

# Wells County Arts, Commerce & Visitors Centre Wedding Reception Rental Agreement

Lessee Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Available Space		Size	Rate	Charge
<input type="checkbox"/>	Gallery (Upper Level)	1,566 sf / 96 people	\$325	
<input type="checkbox"/>	Kitchen with Gallery Rental	Use of Lower Level kitchen: refrigerator, stove, sink, & coffee pot	\$50 <b>Add On</b>	
<input type="checkbox"/>	Lower Level	2,418 sf 161 w/ Tables & Chairs 200 w/ Chairs Only	\$700	
<input type="checkbox"/>	Lower Level w/Dance Studio	3,138 sf +40 w/ Tables & Chairs	\$850	
<input type="checkbox"/>	Gallery and Lower Level		\$975	
<input type="checkbox"/>	Gallery and Lower Level w/Dance Studio		\$1,125	
<input type="checkbox"/>	<b>DAY BEFORE EVENT SET UP</b>		\$100	
<p><b>*Kitchen is included with Lower Level Rentals</b>  <b>All Rentals Include:</b> Cleaning &amp; Room Set-Up • Tear Down &amp; Cleaning • Trash Disposal</p>				
Included in Rental Rate (No Additional Charge)		Quantity Available	Quantity Needed	
<input type="checkbox"/>	Tables: 5' Dia Round	25		
<input type="checkbox"/>	Tables: 8' Rectangular	15		
<input type="checkbox"/>	Chairs	200		
<input type="checkbox"/>	Podium	1		
<input type="checkbox"/>	Security	1		
Equipment Available for Rent		Size/# Available	Rate	Charge
<input type="checkbox"/>	Projector & Screen	1 Available	\$50	
<input type="checkbox"/>	High Top Tables	4	\$10 each	
<input type="checkbox"/>	Stage	12 x 24 total sections	\$50	
<input type="checkbox"/>	Microphone	2 Available	\$20 each	
Linens & Skirting		Colors	Rate	Charge
<input type="checkbox"/>	Linens	Various Colors	\$4 each	
<input type="checkbox"/>	Napkins	Various Colors	.25¢ each	
<input type="checkbox"/>	Skirting	White	\$1 per foot	
<b>TOTAL RENTAL CHARGE</b>				

**DAMAGE & EXCESSIVE CLEANING DEPOSIT OF \$250** payable 30 days prior to event. Check will be held and may be fully or partially refunded AFTER the event. **Please make checks payable to ACVC.**

**RENT DEPOSIT OF \$100 DUE TO RESERVE DATE** \_\_\_\_\_

**BALANCE OF RENTAL CHARGE DUE** \_\_\_\_\_

**BUILDING POLICY:** Beer & Wine is allowed on premises with a permit. Hard liquor is only allowed with a licenses caterer/bartending service. Should this policy be broken, the Damage & Excessive Cleaning Deposit will not be refunded. \_\_\_\_\_ **(Initial for understanding)**

By signing below, you acknowledge that you have read, understand and received a copy of this General Rental Agreement and agree to the fees and rules stated herein. The Rental Rules for General Rental are incorporated in and are a part of this Rental Agreement.

**Signed (Lessee):** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Wells County Arts, Commerce & Visitors Centre

## Rental Rules for Wedding Reception

### Down payment

A down payment of \$100.00 holds your event and will be fully refunded for cancellation if notification is received at least 30 days prior to the date of the event. If cancelled with less than 30 days notice the down payment will be forfeited. The \$100.00 will go towards the rental fee.

### Damage/Excessive Cleaning Deposit and General Cleanup

The damage/excessive cleaning deposit (see rate sheet) is due 30 days prior to the event and the check will not be cashed before the event. The deposit check will be returned after the scheduled event only if all conditions of the rental agreement have been kept and should not be offset against rental fees. The Lessee is responsible for all damages and excessive cleaning to the premises occurring as a result of the event. The Lessee's liability for damages is NOT limited to the amount of the damage deposit. Rental Fees are due before the event date.

You are responsible for the following:

- No liquids in trash can (extra trash bags are under the kitchen sink)
- Wipe surface of countertops & inside microwave (if used). Dish soap and towels are provided. Leave wet towels in utility sink.
- Wipe surface of range top (if used) and wipe any spills inside refrigerator and range.
- Wipe any spilled areas on floor.
- Empty trash containers, leave bags in storage area on concrete floor.
- Plates, cups, utensils in the kitchen can be used, please hand wash before leaving

A cleanup charge is added to your rental cost. If there is excessive cleaning needed, the charge will come out of your damage deposit. **DO NOT PLACE LIQUID IN TRASH BAGS – THIS WILL RESULT IN A FEE.** Trash bags should be left in a single location in the building. (Kitchen in Lower Level and Workroom in Upstairs) You do NOT need to put away the tables and chairs.

### Dance Studio

If the dance studio is rented, its floor must be covered at all times during the event. The rental fee includes the cost of covering and uncovering the floor, which will be done by the Lessor.

### Decorations

Our facility does have items available to rent. Please refer to rental pamphlet for more information. No lighted candle or other open flame is allowed in the building at any time, unless contained within a globe or other protective device.

No fog machines are allowed in the building.

### Alcoholic Beverages, Smoking, Etc.

Alcoholic beverages may NOT be served or consumed on the premises, *with two exceptions*: (1) The Lessee obtains a temporary beer/wine permit and provides a licensed bartender who dispenses all alcoholic beverages consumed at the event and who is in attendance at all times during the event. (2) The Lessee employs a caterer holding an off-premises liquor license who dispenses all alcoholic beverages consumed at the event and who is in attendance at all times during the event. Smoking and the use of smokeless tobacco are not allowed inside the building at any time. Smoking must be 8 feet away from any part of the outside building.

Illegal drugs and illegal weapons are not allowed anywhere on the premises, whether inside or outside the building. As used throughout this agreement, "premises" includes the building, the grounds, the parking areas, and the riverbank improvements.

### Access

Access to the lower level area (when rented by itself) will be either through the east upper level entrance and down the stairs or lift, or from the walkway along the river to the northwest door of the building. When renting space only in the lower level, the Lessee will not have access to the Gallery, only the east hallway. Restrooms are available on the lower level.

### Closing

If a representative of the Lessor is not on site when the Lessee leaves the building, then the Lessee shall make sure that all lights and music have been turned off in the rented space. The facility will close no later than midnight.

### Waiver

Lessee waives any and all claims against Lessor for any personal injury or property damage, which occurs on the premises during the rental period and agrees to indemnify Lessor from any such claims of Lessee's invitees.