

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 has a wooden floor and stage with 2 dressing rooms that include restrooms.

The daily rental fee for the Imogene Theatre (Theatre Level), 8:00 a.m. until 12:00 p.m. midnight, is \$750.00 plus 6.5% sales tax.

The Parlor and Kitchen Rental Rate is \$200.00 (if customer is already renting the Imogene Theatre Level).

A three day rental (9a.m. Friday- 12 p.m. Noon Sunday) is also available for \$1300.00 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.

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. A 60 day notice of cancellation is required for deposit refunds. Contact Vickie Perritt at Vickie.perritt@gmail.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 checks 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 Vickie Perritt at vickie.perritt@gmail.com with questions

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

- No glitter is permitted in the building
- No tape, nails, or glue are allowed on painted surfaces.
- All other decorations should be freestanding or tied.
- All candles must be enclosed in hurricane type lamps.
- 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. Please Do Not Use Them.
- A/C and heater thermostats must be placed at requested settings.
- When finished with the building, 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.