



Rental Rates and Policies

Franklin Opera House, Inc. offers a range of options and rates for businesses, community groups, and private citizens to rent the space. The following outlines the basic rates and policies. Please contact us for more information, or to discuss your specific needs.

Business Meetings/ Seminars, and Private Parties/ Banquets

These are defined as private non-staged events with specifically invited guests, or open to the public but without ticket sales.

Staged Events are performances produced by groups other than Franklin Opera House, Inc. and may include ticket sales with service fees. Usually requires additional support staff.

Both types of events include

- Full access to auditorium for specified period
- Standard seating in orchestra level and balcony for up to 299 guests
- Lectern, if desired

Extra charges apply for audio/visual or lighting support, or special seating arrangements.

- Table seating is available at rectangular tables, 96 x 30 inches each. Maximum capacity is 12 tables with 6-8 chairs per table.
- LCD projector and 8-foot screen
- One or two wireless or wired microphones.
- Bottled water and soda
- House sound system
- Basic stage lighting
- Ticketing (general admission, no assigned seating)

See next page for rate information.

Please see last page for Terms and Conditions



Rental Rates – please check each item desired

| | Nonprofit groups | | For-profit groups and others | |
|--|---|---|---|---|
| | Up to 4 hours | 4 to 8 hours | Up to 4 hours | 4 to 8 hours |
| Basic Room Use | <input type="checkbox"/> \$150 | <input type="checkbox"/> \$200 | <input type="checkbox"/> \$250 | <input type="checkbox"/> \$350 |
| Crowd Manager / Admin (required unless arranged otherwise in advance) | <input type="checkbox"/> \$75 | <input type="checkbox"/> \$150 | <input type="checkbox"/> \$75 | <input type="checkbox"/> \$150 |
| Sound technician (basic setup including 1 or 2 microphones) | <input type="checkbox"/> \$75 | <input type="checkbox"/> \$150 | <input type="checkbox"/> \$75 | <input type="checkbox"/> \$150 |
| Sound Engineer (more complex with instruments and / monitors, etc.) | <input type="checkbox"/> \$150 | <input type="checkbox"/> \$300 | <input type="checkbox"/> \$150 | <input type="checkbox"/> \$300 |
| Basic Stage Lighting with technician | <input type="checkbox"/> \$60 | <input type="checkbox"/> \$120 | <input type="checkbox"/> \$60 | <input type="checkbox"/> \$120 |
| LCD projector and screen | <input type="checkbox"/> \$75 | <input type="checkbox"/> \$75 | <input type="checkbox"/> \$75 | <input type="checkbox"/> \$75 |
| Table use \$10 each (to be set up by renters) | <input type="checkbox"/> # Needed _ X \$10 = \$ __ | <input type="checkbox"/> # Needed _ X \$10 = \$ __ | <input type="checkbox"/> # Needed _ X \$10 = \$ __ | <input type="checkbox"/> # Needed _ X \$10 = \$ __ |
| Bottled water \$1 each | <input type="checkbox"/> # Needed _ X \$1 = \$ __ | <input type="checkbox"/> # Needed _ X \$1 = \$ __ | <input type="checkbox"/> # Needed _ X \$1 = \$ __ | <input type="checkbox"/> # Needed _ X \$1 = \$ __ |
| Canned soda \$1 each | <input type="checkbox"/> # Needed _ X \$1 = \$ __ | <input type="checkbox"/> # Needed _ X \$1 = \$ __ | <input type="checkbox"/> # Needed _ X \$1 = \$ __ | <input type="checkbox"/> # Needed _ X \$1 = \$ __ |
| Event Ticketing (call to discuss) Fee = 10% of sales | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| TOTAL (add all items in column) | | | | |

SPECIAL NOTE: If the event will have more than 99 people in attendance, Fire Department personnel MUST be onsite during the event, at a rate of \$50 per hour. This cost will be added to the rental fees.



Rental Request Form

Organization / Name: [Click or tap here to enter text.](#)

Address:

City:

State:

Zip:

Contact Person:

Phone:

Cell Phone:

Email:

Purpose/Use of Space:

Number of people expected:

Requested Day:

Requested Date:

Event Start Time:

Event End Time:

Set up time needed:

Any special requests?

Expected Cost:

(from rental rate sheet)

Deposit: **\$100**

Please Mail to address below or email to Director@franklinoperahouse.org



RENTAL TERMS AND CONDITIONS:

SMOKING: The State of New Hampshire prohibits smoking in all public buildings such as City Hall and the Franklin Opera House.

PROHIBITED MATERIALS (SAFETY ISSUES):

- Use of any open flames is prohibited, as well as all non-fireproof items or any other flammable materials such as decorations.
- Use of balloons or other items that could interfere with the photoelectric fire detection system are not allowed unless pre-approved, in writing, by The Franklin Opera House Representative.
- No alcohol is allowed on the premises unless prior approval has been obtained from the Franklin City Manager and the FOH Executive Director.

SECURITY: A Franklin Opera House staff member **MUST** be present for security and fire control purposes for any events it deems necessary, which, if required, will typically be arranged with Renter's advanced knowledge (at time of agreement) and at Renter's expense (see services and fees).

SPECIAL NOTE: **If the event will have more than 99 people in attendance, Fire Department personnel MUST be onsite during the event, at a rate of \$50 per hour. This cost will be added to the rental fees.**

PAYMENT, RESERVATION, AND DEPOSIT: A \$100.00 non-refundable deposit and a signed contract is required before any reservation is secure. Renter is specifically prohibited from advertising any event at the venue, and Renter has no guarantee of use of the space, until a signed and fully executed contract is in hand. Full payment of rental fee and all other costs or fees incurred by Renter shall be made to Franklin Opera House, Inc. before or on the date of the event.

MAINTENANCE/ CLEANING: Renter is expected to leave the space in mop/broomclean condition. If cleaning is required beyond what is reasonable for normal use, Renter shall be charged a fee of \$100 or the actual cost of labor to do the required cleaning, whichever is greater. Cleaning must include emptying of all used garbage cans, replacement of chairs and City property, sweeping and mopping of floors.

DAMAGES: Renter shall be responsible for any and all damages to Franklin Opera House or extraordinary charges incurred by Franklin Opera House caused by acts of Renter, or Renter's agent, employees, guests, or other related parties. **For public performances of any kind, the renter is responsible for adequate insurance, in the amount of \$1,000,000 of liability coverage.**

I agree to the conditions and terms outlined above:

Signature

Date

Organization

Signature
Franklin Opera House

Date