

Giffey Hall – Rental Rates

All building rentals will require a hall sitter as supplied and approved by ACT.

Downstairs

Rate - \$100 for 6 hours, \$200 for 12 hours and \$250 for a 24 hour period

Hall Sitter fee of \$25 if there will not be an ACT member present at the event

Refundable deposit - \$200 per terms of lease.

Set up – Up to 8 hours prior to the event per terms of lease (unless otherwise specified).

Clean up – 1 hour after the event per terms of lease (unless otherwise specified).

Includes – Tables, chairs (designated), refrigerator (designated), stove, sink, mops, brooms, cleaning supplies, coffee makers (3), coffee carafes, drink pitchers, coolers (2), microwave, stove, bus tubs, stereo system.

Additional “set pieces” negotiable.

Lessee supplies – Table service (dishes and silverware), linens, serving utensils.

Clean up shall include: wipe tables & chairs; sweep floors, and empty trash per terms of lease.

Upstairs

Rental of the upstairs area will be considered on a per case basis.

Nonprofit Rate:

25% discount

\$25 for hall sitter (unless an ACT member is present)

Examples: lectures, service club, meeting hall.

Requires 501 (3) C identification number.

Refundable Deposit - \$200 per terms of lease

Set up and clean up – same day, per terms of lease.

All other terms and conditions apply – see above.

ACT Members :

25% discount

Member is required to be at the event.

Only one (1) ACT membership discount per rental.

Special pricing considerations may be given to other groups or organizations at the discretion of the ACT Facilities Committee on a case by case basis.

If a qualified hall sitter is the “lessee”, then no additional hall sitter is required.

Rental Date(s) _____
Sitter _____

Archbold Community Theatre Lease Application

Date _____
Name _____
Group (if applicable) _____
Address _____
City _____ State _____ Zip _____
Phone _____ (days)
_____ (evenings)

References (2 required)

Name _____
Address _____
Phone _____

Name _____
Address _____
Phone _____

Rental Period (from/to) _____
Number of Days _____ Set up Date _____ Clean up date _____
Purpose _____ Number of people in attendance _____
ACT Member Y or N _____ Type of Membership _____

CHARGES & TERMS

Basement Use for 6 hours \$100.00..... \$ _____
Basement Use for 12 hours \$200.00..... \$ _____
Basement Use for 24 hours \$250.00..... \$ _____
Hall Sitter Fee \$25.00..... \$ _____
25 % Discount (members & non-profit)..... \$ _____
Total Lease \$ _____
50% Due ___/___/___ \$ _____
50% Due ___/___/___ \$ _____
Required Deposit Paid ___/___/___ \$ 200.00
Deposit Returned ___/___/___ \$ _____

Lessee _____ For ACT _____

ACT reserves the right to refuse renting to any party.