



AMPHITHEATER LEASE INFORMATION

USER GROUPS:

- **Non-Profit/Civic:** Non-profit Corporations (501c3); charitable and civic organizations; arts groups; churches; schools; individuals; etc. Lessees who are not non-profit may qualify for a civic rate is at least 60% of the profit made if given to a legitimate charity.
- **Commercial:** Individual or group whose primary objective is the making of a profit.
- **Corporate:** Non-Revenue producing events when no sales are made; orders taken; tickets sold; or admission charged.

RESERVATIONS:

Reservations can be made by contacting the Jefferson County Parks and Recreation office at 304-728-3207. Full payment is due at the time of booking to secure the venue. Arrangements for deferred payment may be considered case-by-case.

RESERVATIONS:

- Reservations are considered “booked” with full payment.
- At this time, The AMP is rented on a daily schedule (not hourly).
- Move-in/move-out must be completed within the rental day(s). JCPRC and/or The AMP will not store or facilitate storage of equipment that may arrive early or remain at the facility after the rental date. (Unless prior arrangements have been made.) JCPRC assumes no responsibility for items left at the facility before, during, or after the reservation date.
- Reservations will be accepted on a first come, first serve basis.

INSURANCE:

A policy or certificate of insurance must be delivered to Jefferson County Parks and Recreation offices at least two weeks prior to the event. Failure to provide proof of insurance coverage will result in cancellation of event. All lease agreements contain waivers of liability.

SECURITY:

Security is recommended at all events. Security can be obtained through a private security detail or by contacting the Jefferson County Sheriff Reserves. All applicable security fees must be paid for by Lessee.

FOOD SERVICE:

On-site food service/concessions are not available through Jefferson County Parks and Recreation. Food vendors/food trucks may be present at events. Water and electric is not available to food vendors.

ALCOHOL PERMIT:

A \$250 Lessee fee will be applied to all events that include alcohol service/sales. Additionally, Lessee is responsible to obtain an alcohol permit from: WV Alcohol Beverage Control Administration, 900 Pennsylvania Ave., 4th Floor, Charleston, WV 25302 304-356-5525. All additional fees and necessary staff associated with or necessary for alcohol licensing and service will be the responsibility of the Lessee.

ADDITIONAL RENTAL/USE GUIDELINES:

This document represents amphitheater use guidelines only. Ultimate use of the amphitheater shall be governed by the lease agreement executed by Lessor and Lessee.





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ADDITIONAL RENTAL/USE GUIDELINES: *(continued)*

- Jefferson County Parks and Recreation reserves the right, at any time, to remove any persons, animals, furniture, fixtures, wiring, exhibits, or other items, and to terminate the lease agreement without notice or liability.
- Lessee accepts the facility in good order and agrees to return it to the Lessor in the same condition, normal wear accepted. The Lessee will be liable for any and all damages caused through its own action or acts of any of its employees, agents, or anyone visiting the facility upon the invitation of the Lessee.
- Jefferson County Parks and Recreation will furnish:
 - Stage
 - Events Field
 - Parking Lot Field
 - Stage Electricity
 - ONE Porta-John*
 - Black Pole & Drape curtains Limited qty. available at no additional charge.
 - Rear/backstage parking
- * Additional Porta-Johns must be obtained by Lessee to meet health department requirements.
- Sound, lighting, security staffing, parking attendants, tools, equipment, ticketing, retail, seating, are not provided by Lessor. No nails, tacks, staples, brads, etc. may be driven into any portion of the amphitheater facility; and no changes, repairs, painting, staining or alterations that will change the finish, appearance, or contours of the building will be permitted without the consent of JCPRC management. Use of tape on county equipment or building structure is prohibited unless prior authorization, except for gaffer, spike, or glow tape, which may be used. No exhibit may be displayed around the amphitheater or suspended from beams or permanent fixtures without the permission of JCPRC management. Helium filled balloons are prohibited on the stage.
- JCPRC reserves the right to review any contracts between lessees and other parties involved in events at The AMP. No portion of amphitheater may be sub-leased by the Lessee without the consent, in writing, and the Lessee may not use the facility for any purpose except as specified on the lease agreement.
- The Lessee or a representative for the Lessee must remain at the amphitheater until the event is over and all participants; audience; equipment and/or property have been removed.
- Lessee is responsible for providing additional staff as required by facility. All provided staff/volunteer names must be provided to JCPRC no later than One Week before the permitted event date.
- Lessee may allow leashed pets to events field during the rental. Waste bags must be made available by Lessee. JCPRC assumes no responsibility for harm to event attendees or animals in attendance during rental. Animals are not allowed onto the AMP stage or inside the facility before, during, or after rental.
- Nothing contained in the lease agreement shall be construed to prohibit Jefferson County Parks and Recreation, Jefferson County Health Department, Jefferson County Sheriff Department, or any other Jefferson County agents or agency from entering the leased premises for the purpose of discharging lawful duties.
- Lessees MUST abide by the Jefferson County Noise Ordinance. All outdoor concerts must end no later than 10:00 pm.





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Name: _____ Email: _____

Address: _____ Phone: _____

Type of Event: _____ Crowd Size: _____

- ☐ Non-Profit ☐ Civic Organization ☐ Commercial Business ☐ Corporate Event
☐ Ticketed Event? ☐ Non-Ticketed Event? ☐ Alcohol License?

☐ Festival -

TICKETED EVENT RENTAL: \$500/Day

Includes: 1 staff on site, stage, stage electric, event field, pole & drape curtain system, parking field, 10 picnic tables, 1 Porta-John, AMP social media presence

☐ Ticketed Play - 2 weekends

TICKETED Event + Tech: \$750/

Includes: stage, stage electric, event field, parking field, 1 porta-john, AMP social media presence. Tech week includes access the week before each show - schedule may vary around other rentals. It is the responsibility of the lessor to schedule rehearsal/tech time during the weekdays.

☐ Non-Profit -

TICKETED EVENT RENTAL: \$250/Day

Includes: 1 staff on site, stage, stage electric, event field, pole & drape curtain system, parking field, 1 Porta-John, AMP social media presence

☐ Non-Profit/CIVIC

ADMISSION FREE: \$125/Day

1 staff on site, stage, stage electric, event field, pole & drape curtain system, parking field, 1 Porta-John, AMP social media presence

Additional items available:

- ☐ Wooden Picnic Tables \$5 each
☐ Additional Trash Cans \$2 each
☐ Movie Screen \$50/event

(Copyright laws applicable for public screening.)

Additional Considerations:

- ☐ Mason Pavilion \$125/day
☐ Veterans Pavilion \$125/day
☐ Event Office \$250/event
☐ Alcohol Park Permit \$250/event

(Contingent on WV ABC license approval)

Rental is not complete without prior authorization by Jefferson County Parks and Recreation.

Full payment is due at the time of booking unless other arrangements have been made in advance. JCPRC reserves the right to add a security deposit to large events, which will be refunded after when the event is finished and returned to pre-event condition.

Please call our office at
304-728-3207 for additional
rental information.

