



**Rental Policy Contract**  
**Reservation for Use of Space**

This contract assumes an agreement between Community Arts Center, Inc. and the person(s) or business seeking to reserve space in the Community Arts Center building for private events, meetings or social gatherings.

**CONTACT INFORMATION**

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

Organization \_\_\_\_\_

Address \_\_\_\_\_

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

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

**EVENT INFORMATION**

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 reserved:

Grand Hall \_\_\_\_\_ Upstairs Gallery \_\_\_\_\_ Kitchen \_\_\_\_\_ Other \_\_\_\_\_

Person in charge during event: \_\_\_\_\_ Cell # \_\_\_\_\_

Is your event open to the public? \_\_\_\_\_ if so, please give us detailed information about the event:

**PAYMENT INFORMATION**

# of Hours \_\_\_\_\_ X rate per hour \_\_\_\_\_ = Total \$ \_\_\_\_\_ ( include set-up & take-down in hours)  
\$80 per hour for the Grand Hall  
\$50 per hour for the Upstairs Gallery  
\$0 per hour for use of the kitchen with rentals

Nonprofit rate is \$50 for the Grand Hall and \$35 for the Upstairs Gallery.

**Serving Alcohol? Attach Alcohol Insurance Policy.**

TOTAL RENTAL FEE \$ \_\_\_\_\_

50% Reservation Deposit \$ \_\_\_\_\_ Date Received \_\_\_\_\_

Balance Due \$ \_\_\_\_\_ Date Due \_\_\_\_\_ Date Received \_\_\_\_\_

Damage Deposit: \$300 (please pay with separate check or provide credit card information)

Deposit Returned? Date \_\_\_\_\_ Comments:

Checks Payable to the Community Arts Center or provide credit card information below:

\_\_\_\_\_  
name on card zip code for billing address  
\_\_\_\_\_  
credit card number expiration CVS Code

**I have read the Community Arts Center’s Rental Policy and Guidelines**

\_\_\_\_\_  
responsible renting party date

Acknowledged by the Community Arts Center \_\_\_\_\_

**EXIT WALK THROUGH (to be completed at the end of the event)**

\_\_\_\_\_  
Event Coordinator Community Arts Center Staff

\_\_\_\_ All Trash Removed \_\_\_\_\_ Rented Space Swept \_\_\_\_\_ Rented Space left in good condition

Any damage Found:



## Rental Policy Regulations

### General Specifications

- Community Arts Center personnel will be on the premises during the event to protect the interests of the organization, including its exhibited artwork and the respectful use of the building and to answer questions.
- 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 available 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.
- If the renting party is serving alcohol, the renting party must provide a Certificate of Insurance for 2 million dollars listing both the Community Arts Center and the City of Danville as additional insured.
- 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

- In accordance with the City of Danville laws, smoking is not allowed in any part of 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. In addition to any expenses related to damage of facility, property or artifacts caused by such items.**
- **No open flames (exception: candles on a birthday cake.)**
- 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.**
- The date is not reserved until the deposit is received. This 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 may be made available to other patrons for rent and your deposit will be forfeited.
- In the event that damages exceed the damage deposit the users will be charged on a time and materials basis.
- 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 in the same condition as you found it to assure the return of your damage deposit. Any damage to the building will first be taken out of the deposit. If the deposit is used for this purpose and there is less than \$300, the remainder will be surrendered to the Community Arts Center as a donation. If there is more than \$300 in assessed damage, the deposit will be drawn first and the renter will be required to pay the remainder of the damage expense within 24 hours. A walkthrough immediately in advance of the event will be provided if requested. 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.
- **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 piano in the Grand Hall 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 may be able to provide AV equipment (amp, speakers, monitors or microphones)

### 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.
- Every renting party must do a walk through at the end of the event with Community Arts Center staff and sign off on the check list. If further damage is discovered, the Community Arts Center will contact the renter as soon as possible.

## 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.
- It is understood that the renting party's program content and its guest list are specifically those of the renting party. In no way, explicit or implied, should the event be viewed as an endorsement of the Community Arts Center, its staff or its board of directors. The views and opinions of the renter are respected, but may not imply those of the Community Arts Center.
- Unless agreed upon in writing, all use of the Community Arts Center's name or likeness in advertising and promoting this event is strictly as a venue and destination. In no way should the Community Arts Center be included in presenting or sponsoring the event unless agreed upon in writing.
- The Community Arts Center is renting its facilities as a community service to continue to bring new constituents into its venue and realize its institutional mission.