

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 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 \$ _____

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

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.