



**COMMUNITY PERFORMANCE AND ART CENTER
FACILITIES RENTAL CONTRACT**

Today's Date ____/____/____

Procedures for facilities rental are as follows:

1. Complete and submit this form to Community Performance and Art Center.
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 "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.

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 _____

Will any fees be charged to participants in this event? No ___ Yes ___ How Much? _____



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 _____

RIDER REQUIREMENTS

Reception Area

Number of Tables _____ Chairs _____ Tablecloths _____

Other Special Needs or Requirements:

Stage Area

Stage Thrust/Extensions Yes No

Presentation Screen Yes No

Baby Grand Piano Yes No

Stage Monitors (4 max) Yes No How many? _____

Other Special Needs or Requirements:

Microphone Requirements

Vocal Microphones (4 max) Yes No How many? _____

Instrument Microphones (4 max) Yes No How many? _____

Condenser Microphones (2 max) Yes No How many? _____

Lapel Wireless Microphones (2 max) Yes No How many? _____

Handheld Wireless Microphone (one only) Yes No

Upright Microphone Stands (4 max) Yes No How many? _____

Boom Microphone Stands (6 max) Yes No How many? _____

Other 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 Performance & Art 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

- a. Security Deposit. A \$200 security deposit is due at the completion of this Contract. The deposits will be refunded in full within 15 days of the event unless situations arise such as (but not limited to) cleaning service is required or damages have been incurred. At the end of the event, Renter agrees to leave the facilities in the same condition it was prior to rental. The Renter will be responsible for damage to any property located within the Center or on its grounds, whether directly or indirectly caused by the Renter or any of its subagents, invitees, vendors, volunteers, customers or employees. Actual costs of damage or repair will be deducted from the deposit. Payment for damage exceeding the security deposit will be payable within 30 days of the event.

- b. Rental Fee. The rental fee is due in full at the signing of this Contract.

The fee for this rental is \$ _____
 \$ _____
 \$ _____
 \$ _____

TOTAL \$ _____

- c. Cancellation/Refund. If cancellation by either party is more than thirty (30) days before the scheduled use of the facilities, the rental fee and deposit will be returned. If Renter cancels 15 to 30 days prior to the event, CPAC Foundation will retain a 10% cancellation fee. If Renter cancels within two (2) weeks of the event, the Foundation will retain a 25% cancellation fee.
- d. Returned Checks. There will be a \$50 fee for any returned check.

3. Insurance



- a. Renter agrees to provide general liability insurance with limits of no less than \$1,000,000.00, upon request of the Arts Center Manager or representative, insuring against all cost and expense and/or liability arising out of or based upon any and all claims, personal injuries and/or property damage sustained and accidents occurring as an alleged consequence of any act or omission on the part of the Renter, its agents, subagents, volunteers, customers or employees. The possession of the facility will not be given to the Renter if for any reason a current certificate verification of insurance has not been received prior to the rental period. Renter assumes all risk involving Renter's use of property and agrees to hold harmless and indemnify the Foundation for any bodily injury including death or property damage including damage to facilities, or loss of use thereof, resulting from the Renter's use of the premises. It is agreed that the clause shall not apply if injury or damage is caused by negligence on the part of the Foundation unless Renter's use contributes to said negligence.
- 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.
- c. No smoking is allowed inside any part of the Center.

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.

6. Liquor

- a. All alcoholic products and beverages must be purchased and served by the staff members listed on our liquor license. Our liquor license is a series 7; limited to beer and wine only.

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 Performance & Art Center.



SIGNATURE PAGE

RENTER

Signature _____

Print Name _____

Title _____

Date Signed _____

CPAC FOUNDATION

Signature _____

Print Name _____

Title _____

Date Signed _____