

# Allegro Music and Dance School Concert Hall Rental Contract

This contract is between the Allegro Music School and \_\_\_\_\_.

Requested Date: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_

## **Payment**

The rental fee for the hall is \$55 per hour for members of MTAC with two hour limit.

Non-member prices are:

\$70 for 1 hour, two hour limit.

The refundable security deposit of \$200 is required for non-member rentals in addition to regular fees. Please make your check payable to Allegro Music School. The payment, signed application form and signed contract have to be received no later than 7 days after booking, otherwise your time slot will be canceled.

Amount enclosed: \$ \_\_\_\_\_ Check # \_\_\_\_\_

## **Booking Confirmation**

To see your reservation please go to [fcallegro.com](http://fcallegro.com) and view the pdf calendar on the front page.

## **Cancellations**

Events that are canceled more than a month prior to the event are subject to a \$40 cancellation fee.

**If a reservation is canceled less than a month prior to the event, the entire rental fee is forfeit.**

## **Hall Reservations**

You may occupy the Hall only during the reserved hours. Setup and cleanup must be done during the reserved time.

## **Chairs**

The setup of up to 120 chairs is in "theater style". Any other seating arrangements must be requested in advance. Please put chairs back into "theater style" so the hall is available for next use.

## **Food and Drink**

Only simple food is allowed in the school (crackers, cookies, etc.)

No food is allowed in the Hall.

The table for food will be setup outside the Hall, in the waiting room.

**No alcohol is allowed on school premises.**

**Damages**

**Any damage costs to the Hall will be subtracted from the security deposit or billed directly to the person who booked the Hall if security deposit was not required.**

**Safety and Courtesy**

Please make sure your group is quiet. There may be students taking lessons in the classrooms, so please no noise or running around.

**Emergency, Questions**

In case of emergency, or if you any questions, please call Vera Shamis at 650-281-1441 or send e-mail to [allegro@fcallegro.com](mailto:allegro@fcallegro.com)

**I have read this contract and agree to its conditions. I understand that any violation of this contract may result in a \$200 fine.**

---

**Signature**

**Date**