



**Greenville Municipal Auditorium**  
**2821 Washington Street**  
**P. O. Box 1049**  
**Greenville, TX 75403**  
**903-457-3126**

### **Auditorium Rental Rules and Regulations**

The Greenville Municipal Auditorium is a municipally owned performance venue. The Auditorium is committed to providing quality entertainment and arts to its patrons. The auditorium is currently equipped to host music, theatre, dance, and other types of events. For questions and inquiries, please call the Venue Manager or City Manager.

### **DEPOSIT & RENTAL FEES**

1. A \$500 damage deposit is due with signed contract upon rental. Cash, check, and credit cards are accepted.
2. All remaining rental fees must be paid within 72 hours of event.
3. If rented within 30 days of event, the full deposit and rental fee is due at contract signing.
4. Requested hours of use must include the amount of time it will take to set up, hold the function, take down and vacate the building.

### **CANCELLATION & CHANGE OF DATE POLICY**

1. In the event that the Greenville Municipal Auditorium determines it necessary to cancel an event due to fire, repair, strike, or any other casualty or other unforeseen occurrence prior to the event, the rental fees and damage deposit will be refunded.
2. If an event is cancelled by the City of Greenville due to Lessee's misuses of the facility, there will be no refund of the damage deposit or rental fees.
3. If an event is cancelled by the Lessee within 30 days prior to the event, no rental fees will be refunded.
4. Changes made within 30 days of the event are subject to the Venue Manager or City Manager's approval.

### **RENTING POLICIES**

1. The Greenville Municipal Auditorium reserves the right to refuse service, cancel any activity and/or increase fees of deposit based on the type of function being held or on Lessee's past rental history.
2. Lessee must be at least 21 years of age.
3. The auditorium cannot be rented within 7 days prior to an event.
4. Lessee shall not admit to premises a larger number of persons than allowed by the fire code building capacity of 1,439.
5. Lessee shall not bring in or be allowed to bring in anything that will increase the fire hazard or rate of insurance of the building or property thereon.
6. Lessee shall not obstruct any portion of the sidewalks, entries, halls or vestibules or ways of access to the public utilities of this building.
7. Lessee shall not use or permit the premises to be used for sleeping or lodging purposes, nor shall Lessee bring or keep any animal or animals upon the premises or permit the same to be brought into the premises unless approved in advance by the Venue Manager or City Manager.
8. Lessee accepts the building, its furnishings, fixtures and equipment in their present condition and state of repair and agrees that, upon the end of the rental term, the building will be vacated and surrendered in the same condition as it is now in.

9. Lessee is liable for the building and its furnishings, fixtures and equipment during the reserved time.
10. All repairs and/or replacements required to return the building, its furnishings, fixtures and equipment to its present condition will be at the expense of the Lessee. Lessee must be present during the function.
11. Lessee will inform Venue Manager or City Manager of all vendors, contractors, and service people being utilized in connection with the event.
12. Lessee shall not broadcast or televise any event or portion of event without first securing the consent of the Venue Manager or City Manager. In the event requisite consent is given, installation and removal of all equipment shall be at the expense of Lessee and subject to the supervision of the Venue Manager or City Manager.
13. Public Restrooms, offices, and other rooms in the municipal building are not to be used as dressing rooms. The dressing rooms located back-stage are free to use with venue rental.
14. An auditorium attendant is required to be present during the hours of rental. This includes rehearsals, load in, load out, and the hours of the actual event.

#### **TICKETING**

1. All ticketing must be done through Ticketfly, both online and physical tickets, unless approved by the Venue Manager or City Manager.

#### **PARKING**

1. Free parking is available on the streets surrounding the municipal building, and also in all City of Greenville Parking Lots.

#### **CONCESSIONS & MERCHANDISE**

1. Lessee may sell concessions and merchandise with the approval of the Venue Manager or City Manager. Concessions and merchandise may only be sold on the first floor of the municipal building, or from behind the booth located in the auditorium lobby.
2. The sale of alcohol at auditorium events may be allowed with permission of the Venue Manager or City Manager. A licensed police officer must be hired and paid for by the Lessee for any and all events of which the consumption or serving of alcohol is a part. The city police department officer is required to be present during the entirety of the event. The serving, consumption, possession, storage, and/or sale of alcoholic beverages must be in compliance with all state and local laws, including the Texas Alcohol and Beverage Code governed by the state alcoholic beverage commission (TABC).
3. The Lessee must use the Venue Manager or City managers approved alcohol vendor.

#### **DECORATIONS AND TECHNICAL SPECIFICATIONS**

1. All decorations and plans must be approved by the Venue Manager or City Manager no later than 30 days prior to the event.
2. No props may be constructed nor painting done on the rented premises.
3. The use of nails, thumbtacks, staples, or glue for installing sets props within the Greenville Municipal Auditorium is not allowed.
4. Gaffers tape is the only acceptable tape allowed for any area in the auditorium, on stage, or backstage.

#### **GREEN ROOM**

1. The Green Room may be used upon request.
2. The furnishings in the Green Room are permanent fixtures of the auditorium. Furniture may not be removed or altered.
3. If Lessee would like, the Green Room can be locked to eliminate liability.

#### **FIESTA ROOM**

1. The Fiesta Room may be used for an additional fee of \$100 as a dressing room or for a conference.
2. Catering of food service or meals for participants in event are ONLY ALLOWED in the Fiesta Room and must be approved by the Venue Manager or City Manager.

**INSURANCE**

1. The Greenville Municipal Auditorium requires liability insurance at Lessee's expense and proof of such insurance policy must be reviewed by the Venue Manager no later than 30 days prior to beginning of the rental period. The limits of the policy will be determined by the Venue Manager or City Manager.

**Lessee shall comply with all laws, statutes, ordinances and regulations of the United States, the State of Texas and Lesser. Lessee shall obtain and pay for all required permits and licenses, Lessee shall not permit or suffer the commission of the violation of any law, statute, ordinance, or regulation.**