

FiftyForward Donelson Station

108 Donelson Pike, Nashville, TN 37214
(615) 883-8375

FACILITY RESERVATION REQUEST

Event: _____

Event Date(s): _____ Start: _____ **AM/PM** End: _____ **AM/PM**
Start and end times should include set up and clean up.

Contact: _____ Organization: _____

Address: _____ City _____ Zip _____

Home: _____ Cell: _____ Work: _____

Email: _____

Number of People Expected: _____ Will food/beverages be served? Yes No

Will you be bringing in any outside equipment such as music or A/V equipment? Yes No

Room Options

Room	Capacity	Price	Reservation/ Damage Deposit
Social Hall	50	\$35 per hour + staff fee	\$100
Conference Room	60	\$35 per hour + staff fee	\$100
Auditorium (excludes stage from the proscenium back)	170	\$550 first four hours (min) + staff fee \$125 each additional hour + staff fee	\$200
Entire Theatre: Auditorium, Stage, Backstage, lofts, dance studio and dressing rooms. <i>(Separate equipment rider agreement required).</i>	170+ performers	\$1100 per night + staff fee \$125 each additional hour + staff fee	\$200
		*\$15 per hour for Sound/Light Tech *\$15 per hour for Set/Stage Support	N/A

*Only approved technical production crew staff are allowed.

Fees

Room @ _____ per hour for _____ hours \$ _____

Staff Charge @ \$15 per hour for _____ hours \$ _____

Sound Technician @ \$15 per hour for _____ hours \$ _____

Lighting Technician @ \$15 per hour for _____ hours \$ _____

Set/Stage Support @ \$15 per hour for _____ hours \$ _____

Other _____ \$ _____

Reservation/Damage Deposit (due at time of reservation & returned if no damage) \$ _____

Total due one week prior to event \$ _____

Date Deposit was paid: _____ Check # _____ Rec. By: _____

Date Fee Balance was paid: _____ Rec. # _____

Staff member assigned to event: _____

Was facility left in proper order and all policies followed? Yes No Was deposit returned? Yes No

Comments: _____

FiftyForward Donelson Station Facility Reservation Agreement

1. The Individual/Group (hereafter referred to as Group) shall use and occupy FiftyForward Donelson Station facility in a safe and careful manner and shall comply with City, State and Federal laws, rules and regulations.
2. The facility shall not be used for any unlawful purpose or in any manner as to injure persons or property in, on or near the premises.
3. The Group shall not do any act or suffer any act to be done which will in any way mar, deface, alter or injure any part of the FiftyForward Donelson Station facility.
4. The Group shall indemnify and save harmless FiftyForward Donelson Station from all cost, loss and expense arising out of any liability or claim of liability for any injury to any persons or property sustained or claimed to have been sustained by reason of the use or occupation of the facility by the Group or by any act or omission of the Group or any of its officers, agents, employees, guests or invitees during or associated with such reservations, use or occupancy.
5. The Group shall pay for any and all damage to the FiftyForward Donelson Station facility or loss or theft of property done or caused by the Group or any of its officers, agents, employees, guests or invitees.
6. FiftyForward Donelson Station assumes no responsibility whatsoever for any property placed in the facility by the Group. FiftyForward Donelson Station is hereby expressly released and discharged from any and all liabilities for any loss, injury or damages to person or property that may be sustained by reason of the occupancy or use of the facility by the Group.
7. FiftyForward Donelson Station reserves the right to control and manage the facility and to enforce all necessary and proper rules for the management and operation of the same for its authorized representatives to enter any part of the facility at any time and on any occasion. FiftyForward Donelson Station also reserves the right but not the duty, through their duly appointed representatives, to eject any objectionable person or persons from the FiftyForward Donelson Station facility and the Group waives any and all claims or damages against FiftyForward Donelson Station or any and all of its officers, directors, members, agents or employees resulting from the exercise of this authority.
8. In the event the undersigned is without the necessary authority to bind the Group to the terms and conditions set forth herein, he/she shall be personally liable to FiftyForward Donelson Station for all obligations and duties of the Group.
9. If FiftyForward Donelson Station, at any time, pursues legal action to enforce this agreement or collect any fees owed under this agreement, the Renter will pay all costs of litigation and any attorneys' fees accrued by FiftyForward Donelson Station in pursuing any legal action under this agreement should FiftyForward Donelson Station prevail in any legal action to enforce this agreement or collect any fees owed under this agreement.
10. The facility shall not be used by the Group for any purpose other than that stated on the reservation form and approved by FiftyForward Donelson Station.
11. Facility usage is contingent on FiftyForward Donelson Station staff availability and Director/SCA Administrator approval.
12. Smoking is only allowed in designated areas. Electronic cigarettes are not allowed inside the facility.
13. Only champagne toasts are allowed in areas other than the theatre due to licensing. Beer and wine may be allowed in the theatre only if the Group obtains appropriate licensure and event insurance. Extra staff coverage may be required.
14. All parties involved with the event are limited to the space assigned by FiftyForward Donelson Station.
15. The use of the FiftyForward name or logo in any marketing or promotional material is expressly forbidden unless permission is given by FiftyForward's Executive Director.
16. If event takes place during FiftyForward Donelson Station business hours, no vehicles may block access to FiftyForward members or visitors.
17. No open flames or burning of any materials is allowed inside buildings
18. All electrical devices and equipment must have prior approval by FiftyForward Donelson Station.
19. The Group must leave the space clean and in proper order, removing all trash, décor, and returning the room to its previous layout to regain deposit funds.
20. Cancellation with less than one (1) weeks' notice will result in forfeiture of the Reservation/Security Deposit.

I, the undersigned, having read the foregoing conditions for facility usage, do agree to these fees and conditions.

Signature _____ Title _____

Print Full Name _____ Date _____

Director's Approval _____ Date _____

SCA Administrator's Approval _____ Date _____

Required for theatre usage.