



105 NORTH FIRST STREET * PULASKI, TN 38478 * 931.363.7222

EVENT RENTAL POLICIES

In order to maintain the historical integrity of STAAR Theatre & Center for the Arts, the following guidelines must met. Please remember that STAAR Theatre, as well as Antoinette Hall above it, is first and foremost, a historically significant structure. STAAR Theatre exists for the benefit of the public, which may place constraints on the properties and their availability. We appreciate the client's understanding of the extra care involved to insure our properties are available for public enjoyment.

The client is responsible for conveying our policies to any vendors and their failure to respect our guidelines will result in forfeiture of the client's security fee. All vendors must have a certificate of liability insurance naming STAAR Theatre & Center for the Arts as the additional insured –OR– must sign a waiver of liability before the event. We strongly encourage our clients to purchase Special Event Insurance naming STAAR Theatre as the additional insured from a company authorized to do business in Tennessee to secure the safety of the client and their guests the day of the event.

STAAR Theatre provides an equal property rental opportunity for everyone regardless of age, race, color, religion, gender, national origin, sexual orientation, marital status, or disability. STAAR Theatre complies with and fully supports all federal and state regulations relating to property rental including laws relating to veterans' status, except as set out in this paragraph, STAAR reserves the right to refuse any individual(s) entities, or groups for whatever reason at STAAR's discretion.

STAAR Theatre & Center for the Arts is available for rental for private functions beginning after 5:00 p.m., once closed to the public with move-in beginning at 3:00 p.m.; however, special provisions may be made for day-time rental dependent on the space needed. Access to staff offices for any reason during any evening is prohibited. By hosting or participating in an event at STAAR Theatre, the client and their guests have given permission for the use of any photographs or videos in STAAR Theatre publications. Rental pricing and packaging is available for wedding-related events, corporate events, non-profit fundraisers, community and private events.

STAAR does not provide medical services or supplies for groups using the site, and there is not a Registered Nurse, nurse practitioner, or doctor provided on-site.

Client's Initials _____

STAAR Representative's Initials _____

INSIDE STAAR THEATRE

STAAR Theatre features an original tin ceiling, hardwood floors, a large stage with curtain, concessions/bar staging area, two (2) stationary flat screen televisions, and a large projection screen at the back of the stage. The theatre will hold up to 299 people for a stand-up event and up to 200 to seated events. STAAR Theatre is also equipped with heating, air conditioning, and power for the client's electrical needs. Additional "patio," "umbrella," or "mushroom" heaters are not permitted on the property.

The STAAR Box Office Hall is typically used for displaying our STAAR Collection. If space needs to be available in this area, it can serve as an additional area for drink, food, or dessert stations. The Hall cannot be used for food service or clean up. Please check on availability of this space if you wish to utilize it during your event.

ANTOINETTE HALL

Unless there is a prescheduled group tour, Antoinette Hall Opera House is off-limits.

At no time are guests allowed to touch or play with or in the downstairs Antoinette Hall Museum Area. All items must remain within the designated area for safe storage and display, and this area may not be decorated for any event.

TABLES AND CHAIRS

Event Rental Packages and Grand Event Rental Packages Include: 400 Chairs, 10 Round 60" Tables, 6 Rectangular Tables, and 2 Bistro Tables.

As your STAAR Event Representative will explain, we do not mix our inventory with that of rental companies; therefore, if the client's event requires more than the amounts indicated above, they must rent the total amount needed. If the client needs 250 chairs for a wedding ceremony and 250 chairs for the reception, they will need to rent 250 chairs from an outside source as we only have 250 chairs total. We do not move chairs from the wedding ceremony to the reception location. Only STAAR Theatre staff may move equipment and property belonging to STAAR Theatre & Center for the Arts; moreover, the client may not move the chairs from location to location. The client must rent extra that are needed.

DECORATIONS

ABSOLUTELY NO NAILS, SCREWS, STAPLES, TAPE, OR TACKS ARE ALLOWED!!! Only the use of rubber coated wire, string, ribbon, zip ties, and special wall hooks (hooks provided by STAAR) may be used to attach decorations or informative banners. Fire codes prevent anything from being hung from or to obstruct emergency exits or access to fire extinguishers. No items may be hung from or anchored to the stage or the stage curtain.

