

OLD ROCK SCHOOL MAJOR EVENT APPLICATION

**SAVE 5% ON YOUR RENTAL
WITH PROOF OF
BURKE COUNTY
ACCOMMODATIONS BOOKING**

EVENT NAME: _____

CONTACT: _____

BUSINESS NAME/ORGANIZATION: _____

ADDRESS: _____

EMAIL ADDRESS: _____ PHONE: _____

AUDITORIUM RENTAL RATES FOR MAJOR EVENTS

MON.-THURS. AUDITORIUM RATES

PROFIT (CIRCLE RATE APPROPRIATE FOR YOUR EVENT)

<4 Hours	4 to 6 Hours	6 to 12 hours
\$350	\$400	\$450

NON-PROFIT (CIRCLE RATE APPROPRIATE FOR YOUR EVENT)

<4 Hours	4 to 6 Hours	6 to 12 hours
\$250	\$300	\$350

FRI. - SUN. AUDITORIUM RATES

PROFIT (CIRCLE RATE APPROPRIATE FOR YOUR EVENT)

<4 Hours	4 to 6 Hours	6 to 12 hours
\$400	\$450	\$500

NON-PROFIT (CIRCLE RATE APPROPRIATE FOR YOUR EVENT)

<4 Hours	4 to 6 Hours	6 to 12 hours
\$300	\$350	\$400

IMPORTANT: If you have an expected occupancy over 473 you will have to pay the Town of Valdese Fire Marshal \$25 per hour during your event. Will you need a Fire Marshal? Yes No Please Initial Here: _____
If violated, you will be subjected to immediate evacuation of the building, and a citation will be issued.

****Events over your contract time will be subject to \$100 for each additional Hour****
Proof of Non-Profit Status must be presented to receive discounted rate

WALDENSIAN ROOM RATES

BANQUET ROOM - HOLDS 150 PEOPLE
Price = \$150 per day

Pricing only valid in combination with Auditorium Rental

DRESSING ROOM RATES

5 - AVAILABLE - 2 INCLUDED WITH AUDITORIUM RENTAL
Each additional room = \$20 per day

Total Rooms Needed: _____

Date Requested: _____ /Day: _____ (Please complete the following for each area of use)			Date Requested: _____ /Day: _____ (Please complete the following for each area of use)			Date Requested: _____ /Day: _____ (Please complete the following for each area of use)		
START - END TIME	USE		START - END TIME	USE		START - END TIME	USE	
Auditorium			Auditorium			Auditorium		
Front Lobby			Front Lobby			Front Lobby		
Waldensian Room			Waldensian Room			Waldensian Room		
Dressing Room 1			Dressing Room 1			Dressing Room 1		
Dressing Room 2			Dressing Room 2			Dressing Room 2		
Extra Room 1			Extra Room 1			Extra Room 1		
Extra Room 2			Extra Room 2			Extra Room 2		
Extra - Gallery			Extra - Gallery			Extra - Gallery		

OLD ROCK SCHOOL MAJOR EVENT APPLICATION

PLEASE COMPLETE THIS SECTION FOR EVENT SETUP NEEDS & EQUIPMENT REQUIRED

Sound & Light Equipment available for \$20 per hour: Yes No [minimum \$50 per date requested]

DATE: _____ TIME: _____ - _____ NEEDS: _____

DATE: _____ TIME: _____ - _____ NEEDS: _____

DATE: _____ TIME: _____ - _____ NEEDS: _____

Does your event require additional date(s) to load in/decorate? Yes No

Dates Requested: _____ [\$100 fee per date of load in or decoration]

Grand Piano: \$50 per use date Upright Piano: \$50 per use date Piano Tuning
(If piano needs tuning- it is an additional \$70 onto rental fee for each piano tuned)

Sound System: 5 Vocal Mics | 5 Instrumental | 1 Handheld Wireless: # Vocal _____ # Inst. _____

Stage Monitors: Four available _____

Dressing rooms (Includes sink & counters): Included in your rental fee

Room #119: Holds 24 people with tables and chairs, 52 with chairs only.

Use of room: _____ Setup needs: # of Tables _____ # of Chairs _____.

Room #137: Holds 24 people with tables and chairs, 52 with chairs only.

Use of room: _____ Setup needs: # of Tables _____ # of Chairs _____.

Additional rooms: \$20 per day (Check if any additional rooms are needed for your event)

Room #138: Holds 23 people with tables and chairs, 49 with chairs only.

Use of room: _____ Setup needs: # of Tables _____ # of Chairs _____.

Room #139: Holds 24 people with tables and chairs, 52 with chairs only.

Use of room: _____ Setup needs: # of Tables _____ # of Chairs _____.

Gallery Space: Holds 24 people with tables and chairs, 52 with chairs only. (IF AVAILABLE!)

Use of room: _____ Setup needs: # of Tables _____ # of Chairs _____.

Follow Spotlight needed: 1 Available [\$25 charge]

Music Stands: 24 Available. # Needed _____.

Podium on auditorium stage

Concession sales *In side lobby only on hardwood floors ONLY* [\$50 charge]

Projector Screen (additional \$200 Charge) [Must provide own laptop + HDMI or VGA]

Additional Tables set up in Auditorium Lobby: (Maximum of 3) # Needed _____. [\$10 per table]

Marquee advertisement [\$20 per week] # of weeks requested: _____

Special event needs (ex. Gobos, Aerial silk hanging, backdrops - must be provided by renter) [\$50]

Please specify needs: _____

Front lobby furniture removal (couch, tables, chairs) [\$50 fee]

Other Needs (Please Specify): _____

OLD ROCK SCHOOL MAJOR EVENT APPLICATION

PLEASE COMPLETE THIS SECTION QUESTIONNAIRE & CHECKLIST

Have you held an event at the Old Rock School before? Yes No

If this event is a pageant, how many contestants will you have in attendance? _____

Will you have an emcee for your event? Yes No

You will need to have someone que music from the auditorium stage as needed for your event.

