**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

#\_\_\_\_\_6 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.**