

Wells County Arts, Commerce & Visitors Centre
BUSINESS Rental Agreement for Board Room & Gallery

Lessee Name: _____
 Date of Event: _____
 Type of Event: _____

Available Space		Size	Rate	Charge
<input type="checkbox"/>	Gallery (Upper Level) 1,566 sf	96 people	\$325	
<input type="checkbox"/>	Boardroom (4 HOURS MAX) 583 sf	38 w/ Tables & Chairs 20 w/ Conference Table & Chairs Only	\$100	
<input type="checkbox"/>	Boardroom (ALL DAY) 583 sf	38 w/ Tables & Chairs 20 w/ Conference Table & Chairs Only	\$175	
<input type="checkbox"/>	Kitchen with Gallery Rental	Use of Lower Level kitchen: refrigerator, stove, sink, & coffee pot	\$50	

All Rentals Include:
 Cleaning & Room Set-Up • Tear Down & Cleaning • Trash Disposal

Included in Rental Rate (No Additional Charge)		Quantity Available	Quantity Needed for Space Allowed
<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	

Equipment Available for Rent		Size/# Available	Rate	Charge
<input type="checkbox"/>	Projector & Screen	2 Available (1 portable, 1 stationary)	\$50	
<input type="checkbox"/>	Portable TV Screen	40" (1 Available)	\$25	
<input type="checkbox"/>	High Top Tables	5	\$10 each	
<input type="checkbox"/>	Microphone	2 Available	\$20 each	

Linens & Skirting for Gallery Rental		Colors	Rate	Charge
<input type="checkbox"/>	Linens	Various Colors	\$5 each	
<input type="checkbox"/>	Napkins	Various Colors	.25¢ each	
<input type="checkbox"/>	Skirting	White	\$2 per foot	

<input type="checkbox"/>	Security (events with alcohol)	4 Hours (minimum)	\$75	
TOTAL RENTAL CHARGE				
RENT DEPOSIT DUE TO RESERVE DATE				
BALANCE OF RENTAL CHARGE DUE				

DAMAGE & EXCESSIVE CLEANING DEPOSIT OF \$250 payable 2 weeks prior to event.
 Check will be held and may fully or partially refunded AFTER the event.
Please make checks payable to ACVC

BUILDING POLICY: Beer & Wine is allowed on premises with a permit. Hard liquor is only allowed with a licensed 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 Business Rental Agreement and agree to the fees and rules stated herein. The Rental Rules for Business Rental are incorporated in and are a part of this Rental Agreement.

Signed (Lessee): _____ **Date:** _____