All candles must be enclosed in glass and placed a reasonable distance from anything flammable. No open flame is allowed in or around any portion of the STAAR Theatre & Center for the Arts facility.

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Fireworks, pyrotechnics, and similar products are prohibited. Mechanical or battery operated candles are encouraged.

No confetti, glitter, doves, birdseed, lavender, or sparklers are allowed to be thrown on the grounds at any point during an event. Flower petals and bubbles are permitted; however, bubble machines are not permitted.

LIGHTING

While there is lighting in STAAR Theatre & Center for the Arts, some clients like to their event with extra lighting enhancement options. If you would like to do so, please contact your STAAR Representative for a list of recommended and approved vendors. Vendors must be approved to be on the property.

PARKING

For events with 100 guests or more, valet parking is required. Please contact your STAAR Representative for a list of recommended and approved vendors.

For events that have rented a Grand Event Package and will be doing set-up the day prior to and during the day of the event, volunteers and staff that will be on-site for the set-up MUST park down Madison Street or behind the rear of the building in city commons parking area.

BRIDAL PORTRAITS

Brides renting STAAR Theatre & Center for the Arts for either their ceremony or their reception are allowed to have their bridal portrait taken on property, except Antoinette Hall, free of charge. Brides MUST schedule an appointment through their STAAR Representative and receive a photography permit. Portraits may be schedules Monday-Thursday between the hours of 9 a.m. and 4:30 p.m.

COMMERCIAL PHOTOGRAPHY

Anyone wishing to take or reproduce any photos taken on STAAR Property should receive a photography permit at least one (1) week before the event date.

MUSIC

STAAR Theatre is right in the middle of the historic business & shopping district of Pulaski. Dancing with music provided by Bands or DJs are permitted; however excessively loud music is not permitted.

Bands may be no larger than eight (8) members. Bands and DJs must plug up to a special power distribution box for power. Please have band contact STAAR Theatre if there are questions. Special provisions may be discussed.

Music in the interior of the theatre must stop at 11:00 p.m. Music in any other area (other than the interior of the theatre) must stop at 10:00 p.m.

Client's Initials _____

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Our event staff will check the sound level throughout the evening to insure it complies with the Pulaski noise ordinance. If the client's music is above these levels, the band will be issued a warning from our event staff. If, after the first warning, the music does not comply with the City's guidelines, Pulaski Police Department will be contacted resulting in the client's band being escorted from the property. In the event that STAAR Theatre is contacted by an outside party regarding the noise level of the client's event, STAAR will not be held responsible for any action taken by Pulaski Police Department.

SET-UP / BREAKDOWN

STAAR Theatre is open to the public. Therefore, STAAR is available for deliveries after 3:00 p.m. the day of the event unless the client has purchased additional time or one of the Grand Event Packages. Early deliveries will jeopardize the client's security deposit. STAAR Theatre & Center for the Arts is not responsible for the protection or storage of items brought on the premises for an event. A representative from the client's event must be on property to sign for any deliveries including linens, etc.

At least two (2) weeks before the event, the client must turn in a complete layout with placement of tables and chairs to their STAAR Representative. Because the client knows their event best, event staff will not be responsible for completing the layout for the client's event. Our event staff will set up all the tables and chairs as indicated on the approved layout. If the layout is not received by the deadline, event staff will not be held responsible for set-up.

For liability reasons, our staff is only able to move items that are owned by STAAR; moreover, because of liability issues the client or client's guests and vendors should not move items owned by STAAR.

ALL ITEMS MUST BE REMOVED IMMEDIATELY AFTER THE EVENT HAS ENDED. IT IS THE CLIENT'S RESPONSIBILITY TO MAKE SURE THE CLIENT'S CATERER, FLORIST, AND ANY OTHER OUTSIDE VENDOR CLEAN UP AFTER THEMSELVES AND LEAVE THE FACILITY IN THE SAME CONDITION AS THEY FOUND IT. FAILURE TO DO SO WILL RESULT IN THE FORFEITURE OF THE CLIENT'S SECURITY DEPOSIT.

