



COMMUNITY PERFORMING ARTS CENTER FACILITIES RENTAL CONTRACT

Today's Date ____/____/____

Procedures for facilities rental are as follows:

1. Complete and submit this form to Community Performing Arts Center Foundation.
2. Contracts must be received no later than thirty (30) working days prior to the scheduled event in order to be processed and considered for approval.
3. All Renters must provide a Certificate of Insurance. See next page "Insurance".
4. No requested dates will be reserved until this form is completed, signed and returned to the Center with the refundable security deposit.
5. A refundable Security Deposit of \$200 in addition to the rental fee and must be paid at contract signing.
6. Rental Fees (as stated in the Rental Rates, Charges and Fees Schedule) must be paid at the signing of this Contract. Otherwise, no keys will be issued.

RENTER INFORMATION

Name _____ Phone _____
Address _____
City _____ State ____ Zip _____ Email _____
Contact Person _____ Phone _____

EVENT INFORMATION

Room Requested (see Rental Rates, Charges and Fees Schedule):

Date(s) of Event _____

Description of Event/Activities

Expected Attendance _____

Hours of Event: Start _____ End _____

Set-up Time: Start _____ Tear-down Time: End _____



CATERER'S INFORMATION

Will food or refreshment, including alcohol, be served? No ____ Yes____, please specify:

Will your use of the facility require catering? No ____ Yes____

Business Name of Caterer _____

Phone _____

Contact Person _____

EQUIPMENT REQUIREMENTS

Furniture Requirements (#): Tables _____ Chairs _____

Storage: No _____ Yes _____

Audio/Visual Equipment: (Please specify i.e. microphones, lighting, projector/screen):

Special Needs or Requirements:

In consideration of the payment of the rental fee and the agreement of the Renter to comply with this Contract, CPAC Foundation agrees to make the space indicated above available to the Renter for the dates and times set forth above. By signing this Contract, Renter agrees to the following:

1. Policies and Procedures

- a. By signing this contract, Renter acknowledges they have received and reviewed a copy of the Community Performing Arts Center Policies and Procedures Manual. The Policies and Procedures Manual is incorporated by reference into this contract.
- b. Renter agrees to abide by all CPAC policies and procedures in the course of using the facility including any additional conditions imposed by the Arts Center Manager.

2. Payment



- b. Illegal activity and any activity that would be harmful to the physical well being of the facilities are strictly prohibited. Renters are restricted to the area they have rented.

4. Scheduling

- a. A signed Rental Agreement is required for rental. The scheduling of facilities shall be at the discretion of the Arts Center Manager or representative. The facilities will be reserved to the group/individual whose application and deposit are submitted earliest.
- b. All reservations are subject to cancellation at the discretion of the Art Center Manager. Any changes must be discussed and agreed upon in writing.

5. Loss

- a. CPAC Foundation is not responsible for any items left or lost at the Arts Center. In the event of a multiple day event, Renters are responsible for cleaning and removing all items from each area used each day.

All information provided in this application is true and correct. Misrepresentation or erroneous information in this Contract constitutes grounds for denial of this and future rental contracts of the Community Performing Arts Center.

RENTER

Signature _____

Print Name _____

Title _____

Date Signed _____

CPAC FOUNDATION

Signature _____

Print Name _____

Title _____

Date Signed _____