



Firehouse Theater
Rental Request Form

www.MLTLive.com

Name (Organization or individual): _____

Address: _____

City/Town: _____ State: _____ Zip: _____

Tel (H or B): _____ (C): _____

E-Mail: _____

Event (Please Describe): _____

Date(s) & Times Requested: _____

Person in charge: _____ Tel: _____

Organization status (check): Not for profit For profit

Firehouse Rental Rules (see reverse for more)

- **Occupancy is limited to 112 people.** It is the renter's responsibility to maintain this limit. Seating set up must maintain access to all exits with aisles of 48 inches.
- **No smoking** in the building or on the grounds.
- Renter must obtain a certificate of insurance naming Marblehead Little Theatre as an additional insured in the amount of \$1,000,000/\$2,000,000 or a single limit of \$2,000,000.
- Firehouse must be left in the same condition in which it was found – chairs stacked, trash picked up and removed, lights off and building secured and locked.
- Total Rental Fees due a full two weeks prior to event.

Signature: _____ Date Submitted: _____

Title of applicant: _____

Approved by: _____ Date: _____

Fee: \$ _____ Deposit Received (date): _____ By: _____

Balance Received (date): _____ By: _____

- Continued -

- The Marblehead Little Theatre Trustees and Directors reserve the right to revoke use of the Firehouse Theatre at any time without sustaining liability for any such revocation.
- No person shall consume or bring for consumption into the Firehouse Theatre or onto its grounds alcoholic beverages.
- There shall be no flammable or hazardous materials of any kind brought into the Firehouse Theatre in conjunction with a production or event.
- The event sponsor shall be responsible for knowing all procedures for notifying public safety services in the event of an emergency.
- The person in charge shall:
 - Know the location of all fire extinguishers.
 - Know all evacuation routes.
 - Check all areas of the Firehouse after the event to make certain the building is empty.