All events expecting over 100 guests will be responsible for hiring professional bathroom attendants for the duration of the event. Such attendants can be hired through STAAR for a fee of \$12.50 per hour. Please inform your STAAR Representative two (2) weeks prior to the event if the client wishes to hire staff through STAAR.

All events that expect over 150 guests must hire a professional clean up crew to assist with the tear down of the event. This crew is to breakdown tables and chairs. This crew is not responsible for the general clean up required of the client, caterer, florist or other event vendors. This crew may be hired through STAAR Theatre at a rate of \$12.50 per person per hour, and the number of professionals needed will be determined by STAAR Theatre. Please inform your STAAR Representative two (2) weeks prior to the event if the client wishes to hire his staff through STAAR. Volunteer clean up committees are not acceptable for functions where alcohol is being served. Please inform a STAAR Representative if the client wishes to hire his staff through STAAR.

For events of 100 guests, an additional fee will be added to the rental contract to cover all consumables required for the event such as toilet paper, paper towels, trash bags, etc.

Client's Initials _____

STAAR Representative's Initials _____

CATERING

If the client chooses to use an outside catering or alcohol provider, the following guidelines apply:

Caterers must provide a Certificate of Liability Insurance with workers compensation included naming STAAR Theatre & Center for the Arts as an additional insured for \$1,000,000.00 for each occurrence. This certificate is required at least thirty (30) days before the scheduled event. Caterers will not be allowed on the premises until a Certificate of Liability is received by STAAR.

No cooking is allowed on the premises. Action Stations are permitted if a fire extinguisher is kept by the station.

If a caterer will be using any area for prep work other than the STAAR Concessions area, they must provide rubber matting. If a caterer does not bring a mat, the security deposit will be forfeited. No prep work, scrape down, or food service is allowed in the following areas: Antoinette Hall, Restrooms, STAAR Box Office Area and Offices, or any area that would hinder emergency exit.

After each event, the catering floor must be swept and mopped. Counter tops and sink must be wiped down with a clean, sanitized wet cloth. Caterers are responsible for removing all food and service equipment supplies. Caterers are responsible for placing full garbage bags in the green city bins outside STAAR. The premises must be vacated by midnight by all parties. All catering and food supplies must be removed the evening of the event. Ultimately, the client will be responsible for any clean up and items left on the premises.

ALCOHOLIC BEVERAGES

STAAR Theatre & Center for the arts allowed alcoholic to be served as part of a catered, private event.

If a client chooses to use an outside caterer or alcohol provider, the following guidelines apply:

Caterers and clients bringing in their own alcohol must provide a Certificate of Liquor Liability insurance naming STAAR as the additional insured for \$1,000,000.00 for each occurrence.

Alcohol may be served to adults twenty-one (21) years or older by a licensed bartender. Anyone serving any form of alcohol must have an ABC card on him or her at all times. If there is no licensed bartender present, no alcohol shall be served. STAAR Theatre strongly encourages events that are serving alcohol to purchase special event insurance naming STAAR Theatre & Center for the Arts as the additional insured to protect the client and the guests at the event.

Cash bars are NOT permitted unless the client is a licensed 501 (c) 3 organization and a special permit is obtained from the Alcoholic Beverage Commission by calling 615-741-1602.

Bartenders are not permitted to dump "bar buckets" on the STAAR property as it is harmful to the plumbing or landscape. Bartenders must discuss appropriate "dumping" spots from the STAAR Event Supervisor at the conclusion of the event.

Client's Initials _____

STAAR Representative's Initials _____

STAAR will provide one case (12 bottles) of bottled water. Please be sure to check with the Events & Weddings STAAR Representative to schedule pick-up.

SAFETY REQUIREMENTS

Smoking is not permitted in STAAR Theatre & Center for the Arts. Smoking is only allowed outside in designated areas.

Electrical work must be done by a licensed professional and a Theatre approved contractor. Proof of licensing and permission are necessary.

