OHP Opera House Plaza Contract

Included:

a) Lights/electricity and plaza area of Opera House Plaza, to include the stage and concession area.

b) NOT INCLUDED: The City of Canton will not provide staff to work, set-up or teardown events, nor does it provide restroom facilities, tents, tables, chairs, sound equipment, etc.

1. Scheduling:
   a) OHP Event Requests are considered on a "first come, first served" basis. Dates are penciled in for seven (7) business days but will not be considered "scheduled" unless the completed event application and application/damage deposit fees are received within those 7 business days, in which case the date may be offered to another event.
   b) City-sponsored events may take precedence over other events.
   c) The City reserves the right to deny any event if deemed inappropriate.
   d) Events must be scheduled at least 60 days in advance. Any events serving alcohol or requesting to close all or portions of East Side Square must be approved by the City Council at least 30 days prior to the event.
2. Attendance Capacity:
   a) The attendance capacities for OHP are as follows:
   Approximately 1100 persons, standing room only
   Approximately 900 persons, seating in portable/folding type chairs
   Approximately 800 persons, seating with tables or with chairs arranged in rows with aisles, etc.

3. Private Event vs. Public Event:
   a) A private event is defined as one closed to the public with attendance by invitation only. No admission is charged to attendees. It makes no request to close any streets and has less than 500 people in attendance.
   b) A public event is defined as open to the public with or without an admission fee, may request to close or partially close public streets, and may have more than 500 people in attendance.
   c) If OHP is reserved for a Private Event, persons not invited to the event may be asked to leave premises.

4. Insurance:
    a) Proof of liability insurance must be provided when an event is held on City property that includes any of the following: (i) athletic events, including, but not limited to free-throw contests, 3-on-3 contests, walkathons, 5K or similar runs/walks; (ii) any activity with firearms; (iii) fireworks; (iv) motorized vehicles of any size; (v) events with or expected to have more than 1,000 people in attendance; (vi) events lasting more than 72 hours; (vii) inflatable devices (i.e. bouncy houses); (viii) any event with animals; and (ix) any event that will include the sale of alcoholic beverages either on a per-drink basis or included in the cost of admission. Any event that includes the sale of alcoholic beverages, either on a per-drink basis or included in the cost of admission will require host liquor liability coverage in addition to the liability insurance.

    The City of Canton's officials, employees, agents, and volunteers should be named as an additional insured on a liability policy with a minimum of $1,000,000 per event in coverage.

    Proof of liability insurance may be required by the City in other circumstances where the size of the event or nature of the activity warrants coverage.

    The City has the right to determine if additional safety measures or insurance may be required should the nature of the event call for it.

5. Food Trucks and Catering:
    a) Food Trucks and/or catering must obtain required licenses from the Fulton County Health Department and the City.
    b) Food trucks may park on East Side Square in front of OHP and should be self-sufficient in their needs for electricity by providing their own generator. A few 110 outlets are available for use.
    c) Under no circumstances shall a food truck or trailer of any size park inside OHP.
    d) Catering may utilize the concession stand for preparation and/or serving of food, and it is expected that the space will be clean and left in its original condition at the end of the event.
    e) Glass containers are prohibited on OHP.

6. Alcohol:
   a) All Public and Private events selling or serving alcohol must provide proof of required insurance (see #4 Insurance) at least 7 days prior to the event.
   b) Glass containers are prohibited on OHP.
7. Tents:
   a) Tents may be placed on the paved plaza area or grass areas, but all tents must be anchored with adequate weights. Absolutely no staking into turf is allowed due to inground electrical and watering systems.
   b) Tents placed in grass areas are limited to one day in an effort to preserve the turf
8. Bounce Houses/Inflatables:
   a) Bounce houses and inflatables are prohibited in OHP. These items require deep staking for safety, and staking is prohibited due to inground electrical and watering systems.
9. Restroom Facilities:
   a) Portable toilets/handicapped accessible toilets/wash stations are required as needed per Illinois guidelines and shall be at the cost of the event organizer.
   b) Organizers shall coordinate delivery of portable toilets with the Mayor's office, and these shall be placed in a designated area on the First Avenue side of OHP.
10. Additional Items Provided Upon Request:
   a) OHP has 8 stationary trash cans that shall not be moved. The City will provide extra trash liner bags, but event organizers are responsible for tending cans during the event, changing bags as needed, and collecting full bags to designated area on First Avenue side of OHP.
   b) Additional City trash totes and extra liners will be provided upon request, but event organizers are responsible for tending totes during the event, changing bags as needed, and returning totes to designated area.
   c) Barricades, safety cones, and electric cord covers for sidewalks are available if requested at least 7 days in advance. City will deliver these items to OHP but event organizers are responsible for placing and then returning them to a designated area.

11. Vehicles on OHP:

a) Motorized vehicles and trailers of any size are prohibited inside OHP. Delivery of goods/equipment can be made from the drive/loading dock on First Avenue.

12. Additional Seating/Tables:

a) Event organizers are permitted to bring in additional seating/tables at their own expense. Chairs/tables must be removed from OHP by the end of the rental day unless otherwise approved by the City.
b) Additional chairs/tables shall be transported via non-motorized means. No vehicles/ATVs/UTVs/trailers are allowed within OHP.
c) OHP can provide one large pull cart that can be used to roll items into place.

13. Decorations:

a) No tape, nails, screws, glue dots, or any other means of attaching items to the stage pavilion, light posts, trees, fence, benches are allowed. Decorations must be free-standing and completely removable with the exception of using zip ties to the fence or railings.
b) The use of confetti and Silly String are **strictly** prohibited.

14. Set Up/Tear Down/Clean Up:

a) Event organizers are responsible for ensuring that all areas of OHP are left clean and litter-free. All decorations, string, ribbon, food and drink containers, litter, trash, etc. from an event shall be removed and disposed of in trash containers. Failure to return the event space in its original condition will result in loss of application fee
b) All set-up and tear-down shall be completed on the same date of the event. Events will not be allowed to set up day before or tear down day after unless requested in advance and approved by City.
c) Events reserving two dates will not be allowed to leave any items on OHP overnight unless the dates are consecutive and prior approval is granted. The City is not liable for damage or theft of items remaining overnight for two-day events.

15. Rental Costs:

a) Damage Deposit Fee. All events, whether Public or Private, shall provide a damage deposit of $100.00. This fee is refundable within 10 days following the event date; however, all or a portion of the fee may be retained by the City for damages or violations to this agreement. The amount retained may vary depending on the infraction.

b) The OHP rental fee for Private Events is $500 and must be received at least 7 days prior to the event. This fee is for up to one full day of rental within the designated hours of OHP. Any Private Event requesting a second consecutive day must pay a second full Private Event fee of $500.
c) Public Events requesting to use OHP are free but do require the same damage deposit fee of $100.

By signing below, the Event Organizer, for itself and its contractors, agents, employees, members, guests, and volunteers, agrees to abide by the rules and policy contained in this Opera House Plaza Reservation with the City of Canton.

_____ _____

Signature of Event Organizer Date