

# Arts Center East Rental Agreement

Arts Center East ("ACE") has several spaces available for rent for arts related: events, meetings, exhibits and performances. On the upper level, there are two spacious galleries separated by a wide central hallway. The lower level includes a multipurpose room and a classroom with a sink. On the upper level, there is a kitchen with a microwave oven, sink and refrigerator, but no stove. Food may be served.

**No alcohol is permitted.**

**Downstairs Rental Rates**

Hourly rental per room: \$25.00

Daily rental per room: \$150.00  
(6 hour maximum)

***Eureka Space -- Multipurpose Room Rental for Exhibits\****

Weekly Rate \$100

\*Exhibitor provides the reception and agrees that classes and/or groups or individuals may use the room during the course of the exhibit. Every attempt will be made to protect exhibitor's work. Exhibit hours will be the same as for gallery exhibits. ACE will attempt to provide volunteer sitters for the *Eureka Space*. However, renters are encouraged to provide their own volunteers as well.

ACE will take a 30% commission on sales for non-Artist Members & a 20% commission on sales for Artist Members.

**Upstairs Gallery Rental Rates**

Weekly Rental \$300.00

(Prorated dates available after 1 month/30-Day rental)

Hourly rental: \$50.00

Daily rental: \$300.00  
(6 hour maximum)

\*Staff fees: \$15.00 per hour

\*\*Damage Deposit: \$100.00 (per space)

\*\*\*Pantry fee: \$15.00 per hour

**Total**

\*For hourly and daily rentals when staff would not otherwise be in the building, staff fees apply. For monthly exhibit rentals, staff fees apply to help in hanging the exhibit and to hours when staff would not otherwise be in the building.

\*\*Damage deposit fee of \$100.00 is payable in advance to secure the rental, and is refundable upon inspection of the property to the satisfaction of ACE.

\*\*\*Pantry fee applied if kitchen supplies apart from listed above items are needed. ACE does not provide catering services. All outside catering must be approved by ACE.

Last updated 12.12.19

Date: \_\_\_\_\_ Rental Dates: \_\_\_\_\_

Parties to this agreement are Vernon Community Arts Center, Inc., DBA as Arts Center East (lessor) and \_\_\_\_\_ (lessee)

Rental begins at: \_\_\_\_\_ AM/PM on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_,  
and ends at: \_\_\_\_\_ AM/PM on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Room /space rented: \_\_\_\_\_ Total rental fee: \_\_\_\_\_

ACE agrees to allow lessee to rent the indicated space at 709 Hartford Turnpike, Vernon, CT for the total number of hours/days agreed. Set-up/clean-up time must be coordinated in advance with ACE. A damage deposit of \$100.00 is payable in advance to secure the rental. Full payment will be required prior to use. **Alcoholic beverages and smoking are not permitted on the property at any time.** Lessee agrees to comply with all laws and to refrain from any activity that creates a nuisance. **ACE is not responsible for the loss, damage, destruction, misuse or theft of lessee's or lessee's invitee's property located within the facility at any time.**

\* Lessee shall leave the space clean and neat, and remove all debris and personal property by the end date and time specified in this agreement or shall be subject to clean-up fees determined by ACE.

\* Lessee is encouraged to obtain \$1 million of general liability insurance covering the rental event and naming ACE and Town of Vernon as additional insureds.

\* Lessee agrees on behalf of all attendees to accept and assume all risks of accidents or of damage or of injury to lessee or to persons using the facility and all property within the facility during the rental period, and to hold ACE and Town of Vernon harmless from every claim, liability or demand of any kind for injuries sustained by lessee or attendees using the premises during the rental.

\* Lessee hereby agrees to assume responsibility for any damage to building or property.

**50% Deposit & Security Deposit paid on \_\_\_\_\_**  
**Payment Method \_\_\_\_\_**

**(\*50% Deposit is non-refundable\*)**

*Remaining balance must be paid in full no later than 30 days from the rental start date. In the case of cancellation, remaining balance & damage deposit refunds will only be issued if ACE receives notice in writing one (1) week before rental start date.*

**50% Remaining balance paid on \_\_\_\_\_ Payment Method \_\_\_\_\_**

Lessee Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized by Executive Director: \_\_\_\_\_

Authorized by BOD : \_\_\_\_\_