

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 Add On | |
| <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"/> | DAY BEFORE EVENT SET UP | | \$100 | |
| *Kitchen is included with Lower Level Rentals | | | | |
| 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 | | |
| <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 | 5 | \$10 each | |
| <input type="checkbox"/> | Stage | 12 x 24 total sections | \$50 | |
| <input type="checkbox"/> | Microphone | 2 Available | \$20 each | |
| <input type="checkbox"/> | Portable 40" TV Screen | 1 Available | \$25 | |
| Linens & Skirting | | 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"/> | Chair Covers | Black/White | .50¢ each | |
| TOTAL RENTAL CHARGE | | | | |

DAMAGE & EXCESSIVE CLEANING DEPOSIT OF \$350 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 \$250 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 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: _____