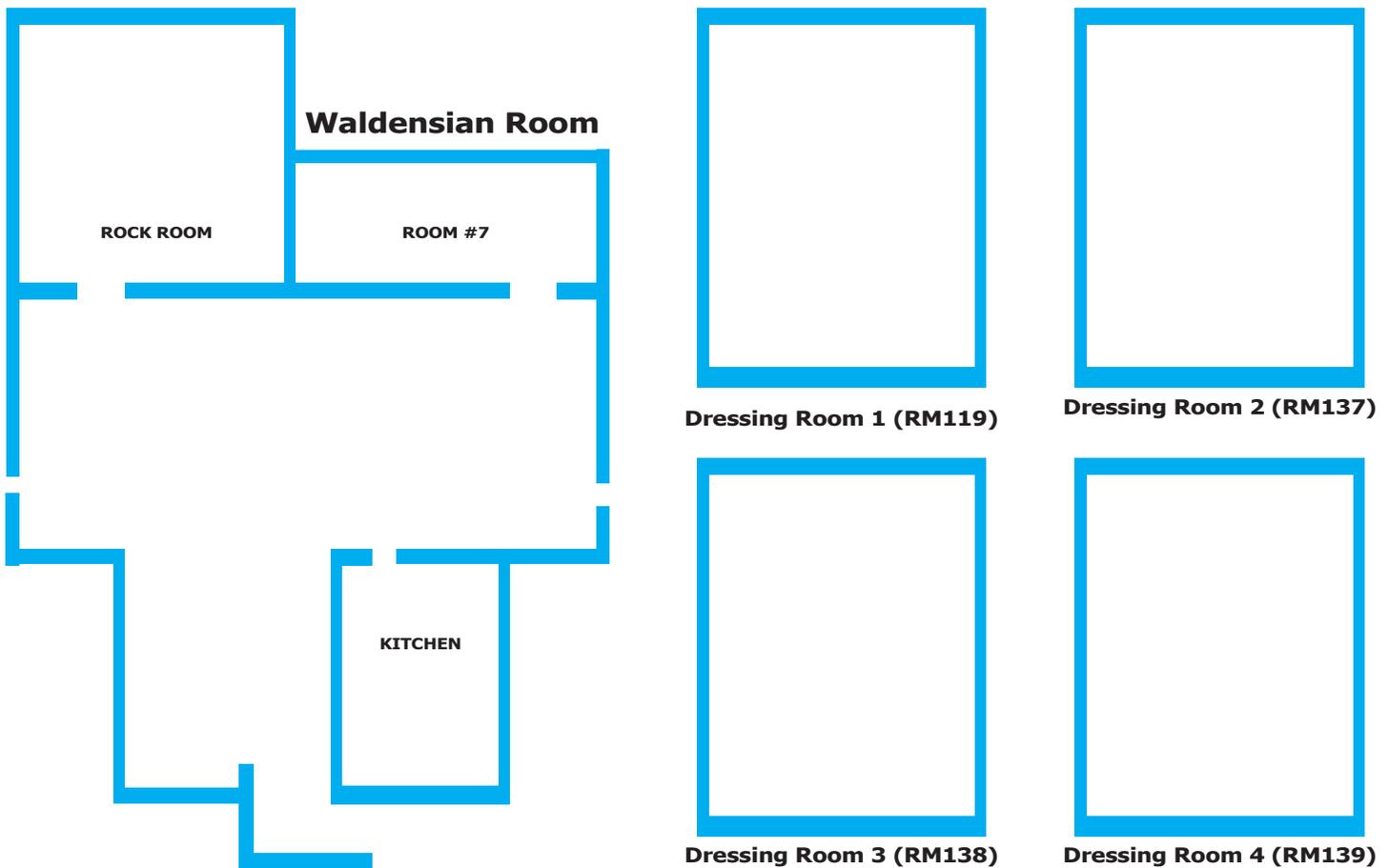
Will you have stage decorations (provided by renter not venue)? Yes No

Risers Runway Banners Signs Step & Repeat Other: _____

How many people do you plan to have in total attendance: _____

Please include complete event itinerary.

Please include diagram of setup needs for each space in use.



COST SUMMARY

Total Cost Application Page One: _____

Total Cost Application Page Two: _____

Extras (not included on Pg. 1 or 2): _____

Deposit Due (20% Total Cost): _____

Date Due: _____

Paid: _____

Balance Due: _____

Date Due: _____

Paid: _____

Sample Program Itinerary

A full itinerary is **REQUIRED** for all program needs. This itinerary must be detailed including all contestants information, background music and any talent music. Please label all mp3's clearly and provide music to the Old Rock School Sound Technician on one flash drive. The pageant organizer is responsible for providing all music.

- **The itinerary must be complete without changes ASAP, no later than 2 hours prior to sound check.**
- **The itinerary must be in correct order of the complete pageant program.**

Background Music:

Song Name: _____

Welcome Music

Song Name: _____

Program Music:

Song Name: _____

Casual Wear Music:

Song Name: _____

Formal Wear Music:

Song Name: _____

Talent Competition:

(List all contestants in order of appearance in the following format)

Contestant #1: Song Name - Contestant Name - Contestant Number - Mic Needed Yes or No

Example: Happy - Ellie Mae - #15 - No Mic

Crowning Music:

Song Name: _____

Closing Remarks:

Song Name: _____