

RENTAL CONTRACT



Parties - Large & Small

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email Address _____

Rental Date _____ Purpose _____

Estimated Number of Guests _____ Event Start Time _____ Event End Time _____

(All events must end by 11 PM)

Set Up Date _____ Set Up Start Time _____ Set Up End Time _____

Staff Required for Rental

____ Staff Point Person \$15 per hour for setup and run of event # hours _____ x \$15 _____

____ Security Required- \$30 per 100 guests per hour if alcohol is being served # hours _____ x \$30 _____

____ Auditorium Technician # hours _____ x \$75 _____

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 \$100

____ Dance Studio \$100

____ Kaleidoscope Room \$100

____ Stage/Auditorium (272) \$100 per hour

____ Vereen Gallery (if available) \$300

(\$400 max daily)

(B) TOTAL FACILITIES RENTAL \$ _____

Additional Hour Rental (over 10)

(C) \$50/hour x # hours _____ = _____

Equipment Need 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

____ Sound/Mic \$50

____ Portable Stage \$100

____ Portable Bar \$50

(D) TOTAL EQUIPMENT RENTAL \$ _____

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.