



THE BAUM

OPERA HOUSE

Some Helpful information to make your rental day go smoothly If you have NOT hired the cleaners or cleaning isn't included in your contract

- Tables and chairs must not be dragged. We have furniture movers to move them from place to place. If you are setting up yourself, you should have 2 people help set the round tables
- We will provide trash bags, a roll of paper towels, toilet paper and paper towels for the restroom and general cleaning supplies. You may want to bring a couple towels or other items to help with your food and spills
- We will include a cleaning checklist for you to delegate your cleaning responsibilities

General Information

- No glitter, bubbles, or confetti, bales of hay, fog machine or helium balloons (balloons are permitted only in The Templer Room downstairs)
- No command hooks, staples, nails or any other materials that may damage the paint and or woodwork. We have hooks on the balcony to attach items. If tape is used there will be a minimum deduction of \$50
- No Party Tubs are to be used for beverages
- Oven is for reheating only
- 3 carts are available for loading
- The Marquee out front may be used (30X40) to display a unique sign to announce your party. You can make a sign to tape on the existing sign. Please note that in the summer months tape might not hold because of the heat
- There are 2 designated smoking areas outside the building. The front has a smokers output by the bench and the side has one by the awning
- We have trash cans that should be rolled all the way outside. **Trash must be left in the can and cannot be pulled and left on the floor. If it is pulled out of the can it will drip on the carpet causing a deduction from your deposit**
- 2 keg coolers-without taps, 2 high chairs and a backbar fridge is available
- All deliveries are through the side door

Early Set up/ Friday

If you have paid for early entry arrival, your time will be listed on your contract as either 10-6 or 11-7. Once we let you in the building you must have someone from your party stay in the building. The building must not be left unattended. If you are interested in early entry it's available for \$500.

Templer Room

The Templer room has 100 chairs for your use. There are 11 qty 5ft round tables and 6 qty 6ft rectangle tables.

Ransdell Room

The Ransdell room has 200 chairs for your use. There are 12 qty 5 1/2ft round tables and 26 qty 6ft rectangle tables and 5 qty 8ft rectangle tables.

Saturday Planning

We will contact you the week of your event to arrange times for access to the building. Once we have let you into the building it is your responsibility to make sure there is someone on your behalf to meet with your vendors. **All deliveries and loading must be done through the side doors.** Keep this in mind if you are having a ceremony downstairs. You don't want to have food coming in the building while you are having your ceremony. We will be back to lock up around 11:00. **If you are done before 11:30 you must contact the event specialist to lock up the building. Do not leave building unattended!** Give us 20 minutes to arrive to the facility to lock it up.

All items must be removed from facility the night of the event. If you have items that are getting picked up from a rental company, they should be picked up and out of the building by 11:30pm. If you need an additional day for rental items please let us know and we can see about making arrangements.

Cook Cleaning

If your rental package doesn't include cleaning you may hire Cook Cleaners to set up, tear down and clean your event. Contact info: cookiegbc@hotmail.com 937-414-6598

Additional Items available

We have a player piano available upstairs if you are interested it is available for \$50. We have a list of music available for the piano.

The Ransdell Ballroom doesn't have a sound system built in. If you would like to rent the system it is \$100 and includes a microphone and 2 speakers.

The Templer Room has a sound system built in. Please let us know if you need the microphone or the adapter that allows computers or ipods to be played.