

Joe Negri Auditorium

Usage Agreement

Name of Event: _____

Type of Event: _____

Check all that apply:

Event with food & drink

Event with alcohol (*will require you to obtain low-cost liability insurance*)

Date(s) Reserved: _____

Time(s) Reserved: _____

Group Name: _____

Classification (check one):

Government Organization

Non-Profit Organization (IRS Definition)

All Other

Contact Person(s): _____

Phone Number(s): _____

Address: street: _____

city: _____ state: _____ zip code: _____

FEE BREAKDOWN:

Facilities and Equipment Rental:

Auditorium:

Rental Fee: \$ _____

Security Deposit: \$ _____

Cleaning Fee: \$ **50.00**

Equipment Rental:

Microphones: \$ _____ *maximum of 6 microphones

Amps & Cords: \$ _____ *maximum of 4 amps

Amount Received: \$ _____

Balance Due: \$ _____

SECURITY DEPOSIT: (physical check or money order)

- Event with **no** Food/Drink/Alcohol: \$ **100.00**

- Event with Food/Drink Only: \$ **150.00**

- Event with Food/Drink/Alcohol: \$ **200.00**

*RENTAL FEES:

Full day (8 hours) or less \$ **250.00**

Weekend (Fri-Sun) \$ **650.00**

*One rehearsal day included

Weekly (5 full days) \$ **1,100.00**

*One rehearsal day included

Additional Rehearsal Days \$ **50.00**

Day before event set-up is included in rental fee

FINE PRINT:

Security Deposit:

- Anyone renting out the Joe Negri Facilities must provide a security deposit at the **time of booking**.
- The security deposit is **required** to be a *physical check or money order*, and will be voided and returned to the renter when/if:
 - The property is left undamaged, ultimately at the discretion of the Director of Property Management
 - Facilities are left clean and orderly, respectful use to the premises
 - Payment for rental was secured

Hours of Operation:

- Night time use of the facility shall not extend past **11:00pm**, including all clean-up work.

Parking:

- Parking will **not** be provided by Prospect Housing Partners. Parking for all events will be in the street.
- Event staff should **encourage their guests to Uber/Lyft/Carpool** in order to avoid congestion.

Alcoholic Beverages/Liability Insurance:

- Alcoholic beverages are allowed upon the approval of Prospect Housing Partners and the Director of Property Management. The event holder shall have a **Liquor Liability Policy** and **add Prospect Housing Partners as an additional insured**. Certificate of Insurance shall be provided to Prospect Housing Partners **1 week prior to the event**. The event holder shall be in compliance with all laws and regulations regarding alcoholic beverages to the extent applicable. Drinks may only be served by the approved party outlined in the Joe Negri Auditorium Usage Agreement.

What is Liquor Liability Insurance?

- Protects you if you're held liable for property damage or bodily injury
- Offers host liquor liability to protect against alcohol-related accidents

Tobacco/Vaporizers:

- No tobacco/vape products are allowed to be utilized in the facility. All tobacco smoking/vaping must take place outside of the building.

Security Detail:

- Prospect Housing Partners does **not** provide security for the event. Being an apartment building, we have cameras that record video surveillance at different points on the building, and an alarm system that is active before & after events. In the event of a breach in security during an event rental, the **Director of Property Management** should be contacted to request access to the security footage at **412-231-3621 ext. 3504**. The Director of Property Management can deny access to security footage as his/her own discretion.

Tables/Chairs/Kitchen/Service Arrangements:

- Prospect Housing Partners does not ensure use of additional tables/chairs, and only provides what exists in the

space at the time of booking. **Event Staff should plan to provide their own tables/chairs if they require additional seating/table space.**

- Prospect Housing Partners provides access to the fridge/sink/microwave to any Joe Negri Facility Rental.
- Prospect Housing Partners provides **stocked bathrooms** for each facility rental.
- Any property belonging to Prospect Housing Partners shall not be moved without prior approval.
- Any rented equipment/foreign property brought in for an event shall be removed at the end of the event without prior approval.
- No tables/chairs will be set up on hardwood floors without prior approval.

Decorating/Set-Up for Event:

- No tacks/nails/staples/wire/or other penetrating devices shall be attached to the walls, floors, windows, light fixtures, ceilings, pillars, doors, or other parts of the building. No fastening devices other than tape shall be used on seats. **NO TAPE, OTHER THAN PAINTERS TAPE IS TO BE USED ON THE AUDITORIUM FLOOR.** Smoke or fog machines must have prior approval.
- If the safety of the public or the preservation of the building is concerned, Prospect Housing Partners will have final approval on all decorating/set-up procedures.

Lighting:

- All lighting controls will be reviewed at the time of rental by our Facilities Manager
- The *EXIT sign* shall **not be covered at any time.**

Cleaning:

- Prospect Housing Partners charges a **flat \$50.00 cleaning fee** for each event rental.
 - The renter is responsible for the **removal of all materials** brought in for the event.
 - All **waste material** shall be properly bagged and placed in a designated area and will be removed by Prospect Housing Partners staff.
 - **All spills must be wiped up;** water or other liquid shall not be left standing on floors
 - **All clean-up work must be complete prior to vacating the facility,** unless otherwise specified here:
-

Storage of Personal Items:

- The storage or keeping of personal items, material or equipment in the facility shall not be permitted unless authorized by Prospect Housing Partners.

Building Safety:

- All hallways, doors, and stairways shall be kept clear for safety purposes and the **front door shall remain unlocked** during the function. Prospect Housing Partners staff will check all doors prior to vacating the premises and make sure they are properly closed and locked.
- Individuals are **prohibited from entering** any area of the building other than the Pre-Function area and the Auditorium area.

Fire Safety:

- Maximum occupancy is posted and shall be obeyed without exception.

Right of Refusal:

- Prospect Housing Partners has the **right to refuse** any request for the use of Joe Negri Auditorium.
- Prospect Housing Partners has the **right to shut down and end** any event in the Joe Negri Auditorium if any of the above stipulations are violated or if any act is deemed unsafe, disruptive, or detrimental to the facilities.

Emergencies:

- If a problem occurs involving the use of the building or equipment that may cause damage to or harm occupants of the facility, contact the Emergency Maintenance number at **1-800-642-9231**.
- In case of **Emergency, call 911**.

All rental fees, regulations and rules are subject to change at any time and Renter agrees to abide by such changes.

In consideration for the use of the premises known as the Joe Negri Auditorium, by entering into this contract the renter shall hereby release and forever discharge Prospect Housing partners from any and all actions, causes of actions, claims and demands, judgements and expense incurred in connection with a death or injury to persons or for loss of or damage to property arising out of, or in connection with the use or the occupancy of the premises that may be attributable specifically to the Renter, Renter's guests, or use of the premises. It being further understood that Prospect Housing Partners is not responsible for the activity for which the Renter is using the facility.

RENTOR:

Printed Name: _____ **Date:** _____

Signature: _____ **Date:** _____

PROSPECT HOUSING PARTNERS AUTHORIZED SIGNATURE:

Printed Name: _____ **Date:** _____

Signature: _____ **Date:** _____



Joe Negri Auditorium

Performance Space in Mount Washington



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