



Firehouse Theater  
Rental Request Form  
[www.MLTLive.org](http://www.MLTLive.org)

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 110 people.** It is the renter’s responsibility to maintain this limit. Seating set up must maintain access to all exits with aisles.
- **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 without prior consent of Marblehead Little Theatre. The use, sale, serving and consumption of alcoholic beverages may require the renter to obtain a liquor license from the Town of Marblehead and may require the hiring of professional bartenders.
- 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.