

RENTAL CONTRACT



Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email Address _____

Rental Date _____ Purpose _____

Estimated # of Guests _____ Event Start Time (doors unlocked) _____ Event End Time (doors locked) _____

(All events must end by 11 PM)

Set Up Date (if different than event date) _____ Set Up Start Time _____ Set Up End Time _____

Staff/Security Required for Rental:

| | |
|--|----------------------------|
| _____ Staff Point Person \$15 per hour for setup and run of event | # hours _____ x \$15 _____ |
| _____ Additional Facilities Rental if over 10 hours (\$50/hour over) | # hours _____ x \$50 _____ |
| _____ Security Officer Required if alcohol is served (1/100 guests) | # hours _____ x \$30 _____ |
| _____ Auditorium Technician | # hours _____ x \$15 _____ |

(A) TOTAL STAFF FEES \$ _____

Facilities Needed for Rental (amount allows for 10 hour rental):

| | |
|---|---|
| _____ Ballroom/Solarium/Kitchen \$650 | _____ Sculpture Garden \$300 |
| _____ League Room \$100 | _____ McCall Gallery \$200 |
| _____ Media Room \$100 | _____ Board Room \$100 |
| _____ Kitchen \$200 | _____ Dance Studio \$100 |
| _____ Kaleidoscope Room \$100 | _____ Stage/Auditorium (272) \$100 per hour |
| _____ Vereen Gallery (if available) \$300 | (\$400 max daily) |
| _____ Contemporary Gallery \$100 | |

(B) TOTAL FACILITIES RENTAL \$ _____

Equipment Needs for Rental:

| | |
|--|----------------------------|
| # _____ 25 Round Tables (seat 8) x \$10 each = _____ | _____ Upright Piano \$100 |
| # _____ 240 Chairs x \$1 each = _____ | _____ Grand Piano \$200 |
| # _____ 22 Buffet Tables x \$6 each = _____ | _____ Projector \$75 |
| # _____ 5 Bistro Tables x \$5 each = _____ | _____ Portable Bar \$50 |
| | _____ Sound/Mic \$50 |
| | _____ Portable Stage \$100 |

(C) TOTAL EQUIPMENT RENTAL \$ _____

Refundable Security Deposit

(D) Security Deposit \$200.00*

TOTAL RENTAL FEES DUE (A-D) \$ _____

Less 20% Non-Refundable Deposit - _____

Balance Due by _____ \$ _____

Signature of Renter

Signature of Arts Center Representative

If tickets are sold for your event and you provide alcohol, you are responsible for the local and state license.

Ask about Linen/Dinnerware Rentals and Photo Booth Services available through separate contracts.

***Refundable upon inspection by Director after rental event date**