



2023-24 Huff Recital Hall Use & Fee Policies

(PUBLIC)

Please sign and return this page to CCSM.

Hours & Fees:

Minimum rental time is 4 hours.

The fee for a 4-hour period is \$400 plus a \$100 security deposit. Hourly rate after initial 4-hour period is \$100 per hour. Credit cards are accepted. (Please note there is a 3% transaction fee for credit card payments.) For payment by check, please make your check payable to CCSM.

The security deposit of \$100 is required and refundable after the event upon approval by the Executive Director or Business Manager, and providing the items mentioned below (#1-3) have been met.

Both the fee and a \$100 security deposit are due at the time of inquiry to confirm your reservation of the Recital Hall.

Insurance:

A Certificate of Liability Insurance is required for all dates of use with \$1 million occurrence and \$2 million aggregate. The Certificate of Liability Insurance can be obtained via a company of your choice, or from The Event Helper, Inc. at: <https://www.theeventhelper.com/>. Please contact them directly for any questions: (855) 493-8368. **A copy of the Certificate of Liability Insurance must be provided to CCSM prior to dates reserved.**

Cancellations:

Cancellation will be subject to forfeit as follows:

- Cancellation on the day of the event will be subject to forfeit of 100% of rental fee.
- Cancellation requests made less than one month prior to the date of the event will be subject to a \$25 booking fee.

Requirements:

- 1) No food, gum or drinks are allowed in the Recital Hall.
- 2) Maximum audience capacity is 75. No additional chairs (seats) can be added. Aisles and exit rows cannot be blocked.
- 3) Following use of the Recital Hall:
 - Chairs and equipment must be replaced in original positions (per posted diagram)
 - All trash must be picked up and placed in trash cans
 - All lights must be turned off
 - The A/C-Heat must be turned off
 - All entrance doors must be locked

COVID-19 Disclaimer:

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. By visiting CCSM, you voluntarily assume all risks related to exposure to COVID-19. For the health and safety of our community, CCSM follows the guidance and protocols of federal, state, and local public health agencies. **All attendees must wear a mask while indoors.** To the fullest extent permitted by law, you absolve, release, and waive any potential claims against the Released Parties for any claims for personal injury, disability, illness, damage, or death from exposure to COVID-19, whether such exposure occurs during or after your attendance at CCSM’s campus or CCSM events, except for claims arising from the gross negligence or intentional misconduct of CCSM. For more information, please see: <https://www.claremontmusic.org/COVID-19%20Disclaimer.pdf>.

By signing below, I agree to these policies for this event:

Event Name	Event Date(s)
Requestor’s Signature	Date