

**Orpheum Theatre House Provisions  
For Private Party- Movie  
Revised 09/01/02**

The following list contains the house provisions applicable to all rentals and the use of The Orpheum Theatre in Galesburg, Illinois.

1. This agreement permits renter to use the theatre front entrance, lobbies, mezzanine rest rooms, and auditorium. The fees assessed cover needed heating, air conditioning, lighting and water, with controls to be operated by the management staff. If handicap accessible restrooms are needed, please contact management in advance.
2. **Smoking will not be permitted** in any portion of the house at any time. You may eat and have non-alcoholic beverages in designated areas only. The concession stand will be open to purchase concession items not provided for in the contract.
3. The use of inflated balloons, helium or non-helium, on-stage or in the theatre, is prohibited. Any use of fire (candles, cigarettes, cigars, etc.) must be approved through the **Galesburg Fire Department**. A copy of the written approval must be presented to The Orpheum management at least 7 days prior to the event.
4. If the use of special effects results in a false alarm response from the fire department, any applicable charges will be assessed to the renter.
5. **ALL** guests will enter and leave by the front door only.
6. **DO NOT LEAVE VEHICLES UNATTENDED IN THE ALLEY.** The alley is used by Kensington residents and is a **FIRE LANE**.
7. **ALL** guests will be restricted to the front entrance, lobbies, mezzanine rest rooms, and auditorium. In any instance where this provision is violated and additional labor is needed to ready the theatre for the public, fees associated with clean up will be passed to the renter.
8. **Nothing will be tacked, pinned, taped or screwed to walls, carpet or stage floor without permission.** Do not drag equipment across the stage floor.
9. House equipment such as the sound system, movie screen, acoustical shell and stage lighting are to be controlled by the management staff or an approved third party only. The set up and striking of the fly system shall be performed under supervision of the management staff. The projection booth is off limits to all renters.
10. User covenants to maintain in good condition the interior and all existing fixtures and equipment of the theatre, fair wear and tear expected. User agrees to reimburse the owner for any needed repairs to the house or replacement of any fixtures or equipment damaged or destroyed due to use by the user during terms of this agreement.

11. No movie beyond an “R” rating is allowable.

12. A day, as specified by the contract, runs from 9a.m. to 10:00p.m. Changes to this schedule may be possible with advance notice. Load in and strike times are to be coordinated with management. Any deliveries (example: piano) must be directed to management.

13. The type and name of the act or event shall be provided to the theatre management upon request. Orpheum management reserves the right to take into consideration the type and name of event before contracting with user groups, and to refuse to rent the facility to users when management determines, in it’s sole discretion, that the type or name of the act or event will be materially detrimental to other events or acts contracted or planned for performance in the theatre. Failure to provide the name of act or event to theatre management within a time specified by theatre management, or the selection of a type or name of act or event which management determines unsuitable, makes the rental contract void at the option of theatre management.

14. User is responsible for its own medical staff as it deems necessary. The Orpheum is not responsible for lost or stolen property.

15. No waiver or any breach of any term or condition of this agreement shall be construed as a waiver of the term or condition itself, or of any subsequent breach thereof.

16. Renter is only entitled to services specified in the contract and house provisions. Any additional services will be assessed following the event.

**17. The Orpheum Theatre is a restored Vaudeville house and is listed on the National Historic Register.** We ask that you respect the building and its rich history.

***Please review the house provisions with all members of your organization.***

I have read and understand the house provisions outlined in the binding contract.

signed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Responsible Party / Renter

Name of Movie:\_\_\_\_\_

Rating:\_\_\_\_\_

VHS or DVD format?\_\_\_\_\_