

**Leather Archives & Museum**  
**Etienne Auditorium Application for Use**

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|--|--|
| Organization name:   |  |
| Representative name:   |  |
| Dates and times:   |  |
| Description of event:<br>For performances, demonstrations or productions, please use a separate page to describe activities in detail. |  |

**Fee Schedule:**

|                              |   |
|------------------------------|---|
| Use of auditorium            | Donated by LA&M for not for profit organizations (*) hosting free events<br>\$25 per hour when museum is open<br>\$50 per hour when museum is closed  |
| Food or beverage service     | \$25 flat charge (also charged if more than 1 bag of refuse is created)<br>\$25 use of LA&M equipment (tablecloths, serving utensils, napkins, etc..) |
| Alcohol service              | \$25 additional flat charge   |
| Use of lighting / projection | \$20 per hour   |
| Performance / Demo           | \$50 flat charge  |
| Booth technician**           | \$50 per hour   |
| Exhibit space open           | Negotiated per event  |
| Cleaning fee                 | No fee if space is left clean, as determined by LA&M prior to leaving<br>\$100 fee charged if cleaning is required                                    |

**Deposit:**

A \$50 deposit is due for all events to reserve the space and will be refunded for events with less than \$50 in fees. The fee is not refundable for cancelled events.

\* Organizations with a 501(c)(3) or (7) determination letter with mission statements in alignment with the LA&M mission qualify for donated use space. Donated space use time shall be limited to five hours per month.

\*\* Standard stage lights will be set and microphones on without a booth technician. For other audio, lighting changes, film screenings, presentations or other A/V a booth technician must be used. Events may provide their own technician at no charge, however this individual(s) must meet with and be approved by LA&M at least 7 days prior to the event.

## Terms of Use:

- 1) **For donated use space only** : The event shall be open to the public (18 and older) without charge or requested donation at the door
- 2) **For donated use space only** : The LA&M shall be listed as a sponsor of the event on all promotional and marketing materials for the event.
- 3) **For donated use space only**: The occupant shall provide at least one individual to greet guests in the lobby throughout the duration of the event.
- 4) **For demonstrations and performances**. The occupant shall procure special event liability insurance for no less than \$1,000,000 with the LA&M named as an insured party. ***Certificate of insurance must be presented to the LA&M 7 days prior to the event.***
- 5) Alcoholic beverages may not be sold or require ticket. Alcoholic beverages may be served without charge by a licensed and insured caterer that has delivered proof of insurance and license to the LA&M at least 14 days prior to the event.
- 6) Merchandise may be sold (1) by an organization or business that regularly sells merchandise and collects / remits sales tax or (2) by the LA&M on behalf of the organization for a 10% fee.
- 7) Only Individuals 18 years and older will be admitted into the building. Only individuals holding a valid government ID will be admitted to the building.
- 8) LA&M personnel have the right to refuse entry to any person or eject any person from the premises.
- 9) The occupant is responsible for securing all performance, exhibition, intellectual property rights and screening rights to all content of their event. The occupant agrees to accept liability for any violations of these rights.
- 10) For film screenings and theatrical performances, the occupant agrees to provide the LA&M with written copies of agreements to performance and exhibition rights.
- 11) Cleaning the auditorium is the responsibility of the occupant. A \$100 fee will be assessed if the premises are left unclean. Occupant should check in with LA&M staff prior to leaving the premises.
- 12) You may store equipment and supplies at the LA&M up to 1 day prior to and 1 day following your event. If equipment or supplies are left at the LA&M for more than one business day after your event, they shall become property of the LA&M.
- 13) The occupant agrees to indemnify the LA&M for damage done to the premises or borrowed equipment by event staff, volunteers, attendees, or audience.
- 14) No smoking, open flames, or fire are permitted on or within 15 feet of the premises.
- 15) Non-prescription drugs are prohibited on the premises. Animals are prohibited, except for assistance animals.
- 16) Nudity, as defined by City of Chicago ordinances, is prohibited on the premises. The occupant agrees to comply with all federal and state laws and city ordinances.
- 17) The auditorium seats 164 persons. The fire code limit on the first floor is 189 persons. Occupancy will be limited to this code.
- 18) Ending times for programs will be 10:00p Sun through Thu and 10:30p Fri and Sat. These times will be strictly enforced. Occupant staff and volunteers may stay after up to 30 minutes for clean up and tear down.
- 19) The building must be cleaned and vacated no later than 10:30p Sun through Thu and 11:00p Fri and Sat.
- 20) For use when the museum is open, space used is limited to auditorium, loading dock and green room only. Lobby, coat check room, rear hallway and library will be left open to LA&M patrons. For use when museum is closed, lobby, coat check room, rear hallway and library are available.
- 21) Bags, food and beverage are not permitted in the library for any event.
- 22) Use includes four 6' x 2' tables and 15 moveable chairs.

## Checklist

- \_\_\_ \$50 deposit
- \_\_\_ 501(c) determination letter for donated use
- \_\_\_ Certificate of Insurance for performance / demonstrations
- \_\_\_ Proof of insurance and catering license for alcohol service
- \_\_\_ Proof of performance / exhibition rights for film screenings or performances

## Application Signature

I agree to the terms of use and fee schedule described above.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
LA&M signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant printed name and title

\_\_\_\_\_  
LA&M printed name and title