

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 \$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 = _____

_____ 6 Bistro Tables x \$5 each = _____

____ Projector \$75

____ Sound/Mic \$50

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

____ 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.