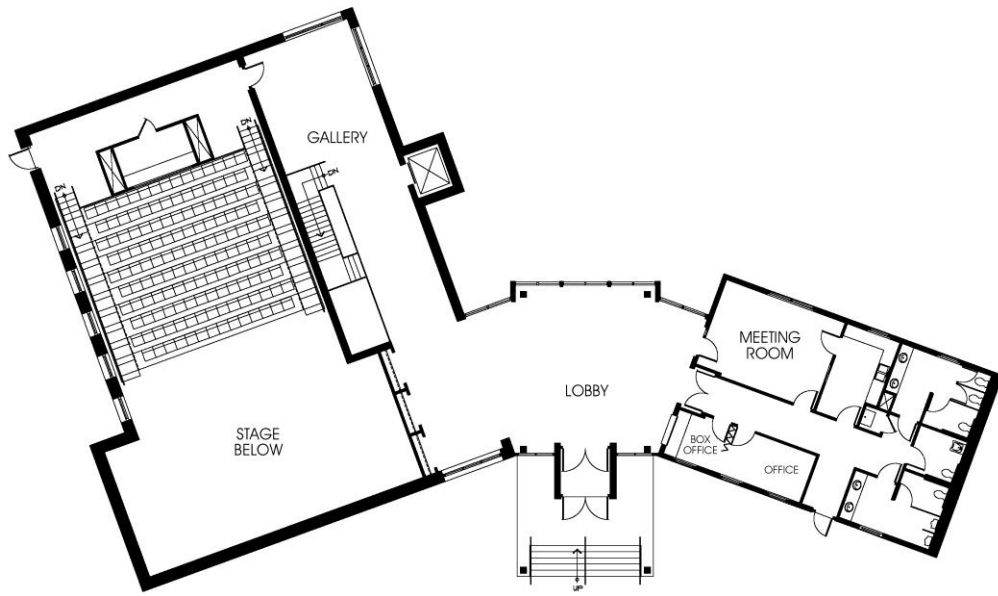
All deposits and rental fees should be made payable to the "TOWN OF JOHNSBURG."

Date: _____ Signature: _____ Print Name: _____

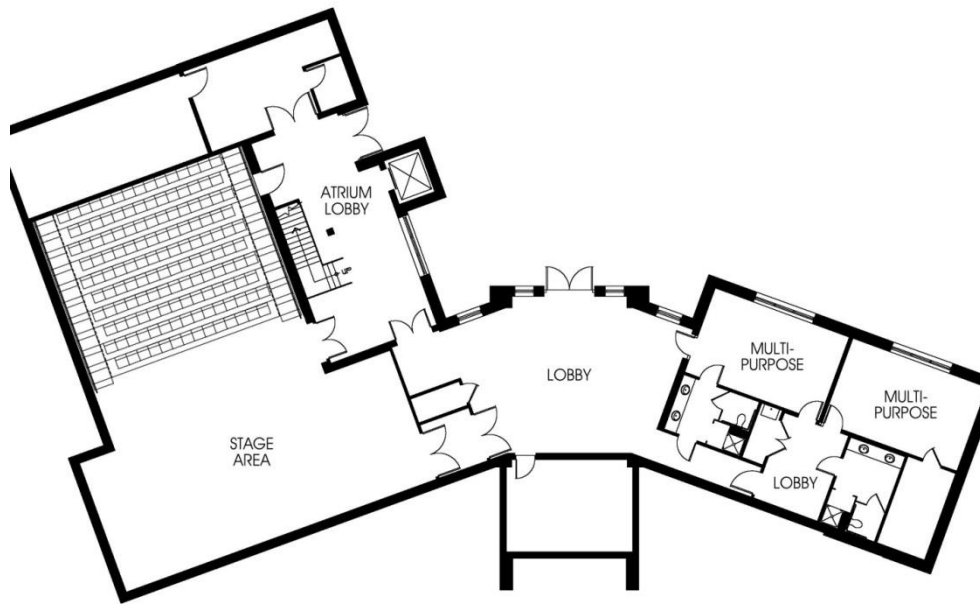
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Request taken by: _____ Posted to Calendar on: _____

Keys: [] Issued [] Returned Charges & Fees: [] Paid Date: _____



MAIN FLOOR PLAN



LOWER FLOOR PLAN