Due to fire codes, all tables, etc. must be placed at a reasonable distance away from all emergency exits.

Some events may require security guards at the client's expense.

STAAR Theatre & Center for the Arts reserves the right to remove any person deemed intoxicated, disorderly or otherwise objectionable in the sole opinion of the STAAR Theatre from the premises.

Use of illegal controlled substances on STAAR property is prohibited and is grounds for immediate ejection and notification of the property authorities.

Gambling for money or trade on STAAR property is prohibited.

Firearms of any type shall not be permitted on the premises.

WRITTEN EXCEPTIONS

Any exceptions to the above mentioned policies must be approved in writing in advance.

REHEARSALS

The client must arrange a time with the STAAR Representative for the client's rehearsal. We will do our best to accommodate the client's request. Rehearsal dates and times will not be guaranteed until thirty (30) days prior to the client's event. If there is an event the evening before your event, the rehearsal may be scheduled for a one hour time slot between the hours of 9:00 a.m. - 1:00 p.m.

INCLEMENT WEATHER + EMERGENCIES

If the client has scheduled an event on the property, we do not have a weather guarantee.

STAAR Theatre & Center for the Arts does not provide emergency transportation. The client should have an emergency preparation plan in the event of an emergency.

Client's Initials _____

STAAR Representative's Initials _____

OPERA HOUSE TOURS

Guided tours of the Antoinette Hall Opera House are available with an event rental with a 25 person minimum and must be arranged 2-weeks prior to the event through STAAR. **NO FOOD OR DRINK IS PERMITTED IN ANTOINETTE HALL.**

SECURING YOUR EVENT DATE

A date is not secured until a contract is signed and a deposit of one half of the facility fee, including the \$350.00 security deposit, is received. Final payment is due thirty (30) days prior to the client's event date. Set-up will not be allowed without full payment. STAAR accepts cash, certified or cashier's check, Visa, MasterCard, American Express, & Discover.

The security deposit covers the cost of repair for any damages and/or staff over-time that occurs during the client's event. In the event that the damage or staff over-time pay exceeds \$350.00, the client will be responsible for the remaining balance. The client's security deposit is largely reliant on the condition of the property at the conclusion of the client's event. The security deposit is refundable provided that all contractual conditions are met.

SECURING YOUR EVENT DATE

All cancellations must be submitted in writing and signed by the same person who signed the original contract.

If the cancellation is received six months or more prior to the event, the Rental Deposit will be refunded; however, the security deposit **WILL NOT** be refunded.

If the cancellation is received less than six months prior to the event, the Security Deposit will be refunded; however, the Rental Deposit **WILL NOT** be refunded.

If the cancellation is received once the final payment is received at one month out from the event, no monies are refundable except the security deposit.

FALSIFIED RESERVATION

Any reservation obtained under false pretense will be subject to a forfeiture of advance payment, deposit and/or rental money, and the party will not be permitted to use the premises.

WAIVER OF LIABILITY AND AGREEMENT TO INDEMNIFY

Client shall indemnify and save STAAR Theatre & Center for the Arts harmless against all liabilities, expenses, losses, accident, injury, theft, loss or damage to any person or property that shall happen in or about STAAR Theatre & Center for the Arts.

Client's Initials _____

STAAR Representative's Initials _____

In consideration of being permitted to hold events at STAAR Theatre, the Client, for him/herself and his/her heirs and representatives voluntarily and knowingly executes this document and expressly waives any and all rights, claims, causes of action, releases, discharge and covenant not to prosecute STAAR Theatre, including, without limitation, illnesses, property loss or death to the Client, or to the client's family or property with the Client is engaged, directly or indirectly, relating to an event, whether or not caused by the negligence of STAAR Theatre, its officers, directors, agents, Board of Directors or employees.

This Waiver of Liability to indemnify shall continue in full force and effect until terminated in writing and in the event of such termination shall remain applicable to all matters occurring or first arising on or before the date of such termination regardless of such termination.

NAME OF CLIENT (PLEASE PRINT)

DATE

SIGNATURE OF CLIENT

DATE

STAAR THEATRE REPRESENTATIVE

DATE