



**Contract**  
**Reservation for Use of Space**

This contract assumes an agreement between Community Arts Center, Inc. and the person or persons seeking to use space in the Community Arts Center building for meetings, events, private, functions or social gatherings.

Name(s) \_\_\_\_\_

Organization \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Work Phone \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Description of event \_\_\_\_\_

Date of event \_\_\_\_\_ Event start/end times \_\_\_\_\_

**(must end by midnight)**

Set-up start time \_\_\_\_\_ Take-down end time \_\_\_\_\_

Number of people expected to attend \_\_\_\_\_

Space(s) to be used:

Grand Hall \_\_\_\_\_ Kitchen \_\_\_\_\_ Studio 1 \_\_\_\_\_ Kids World \_\_\_\_\_

Other \_\_\_\_\_

Supervisory Personnel (patron's staff) \_\_\_\_\_

Other specifications:

\_\_\_\_\_  
\_\_\_\_\_

Is your event open to the public? \_\_\_\_\_

What information would you like the staff to convey should questions arise from the public?

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Reservation Hours \_\_\_\_\_ X \$80 = \_\_\_\_\_ (*hours include set-up & take-down*)

Service Fee (\$50) \_\_\_\_\_ \$50 \_\_\_\_\_

Serving Alcohol? (if yes, add \$150) \_\_\_\_\_

Total Rental Fee Due \_\_\_\_\_

50% Reservation Deposit \_\_\_\_\_ Date Received \_\_\_\_\_ Form of Payment \_\_\_\_\_

**BALANCE DUE** \_\_\_\_\_ Date Due \_\_\_\_\_ Date Received \_\_\_\_\_

Form of Payment \_\_\_\_\_

**DAMAGE DEPOSIT** \$300 Form of Payment \_\_\_\_\_ Date of receipt \_\_\_\_\_

Deposit Returned? Date \_\_\_\_\_ Notes \_\_\_\_\_

*Send payment to Community Arts Center, 401 W. Main Street, Danville, Kentucky 40422*

**I have read the Community Arts Center's space usage regulations sheet "Parties, Meetings and Other Events," and agree to the terms.**

Signed: Date \_\_\_\_\_ Patron(s) signature \_\_\_\_\_

Community Arts Center signature \_\_\_\_\_



## REGULATIONS

### Parties, Meetings and Other Events

#### General Specifications

- Community Arts Center personnel will be on the premises during the event to protect the interests of the organization, including the respectful use of the building.
- Unless specifically stated in the contract, the Community Arts Center remains open to the public during regular business hours.
- Only those Arts Center rooms specified in the contract will be open to patrons or their guests.
- Unless previously arranged, there are no space provisions for changing of clothes or storage of equipment for patrons or service personnel.
- Serving and consumption of alcoholic beverages must comply with state laws and local ordinances. The Community Arts Center will not be held responsible for violations of these laws and ordinances.
- It is the responsibility of the patron to communicate these Community Arts Center regulations to all guests or members of the organization and to the personnel of all hired services.
- The user is legally and financially responsible for the theft of or damage to any artifact including but not restricted to the artistic displays and to the building itself, caused by the user, his employees, agents, guests or persons under his control or supervision. If suit must be brought to enforce any provision of this agreement all parties renting agree to pay attorney fees, cost and interest. All physical barriers in the Arts Center will be respected.
- All exterior decoration must be preapproved by the Community Arts Center.
- No partisan political signage is permitted outdoors.
- All events must end by midnight.

#### Prohibitions

- Smoking is not allowed in the Community Arts Center building.
- Cooking is not allowed inside the building beyond the use of a microwave oven or a catering warming oven.
- **Use of smoke machines or any pyrotechnics inside the building is prohibited. In the event that a smoke machine is used you forfeit your full damage deposit AUTOMATICALLY-NO EXCEPTIONS!**

- **Candles must be in glass containers that enclose the flame or else the damage deposit will be forfeited.**
- Absolutely NO moving of granite/slate tables located in lobby, Grand Hall and hallway to upstairs-NO EXCEPTIONS!

### Payments and Fees

- Fees are charged by the hour for use of specific spaces. **Hourly rates begin with setting up for the event and end with breaking down and exiting the premises.**
- Reservations must be secured with a credit card deposit for 50% of the total reservation cost. The date is not reserved until the deposit is received. This deposit is refundable by check if reservation is cancelled 30 days or more before the reservation date, after this time the deposit is nonrefundable.
- Full payment must be made at least thirty days before the event or immediately if the event takes place in less than 30 days from the signing of the contract. If full payment is not received 30 days before the event, the date will be made available to other patrons for rent and your deposit will be forfeited.
- A \$300 damage deposit is required at the time the deposit is taken and should be paid with a separate check. The building is to be left as you found it to assure the return of your damage deposit. If there is no damage to the property or disorderliness of either conduct or materials, the damage deposit will be returned within five (5) business days after your event.
- Patrons will be charged for replacement or repair of all damage to the building or to any equipment, furnishings or artwork caused by any person participating in, or providing services or goods for the event incurred during the event or during set up and break down maneuvers.
- In the event that damages exceed the damage deposit the users will be charged on a time and materials basis.
- **If an event exceeds the times recorded on the contract, the first hour in excess will be double charged (\$160/hr.) and each hour thereafter will be triple charged (\$240/hr.).**
- If the Community Arts Center is unable to provide the facilities for use because of a reason beyond its control, the Center and user are excused from contract, and the Center will refund all amounts previously paid by the user.

### Use of Furnishings, Equipment and Supplies

- Patrons and their service personnel are expected to bring all equipment, furnishings and supplies necessary except where noted otherwise below.
- The Community Arts Center has several utility folding tables and 50 folding chairs that are available for use without charge but must be reserved in advance.
- The pianos in the Grand Hall and Studio One may be used by a responsible musician.
- Art exhibits can be left on display during the event or removed by Community Arts Center personnel if requested by the patron. A removal fee of \$150 will be applied if art is to be removed.

- Any preferred rearranging or removal of Community Arts Center furnishings must be requested before the event and must be undertaken by Community Arts Center personnel.
- When using our utility tables two table cloths are recommended.
- The Arts Center does not provide AV equipment (amp, speakers, projectors, projection screens, microphones, etc.)

#### Break Down and Clean Up

- In general, all equipment, materials and furnishings brought in for use during the event must be removed within the reserved time period.
- Unless prior arrangements are made, any equipment or furnishings that cannot be removed immediately must be left outside on the loading dock to be removed at the earliest possible time. Community Arts Center is not responsible for equipment left on the loading dock.
- No janitorial services are provided during the event. Patrons are responsible for cleaning up spills and breakages during the event.
- To help us keep prices low for you, patrons must clear the premises of trash and debris and undertake general straightening before they leave. Community Arts Center will clean floors and surfaces after the event has ended.
- All trash including flowers, decorations, wrappings and preparation debris must be removed by the patron before the close of the event. Disposable plates, cups, glasses and utensils left from food consumption should be disposed of in trash/garbage receptacles outdoors.

#### Other

The user shall hold neither the Community Arts Center or the Community Arts Center Board of Directors nor its employees or volunteers responsible or accountable for any accidents, damages, including but not restricted to consequential damages, injuries, thefts or acts of vandalism which may occur before, during or after the event.