



The Veterans Memorial Civic and Convention Center of Lima/Allen County (*hereafter known as VMCCC*) holds a license agreement with a specific client (*hereafter known as licensee*). Said licensee also contracts with DJs, Bands, and other Entertainers (*hereafter known as Entertainers*). The VMCCC will only accept revisions to the rental contract from the licensee and all charges from the VMCCC will be placed on the contract with the licensee. Fees to be paid by Entertainers will need to be worked out between the licensee and the Entertainer and does not involve the VMCCC billing in any way.

1. DJ, Bands, or Entertainers of any kind needing to bring equipment in to the VMCCC for an event must adhere to the hours provided to the licensee of record who has contracted for the space rental. Entertainers and/or the Licensee will not request an event run for longer hours after the event has begun.
2. If necessary to accommodate special needs an Entertainer may call and request a load in time different than the rental agreement from the management of the VMCCC. If it is possible in the VMCCC Schedule such time will be granted at an hourly rate and charged on the room rental. The VMCCC management will require written permission from the licensee for any such special requests to take place.
3. All Equipment being loaded into the VMCCC facility must be accomplished from the rear of the building. Loading areas are provided up the back drive. Access to the rear loading area is made off of Spring Street and through the large chain link gate. If the gate is not open when you arrive please come to the front of the building and find a staff member to check on the status of your load in. No equipment is to be loaded in from the front of the building. No vehicles are permitted to drive up on the plaza in the front of the Center. This is a city park.
4. Because of the level of rental activity in the VMCCC there often are several events happening simultaneously. The VMCCC management retains the right to monitor the sound levels in each of the various events to make sure that the sound from one event does not inhibit another event. When asked to turn the level of sound down in your event it is expected that you will comply immediately. If you are asked a 2nd time you will be further warned and a request for compliance will again be expected. On the third warning you will be invited to terminate all sound until the event being inhibited is over. The other options will be for you and your equipment to pack up and vacate the building. The sheriffs department if necessary will enforce this request. Should it become necessary we are prepared to limit the decibels allowed in our facilities.
5. Entertainers are not permitted to attach any lights, speakers, decorations or other items to walls, staging, or floors of any part of VMCCC facilities. All equipment must have protective coverings on feet and legs of all equipment so as not to damage the flooring of any VMCCC rooms. Damage occurring from Entertainers will be reported to the licensee and the Entertainer. Either party must make restitution to the VMCCC as soon as possible. Should the offending party not agree to take responsibility the VMCCC will make a claim on the licensee's insurance policy.
6. Licensee will submit the name and contact information of the entertainer so that the VMCCC Management may guarantee that all such information as is outlined above is given and submitted to the entertainer they have contracted for the event.

Please sign and return this to the VMCC with your contract.

Signature of client

Date