

# Rental Agreement

Historic 1908 Courthouse  
107 E. Main St.  
P. O. Box 336  
Independence, VA 24348  
www.historic1908courthouse.org

## BALDWIN AUDITORIUM

Phone & Fax:  
276-773-3711  
**DATES OF USE:**

**NAME:**

**ADDRESS:**

**Telephone:**

**PURPOSE OF RENTAL:**

**FEE:**

The Historic 1908 Courthouse Foundation reserves the right to limit capacity in the Baldwin auditorium to **200 people (includes attendees and performers)**

### Notes or Other

The Historic 1908 Courthouse Foundation shall maintain full control of:

- ◆ Scheduling of Use
- ◆ Heat & Air Conditioning Systems
- ◆ Stage, Stage Set & Light Booth Use/Changes
- ◆ Stage Lighting System Use/Changes
- ◆ House Audio System Use/Changes
- ◆ House Electrical System (breaker boxes, extension cords, additional power requirements)
  
- ◆ User shall be responsible for cleanup of common areas (auditorium, kitchen, bathrooms).  
Additional Fees will be added if building is not left in satisfactory condition.
- ◆ Food Service will be approved by the Courthouse Foundation
- ◆ No pyrotechnic devices (sound, smoke, open flame or light flash)
- ◆ No illegal drugs or alcohol on premises. ABC permits must be obtained by Rentee and approved by Courthouse staff
- ◆ No smoking in building
- ◆ Stair exits must remain open at all times

SIGNATURE BELOW DENOTES THAT THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS OF THE RENTAL AGREEMENT ARE SATISFACTORY AND ARE HEREBY ACCEPTED.

SIGNATURE: \_\_\_\_\_ DATE:

Rentee

SIGNATURE: \_\_\_\_\_ DATE:

Rentor

**30 DAY NO-REFUND CANCELLATION POLICY** - The Courthouse Foundation will not refund any fees if the event is canceled within 30 days of the event.