

Wells County Arts, Commerce & Visitors Centre
GENERAL Rental Agreement for Upper and Lower Levels

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

Available Space	Size	Rate	Charge
<input type="checkbox"/> Gallery (Upper Level): 4 HOUR RENTAL 1,566 sf	96 people	\$225	
<input type="checkbox"/> Gallery (Upper Level): ALL DAY RENTAL 1,566 sf	96 people	\$325	
<input type="checkbox"/> Kitchen with Gallery Rental	Use of Lower Level kitchen: refrigerator, stove, sink, & coffee pot	\$50	
<input type="checkbox"/> Boardroom- CAN ONLY BE BOOKED WITH GALLERY RENTAL	38 w/ Tables & Chairs 20 w/ Conference Table & Chairs Only	\$50 Add On	
<input type="checkbox"/> Lower Level (FRI-SAT) 2,418 sf Includes Kitchen	161 w/ Tables & Chairs 200 w/ Chairs Only	\$450	
<input type="checkbox"/> Lower Level (SUN-THURS) Includes Kitchen	161 w/ Tables & Chairs 200 w/ Chairs Only	\$350	
<input type="checkbox"/> Lower Level w/Dance Studio (ANY DAY) 3,138 sf Includes Kitchen	+40 w/ Tables & Chairs	\$575	
<input type="checkbox"/> Lower Level: 4 HOUR RENTAL Lower Level: Additional Event Time	161 w/ Tables & Chairs 200 w/ Chairs Only Will be charged if over 4 hours	\$250 \$100/hour Add On	

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

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	

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"/> Stage	12 x 24 total sections	\$50	
<input type="checkbox"/> Microphone	2 Available	\$20 each	

Linens & Skirting	Colors	Rate	Charge
<input type="checkbox"/> Linens	White, Black, Ivory	\$5 each	
<input type="checkbox"/> Napkins	Various Colors	.25¢ each	
<input type="checkbox"/> Skirting	White	\$2 per foot	
<input type="checkbox"/> Chair Covers	Black/White	.50¢ each	
<input type="checkbox"/> Security (events with alcohol)	4 Hours (minimum)	\$75	

TOTAL RENTAL CHARGE

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 _____
 (DUE 2 weeks prior to event)

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 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:** _____