



EVENT SPACE RENTAL AGREEMENT

Date of Inquiry: \_\_\_ / \_\_\_ / \_\_\_ Date of Event: \_\_\_ / \_\_\_ / \_\_\_

Contact person: \_\_\_\_\_ Email: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alternate #: \_\_\_\_\_

Address: \_\_\_\_\_

EVENT DETAILS

Type of Event: \_\_\_\_\_

Event Time: \_\_\_\_\_ to \_\_\_\_\_ (All events must end no later than 12:00 A.M. Midnight)

Building Occupancy Date & Time \_\_\_\_\_

Person responsible for event and setup: \_\_\_\_\_ Phone #: \_\_\_\_\_

Please describe the event

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

Will food be served? \_\_\_\_\_

Name of caterer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Number attending event: \_\_\_\_\_

Will alcohol be served? \_\_\_\_\_

Will alcohol be sold? \_\_\_\_\_

\*If alcohol will be sold during your event, you must present a picnic license valid for the state of Missouri. For more information, please visit: http://atc.dps.mo.gov/licensing/temporary\_retail.php. A valid license must be presented to Cultural Corner fourteen (14) days prior to your event.

Entertainment:

EQUIPMENT

Are you renting equipment? \_\_\_\_\_ Rental Company: \_\_\_\_\_

What will be rented?

Delivery day \_\_\_ / \_\_\_ and time \_\_\_\_\_

Pickup day \_\_\_ / \_\_\_ and time \_\_\_\_\_

Will you be using Cultural Corner's tables and chairs? \_\_\_\_\_

Number of tables: \_\_\_\_\_

Number of chairs: \_\_\_\_\_

**EVENT COST**

<b>Cultural Corner Art Guild and Gallery Event Space Rental Fees</b>			
Event Description	Time	Rental Fee	Deposit Due (applied to total price)
Grand Event	(6 p.m. Friday to Noon Sunday)	\$750	\$500
Evening or Day Event	9:00 a.m. to 3:00 p.m. OR 4:00 p.m. to 10:00 p.m.	\$350	\$200
Organization Meeting		\$50/hour	\$50
Non-Profit Organization Meeting	2-hour limit (over 2 hours, cost is \$50/hour up to 4 hours)	\$25/hour	\$50
Exhibit Space		\$200	\$100

Cultural Corner Art Guild & Gallery has 100 chairs and 10 round tables available for event use at no extra charge. User is responsible for setting up and tearing down tables and chairs.

Event Description: \_\_\_\_\_

	DUE	PAID
Deposit	\$ _____	\$ _____
Rental Fee	\$ _____	\$ _____
Total Amount Due	\$ _____	\$ _____

## Cultural Corner Art Guild & Gallery Terms and Conditions of Agreement

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- The event space is approximately 2,500 square feet. Per Chillicothe, MO city code, the event space (front room) capacity is 150 people. User should not exceed this limit on persons in attendance.
- User must be at least 21 years old.
- Set up and cleanup is the user's responsibility (no exceptions). Please remove all items and return the building to like condition. Please see the attached closing checklist.
- INDEMNIFICATION: Renters shall release, indemnify, keep and save harmless Cultural Corner Art Guild & Gallery its agents, officers, employees or members from any and all responsibility and liability for any and all damages or injury of any kind or nature to all persons. It is understood and agreed that this is a contract for rental of space only and the Renter is solely responsible for the conduct or lack of care of itself, its employees, agents, contractors and invitees.
- The use of glitter and/or sand is strictly prohibited in and around the Cultural Corner event space.
- Live flame candles are strictly prohibited in and around the Cultural Corner Art Guild & Gallery event space and building. Electronic and battery operated candles are allowed.
- LIQUOR: If user chooses to sell beer, wine or mixed spirits, the user or caterer must present Liquor Liability insurance and Liquor License to Cultural Corner at least fourteen (14) business days prior to the event.
- DAMAGES: In the event of damages to Cultural Corner, its exhibits, equipment or furnishings beyond ordinary use, the User agrees to pay the cost of repairs, restoration, or replacement.
- DEPOSIT: A deposit for the amount specified on page 2 is required to reserve the space for the agreed upon time. There will be no guarantees of event space until deposit is received. For a grand or day/evening event, the deposit must be paid at least 6 weeks (42 days) before the date of the event.
- CANCELLATION: Either party may cancel this agreement on written notice sixty (60) days or more before the date of the rental without liability. In such event the deposit shall be refunded in full. The User may cancel after sixty (60) days and more than fourteen (14) days before the date of the rental but the deposit fee shall not be refundable and shall be forfeited. Cultural Corner may at any time cancel this contract as a result of an event or events beyond its control, which makes performance of this contract impossible. In such event Cultural Corner shall return the rental fees paid as of the date of cancellation.
- NO SMOKING: Per Chillicothe City Ordinance, smoking is NOT permitted in any public places. Cultural Corner is a completely non-smoking facility. Please see Chillicothe City Code Chapter 210, Article XIII, Section 210.670 for more information.
- CHAIRS AND TABLES: Cultural Corner has 100 chairs and 10-60" round tables for event use. Renter is responsible for setting up and storing the tables and chairs upon completion of the event.
- CHAIR AND TABLE DAMAGES: Any damaged or missing chairs will be replaced at the Renter's expense. Chairs are \$45 and tables are \$150.
- WALL DECORATIONS: Decorations cannot be adhered to the walls under any circumstances. If necessary, please ask to borrow an easel to display signage.
- OVERHEAD DOOR: Must remain closed at all times unless special arrangements have been made.
- CLOSING CHECKLIST: User must complete the Closing Checklist on the next page.

**By signing, I, the User, agree to the above terms:**

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CLOSING CHECKLIST

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- \_\_\_\_\_ Before leaving the facility, the areas used shall be clean and the space shall be left in readiness for regular functions, unless previous arrangements have been made. Leave the area as good as, or in better condition, than how you found it.
- \_\_\_\_\_ Remove all items from event space, including linens, decorations, etc.
- \_\_\_\_\_ If used, the kitchen must be cleaned of all food items and the refrigerator must be cleaned out of any items belonging to the party.
- \_\_\_\_\_ All trash generated by this event should be removed and placed in the green garbage bins located across the alleyway (look for the one labeled Cultural Corner). Replace all of the liners (located under the sink in the hallway) in the receptacles.
- \_\_\_\_\_ Turn off all lights. If outside lights on the south side of the building are turned on, please ensure that they are off before you leave. Security lights at the front of the building will remain on.
- \_\_\_\_\_ Per instructions, return the key to Cultural Corner Art Guild & Gallery.
- \_\_\_\_\_ Ensure all doors are locked. Be careful not to lock yourself out.

Due note that any items left in the building after an event will be discarded after 48 hours unless other arrangements are made. Please ensure that all items are removed from the building immediately after the event.

### **Additional Notes:**