

## RECITAL HALL RENTAL POLICY

Rental cost:

- \$80 (for a 3 hour event) + a \$35 refundable deposit.
- \$100 (for a 4 hour event) + a \$35 refundable deposit.
- \$120 (for a 5 hour event) + a \$35 refundable deposit.
- \$20 (per hour) for rehearsals with less than 15 people (including students, instructors, and guests.)

The deposit will be refunded 24-72 hours after your event if the studio is left in the exact condition you found it-- No damage, crumbs, spills, etc. (Paper towels, clorox wipes, broom, vacuum cleaner, etc are all available for your use in the back restroom.) If you move any furniture, please return it to its original place before leaving.

The grand piano is on a moveable piano truck and can be repositioned on the stage. Please ask us if you would like the piano to be positioned in a specific way before your event. We will move it for you! Guests are welcome to move the piano slightly if needed. Please be gentle. Any damage to the piano beyond the \$35 deposit will be billed to the renter. The piano CANNOT be removed from the stage.

We do not staff rental events. We will provide you with access and are available via text throughout your event if you need assistance. (816)-729-5232 –or- (315)-246-3596

- The main lights are located in the back of the studio beside the restrooms.
- The stage lights and ceiling fans are controlled via remote. The remotes will be left on the gray desk in the hall for your use.
- The thermostat is located in the largest back studio near the restrooms. If you have any difficulty adjusting the temperature, we can assist you remotely.

If you have questions on the day of your event, please text. (816)-729-5232 –or- (315)-246-3596

We will inspect the space after your event and refund your deposit within 72 hours. If your deposit is not refunded for any reason, we will photograph the damage or mess and email you documentation and an explanation.

Lessons are taught in our back classrooms Monday-Thursday from 3:00pm-9pm and Saturday's from 9am-3pm. If you book an event in the hall during these times, you may experience some student traffic. There are typically no lessons on Friday, Saturday, and Sunday evenings. If you prefer a more private hall rental, we recommend booking on a Friday, Saturday, or Sunday.

Thank you for booking! Please email us if you have any questions or concerns before your event!  
lessons@metropolitanconservatorykc.com

### **CANCELLATION POLICY**

- Recitals cancelled more than 21 days before the event date will forfeit the \$35 deposit. The remaining recital fee will be refunded.
- Recitals cancelled 21 days or less before the event date will forfeit the full recital cost. The \$35 deposit WILL be refunded however.
- **There are no refunds for cancelled rehearsals.**