



709 Hartford Turnpike, Vernon, CT 06066

info@artscentereast.org

860-871-8222

Arts Center East Rental Agreement

Arts Center East (ACE) offers several spaces available for individuals and organizations to rent for arts-related events, meetings, exhibits, and performances. On the upper level, there are two spacious galleries separated by a wide central hallway which can be rented to arts organizations for exhibit purposes. The lower level includes a Multipurpose Room/Eureka Gallery and a classroom with a sink, both of which can be rented by individuals as well as organizations. On the upper level there is also a kitchen with a microwave, sink, and refrigerator, but no stove. Food may be served for receptions. **No alcohol is permitted.**

Artists looking to rent the Multipurpose Room/Eureka Gallery to exhibit their work must submit a short bio, and artist's statement about their work, and images of the work that will be included in the exhibit to be reviewed upon requesting to rent the space.

All work must be wired for hanging and be displayed using the hanging system provided. Sculpture may be displayed on pedestals provided along the perimeter of the room. Nothing may be affixed directly to the walls or other surfaces of the gallery. The interior floor space of the room must be kept clear to allow for proper distancing and in keeping with the fire code.

All work must be suitable for audiences and subject to approval by Arts Center East.

Exhibitors renting the Multipurpose Room/Eureka Gallery will provide the reception if desired 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 the exhibitors' work. Exhibit hours will be the same as for the gallery exhibits. ACE will attempt to provide volunteer gallery sitters for the Eureka Gallery, however renters are encouraged to provide their own volunteer gallery sitters as well.

ACE will take a 30% commission on art sales (20% for ACE Artist Members).

Please be advised that Arts Center East retains the right to refuse any work if it is not wired and ready to hang, or if it is inappropriate for the exhibition venue.



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Lower-level Classroom Rates

Hourly rental: \$50.00/hr *nonprofit discounts may be available depending on the usage

Daily rental per room: \$300.00/day (6 hour maximum)

Dates & Times requested: _____

Multipurpose Room/Eureka Gallery Rental Rates

Hourly rental: \$50.00/hr *nonprofit discounts may be available depending on the usage

Weekly Rate for exhibits: \$250/wk

Dates & Times requested (including installation and strike): _____

Main Gallery Rental Rates (for arts organizations)

Weekly Rentals: \$400/wk

(prorated option available beyond 28 days at \$50.00/day)

Hourly Rental: \$75/hr

Daily Rental: \$300/day (6 hours maximum)

Dates & Times requested (including installation and strike): _____

***Staff fees: \$16/hr**

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 assistance with hanging the exhibit and to hours when staff would not otherwise be in the building.

****Damage deposit: \$100 per space, refundable**

Damage deposit fee of \$100 is payable in advance to secure the rental and is refundable upon inspection of the property to the satisfaction of ACE after the exhibition is taken down.

*****Pantry fee: \$15.00/hr**

Pantry fee is applied if additional kitchen supplies are needed. ACE does not provide catering services. All outside catering must be approved by ACE.

Last updated 01/12/2024

updated 3/27/24



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Today's Date: _____ Rental Dates: _____

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

Rental begins at _____ AM/PM on the _____ day of _____ 20____

Rental ends at _____ AM/PM on the _____ day of _____ 20____.

Room/space(s) to be rented _____

Total rental fee: _____

ACE agrees to allow leasee to rent the indicated space at 709 Hartford Turnpike, Vernon, CT for the total number of hours/days shown. A damage deposit of \$100 is payable in advance to secure the rental. Full payment is required no less than 30 days prior to the rental start date. **Alcoholic beverages and smoking are not permitted on the property at any time.** Leasee 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 the leasee's or leasee's invitees' property located within the facility at any time.**

- Leasee 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.
- Leasee is encouraged to obtain \$1 million of general liability insurance, covering the rental event and naming ACE and Town of Vernon as additional insureds.
- Leasee agrees on behalf of all attendees to accept and assume all risks of accidents or of damage or of injury to leasee or to persons using the facility and all property within the facility during the rental period and holds ACE and Town of Vernon harmless from every claim. Liability, or demand for any kind of injuries sustained by leasee or attendees using the premises during the rental.
- Leasee hereby agrees to assume responsibility for any damage to the building or property.



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50% deposit and Security Deposit paid on: _____

Payment Method: _____

(50% deposit is non-refundable)

Remaining balance must be paid in full no less 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 no less than one (1) week prior to the rental start date.

50% Remaining balance paid on _____ **Payment Method** _____

Leasee Signature: _____ Print Name: _____

Title: _____ Name of Organization: _____

Address: _____

Telephone: _____ Email: _____

Authorized by Executive Director: _____

Date: _____

Authorized by BoD: _____

Date: _____