

Imogene Theatre

6866 Caroline St.
Milton, Fl 32570

Rental Information (Retain for your records)

The theatre is owned and operated by the non-profit Santa Rosa Historical Society. Proceeds from rentals are used to maintain the historic 1912 opera house. It is located on Highway 90, across from the courthouse in downtown Milton.

The theatre (upstairs) accommodates up to 350 people theatre style seating (includes 75 in balcony) or 200 at tables. Rental includes the use of sixteen 60" round tables (seat 8), four 48" round tables (seat 6), four 30"x8' long rectangular tables and two 18"x8' tables, along with burgundy cushioned chairs. The Balcony has 12 rectangular tables that seat three people each. The theatre has a refrigerator, microwave, and double sinks. Included in the rental are six lattice panels and six decorative room dividers. The theatre has a wooden floor and stage with 2 dressing rooms that include restrooms.

The rental fee for Friday or Saturday, 8:00 a.m. until 12:00 p.m. midnight, is \$650.00 plus 6.5% sales tax. All other days are \$450.00 plus 6.5% sales tax. A three day rental (Friday-Sunday) is also available for \$1500.00 plus 6.5% sales tax. Each three day rental expires on Sunday at 12:00 noon. ***The rental fee must be received 1 week prior to occupancy.***

The Society offers items for rent such as table centerpieces and various decorations for your convenience. Request a rental list for prices and descriptions of items. Renters are responsible for their own set-up and takedown of tables and chairs.

The parlor (downstairs) is included in the rental, it seats up to 50 people at either seven 60" round tables or eight 6' rectangular tables, plus two 8' rectangular tables and 50 cushioned chairs. The parlor is carpeted and has a complete kitchen with place settings for 50. The parlor alone is available for rent Sunday through Thursday only. The rental fee is \$200.00 plus 6.5% sales tax. The theatre and additional rental items may be viewed every Wednesday 10-4.

Please mail your *Rental Contract* form with a deposit check for \$300.00, to guarantee your date, made payable to the **Santa Rosa Historical Society**, to the Santa Rosa Historical Society, 6866 Caroline St., Milton Fl, 32570. The deposit is separate from your rental fee and will be refunded to you if you leave the building as directed. 60 day notice of cancellation is required for deposit refund. Contact Wesley Meiss at (850) 712-3493 or wesebug@hotmail.com with any questions.

Thank you for considering the Imogene Theatre for your special event.

Santa Rosa Historical Society

Imogene Theatre – Rental Contract

Name(s) _____
(This person is responsible for proper care and safe use of theatre during occupancy)

Date(s) of event _____

Event _____

Telephone: Home _____ Cell _____

Mailing address _____

Email address _____

Alternate contact _____ Phone _____

Signature _____ Date _____

Note: All check should be made payable to the Santa Rosa Historical Society.

To secure your event date, please mail this form with a deposit check for \$300.00 to the Santa Rosa Historical Society, 6866 Caroline St., Milton, FL 32570. To assist us in preparing for your event, include the list of additional items you wish to rent.

Contact Wesley Meiss at (850) 712-3493 or wesebug@hotmail.com with questions

Rental Requirements/Restrictions (*Retain for your records*)

No glitter is permitted in the building

No tape, nails, or glue is allowed on painted surfaces. Hooks are installed on balcony posts for garland/decorations. All other decorations should be freestanding or tied.

Only drip free candles are permitted in the building. All candles must be enclosed in hurricane type lamps.

Chairs must be stacked on casters

Tables, dividers, and all other items, must be left where they were found.

Rented items (centerpieces, decorations, etc.) should be taken to the downstairs parlor after use.

All trash must be removed from the building and sidewalks around the building. Trash should be taken to the dumpster located behind the theatre.

All items that the renter brought into the building should be removed.

Theatrical lighting and sound system are not included in rental.

A/C and heater thermostats (3 upstairs, 1 downstairs) must be placed at requested settings. See notes on two main controls upstairs. Control in upstairs foyer should be turned off.

Shut and lock all doors, including elevator. Place keys in the mail slot located in the front of the building.

To insure the return of your deposit, please follow all rental requirements.

Notes: Please do not use your hands to hold the elevator door open. This could cause the elevator to malfunction. Use the button to open and close the door. We cannot guarantee elevator availability.

The Santa Rosa Historical Society is not responsible for lost or stolen items.