

**Dorothy Munger Hall
Rate Schedule, Terms and Conditions**

All reservations for the use of Dorothy Munger Hall will be billed as follows:

Each program using 1 grand piano (includes tuning, set-up, and cleaning)	\$175
Each program using 2 grand pianos (includes tunings, set-up, and cleaning)	\$275

If Steinway pianos are required and Meridian Music's rental Steinways are unavailable, we will provide new Steinways for an additional fee of \$150 for each instrument used.

Teacher Organization and Recognized Arts Group Rates

Regular (non-performing) meetings of music education/arts groups	No Charge
Scholarship contests held by music education/arts groups	No Charge
Co-op recitals held by music education/arts groups - 1 piano	\$ 50.00
- 2 pianos	\$100.00
Recitals held by individual members of music education/arts groups - 1 piano	\$150.00
- 2 pianos	\$200.00
Each additional recital held on the same day	\$ 50.00
Rehearsal charge for recitals	\$ 25.00

Miscellaneous Charges

Additional piano tunings (example: if after rehearsal another tuning is desired)	\$ 45.00
Moving of digital pianos into Munger Hall	\$ 15.00 each

Terms and Conditions

1. Dorothy Munger Hall is available to the community as a public service due exclusively to the sales activity of Meridian Music Company. Users of the Hall must recognize that there may be occasions when noise will be heard from the showroom floor or the Education department. Our staff will do its best to minimize the distractions, but we cannot guarantee total silence.
2. Maximum seating for Munger Hall is 115.
3. Because of past difficulties with spills and damage to instruments in Munger Hall and in the store, no refreshments may be served in the store or taken into the Hall at events. Meridian Music has a kitchen in which coffee breaks may be taken.
4. Recitals and meetings may be booked during the following hours:

Monday through Saturday 9:00 AM to 9:00 PM
Sundays are available (see the Education Director for instructions)
5. Meridian Music will print programs for all recitals. Please send the information in a word document to hblake@meridianmusic.com.
6. Please allow a few minutes at the beginning of your program for a member of our sales staff to speak to the audience. This will be brief.

Dorothy Munger Hall will not be available for activities from December 1st through January 3rd.

We look forward to working with you to assure the best possible environment for your important activity and are pleased to have the privilege of hosting your event in Dorothy Munger Hall.

Your signature below attests that you have read and understand the terms and conditions pertaining to the use of Munger Hall for your performance on _____

Signed:

printed:

LEASE CONFIRMATION – MUNGER HALL

FUNCTION _____

GROUP NAME _____

CONTACT NAME _____

CONTACT ADDRESS _____

CONTACT PHONE NUMBER(S) _____

DATE _____ TIME _____ FEE _____ DUE BY _____

NEEDS: _____ 1 GRAND PIANO _____ 2 GRAND PIANOS

OTHER: _____

SPECIAL INSTRUCTIONS:

LESSEE'S SIGNATURE _____

* PLEASE INCLUDE THIS CONFIRMATION WITH YOUR PAYMENT.

IF YOU HAVE QUESTIONS OR NEED TO MAKE CHANGES TO THIS AGREEMENT PLEASE CALL (317) 575-9588.

Thank you,

DIRECTOR OF MUSIC EDUCATION