

BETTY VAN ANDEL OPERA CENTER FACILITY USE CONTRACT



Event Date: ___/___/___ Attendance: _____ Event start time: _____ Event end time: _____

Describe Event: _____

Food: yes no Alcohol: yes no Tickets: yes no

Main contact: _____ Box Office contact: _____

List group/organization/business name if applicable: _____

Cell phone: (____) _____ Work phone: (____) _____ Home phone: (____) _____

Fax: (____) _____ E-mail: _____

Address: _____ City: _____ State: _____ Zip: _____

Room(s) to be rented:

- Rehearsal Hall \$1,000 Board Room \$250 for 3 hours Music Suite (No. of hours needed: _____) \$10 an hour, 8a-5p, M-F

Basic Rental Fee	
Optional add on services	
\$100 cleaning fee for groups of 100 or more	
Refundable damage deposit	+ \$250
Total due	
Total due date (30 days before event)	
Deposit (25% of total) due at signing	
Payment type	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit
Credit No. _____	Exp. Date: ____/____/____

- Yes, I agree to these financial terms and concur to the attached facility use policies.
 If alcohol is to be served, proof of insurance from the bar or catering company is attached naming Opera Grand Rapids as additional insured.

Any event not paid in-full 30 days prior to the event date, will be cancelled unless prior, written authorization is given.

Signature of User

Signature of Opera GR Representative

Name (printed)

Name (printed)

Date

Date

Please sign and return this contract to Opera Grand Rapids at the Betty Van Andel Opera Center
 1320 East Fulton, Grand Rapids, MI, 49503 P. (616) 451-2741 F. (616) 451-4587