**EVENT SPACE RENTAL AGREEMENT AND CONTRACT**

Agreement made on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_, by and ART INC and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, referred to as “Client”. Client agrees to hire, and ART INC agrees to make available the use of the RM\_\_\_\_\_\_\_\_\_\_\_\_ at ART INC 919 NE Jefferson St Peoria IL 61603 with the following terms and conditions.

Event Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Set-Up Time: \_\_\_\_\_\_ Event Start Time: \_\_\_\_\_\_

Event End Time: \_\_\_\_\_\_ Tear Down Time: \_\_\_\_\_ Total Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Number of Attendees Expected: \_\_\_\_\_\_\_ Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client(s)/ Corporation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_ Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Secondary Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ART INC** rental spaces are 300 square feet space with seating for 20, accommodates 20 comfortably. Due to the historical age and nature or our building and its architectural features, accessibility, decorations, events, and hours of operations will be handled on case-by-case bases. All rental fees listed below are subject to change due to time of year, number of attendees, and hours of events.

A signed contract and date-hold deposit of ½ the total fee is due on day of booking. The balance of your space rental fee is due day of your event The credit card on file will be held for damages should they occur. Returned checks will incur additional charges including but not exceeding all bank fees plus $25 processing fee. Refund requests must be made in writing and will be responded to promptly by management. If equipment, furniture, or ART INC is ordered and delivered, but not used, no refund will be approved.

***Use of the ART INC requires the following in advance:***

• Signed ART INC Rental Agreement

• Payment of Deposit

• Signed Liability Waiver and Releases for all persons who will attend the ART INC

• Photocopy of Renter’s Driver’s License

Rental Policy

(All rental fees listed below are subject to change due to time of year, number of attendees, and hours of events, or at the discretion of ART INC.)

The **ART INC** ART INC spaces can be rented for rehearsals, classes, workshops, conferences, children birthday parties, baby showers and other events/activities as agreed upon. We also specialize in company rentals for conferences and workshops for your team. (Contact our office manager for more information on our executive rentals)

The ART INC will be rented in blocks of time as follows: two-hour minimum, 1hour increments. Paid rental time periods include time for early arrival (if applicable) and setup/cleanup time. Space may be booked via website, email or phone.

Space is not guaranteed until a deposit is made, and the Rental Agreement has been completed and signed by the renter.

Renter will not hold, and will not permit, classes or events involving persons in each space within the premises, or in the premises, in excess of the number of persons that are permitted by applicable fire and/or building codes in such space or in the premises, as applicable. In addition, if the class or event will not end by 10:00 p.m., or if it potentially will disturb other commercial tenants or residential residents (e.g., loud music) Renter will obtain **ART INC** for preapproval.

**Hours and Occupancy:**

The ART INC will be available for rentals, on a space-available basis, during the following days and times:

**Monday – Friday and Sunday 6 a.m. – 10 p.m.**

**Saturday 6 a.m. – 11 p.m.**

**ARRIVE AND LEAVE ON TIME:**

The lease shall start and end as set forth in this Agreement; set-up and clean-up time must take place during hours set forth in this Agreement. An hourly charge of $50.00 per hour will be applied for each additional hour that extends beyond rental terms, as set forth in this Agreement.

**BE RESPECTFUL OF OUR NEIGHBORS:**

• Be present at all times during the rental

• Keep the event or session contained within the ART INC room assigned

• Always maintain adult supervision of minors

• Clean up trash or other items on premises prior to leaving

**Smoking/Incense/Flames:** No smoking anywhere inside the building, parking lot or near any entrances to the building. No incense or open flames of any sort.

**Storage:** Renters may NEVER leave any equipment, costumes, props or personal belongings anywhere in the ART INC spaces, hallway or bathroom.

**Security:** Each renter assumes responsibility for the security of the space during each rental period.

**Emergencies:** For any emergency situations including accidents, health crises, criminal activities, or fire, call 911. There is no phone available at the ART INC. It is advised to have a cell phone close at hand.

**Damage:** Each renter will assume full responsibility for any damage caused to any part of the entryway, ART INC, bathroom, stereo equipment, floors, windows, mirrors, walls, ceilings, etc. sustained during the renter’s scheduled ART INC time and time in the ART INC. Each renter agrees to pay in full for repair or replacement of any item or structure damaged by the renters or by performers, collaborators, students or guests invited to ART INC by the renter. Full payment for damage shall be made within ONE MONTH of the damage

**ART INC & EQUIPMENT SUPPLIED:**

The ART INC agrees to provide the studio in good working order but makes no special guarantees as to said studio functionality or suitability to Renter’s purposes The ART INC is not liable for acts out of its control that affect the rented space, such as power outages, weather, emergencies, or Acts of God. Renter agrees to return all equipment, the studio, and furniture in the condition it was provided and to immediately notify the ART INC of any damage, failure, or change in equipment provided. Rental furniture Please do not move any pieces larger than a single chair without two people present to move it without dragging the legs.

**DAMAGE TO SUPPLIED EQUIPMENT, FURNITURE, OR ART INC:**

There is no warranty that rented items are free of defects.

The Renter agrees that the ART INC holds no liability for any damage or injury caused by use of rental items to Renter or any third party. The Renter assumes all risk of personal property damage or personal injury. If any accident involving the ART INC's rental items has occurred while it is in the Renter's possession, Renter shall make the ART INC aware by written statement of details of occurrence of event including police report and names and addresses of witnesses, if applicable.

**Liability:** Each renter assumes liability for injury of any persons they invite to the space, including but not limited to injury to students in the renter’s class, injury to performers or collaborators in the rehearsal, injury to guests or audience members at a showing.

Renter agrees to get a signed Liability Release from all persons that will be on the premises prior to use of ART INC. ART INC will not be held liable for any injuries or accidents to the Renter, Renter’s employees, Renter’s contractors, Renter's clients, or any and all Renter's visitors that occur within or outside the ART INC premises.

**Housekeeping:** Each renter assumes responsibility for returning the ART INC to a good state before they leave. All lights, the heater, fans and electrical equipment must be turned off. Trash and litter must be removed to the garbage can. Please sweep if necessary and leave the ART INC in the best possible condition for the next renter.

**Parking:** Parking is for ART INC guest and renters. Renter is responsible to making sure the parking lot is left with no debris or trash from the renter or their guest.

**MARKETING and PARTICIPANT Recruitment:**

Note: Renters are solely responsible for providing their own participants and for marketing their own events, classes, and activities. **ART INC** will include your class or event on our website and/or in social media newsfeeds if you provide us with the appropriate information.

**Cancellation:** Deposit is non-refundable. No refunds of the space rental fees thereafter will be refunded if canceled 7 days prior to an event, as your agreement to rent ART INC may cause the loss of additional bookings or business. If circumstances beyond the control of ART INC force us to cancel your reservation, or ART INC will refund all sums paid. If the full rental payment is not received 7 days prior to your event, ART INC reserves the right to cancel your reservation without a deposit refund.

Payments should be made to ART INC LLC. Cash, in state Checks and all major credit cards are accepted. A CREDIT CARD AUTHORIZATION FORM is located on the last page of this contract.

**For CLASS, WORKSHOP, ACTIVITY or EVENT Rentals:**

**Class Rate:** $15.00/per hour (2 hour minimum be sure to include time for setup/cleanup)

**Booking:** Regularly scheduled weekly classes must be confirmed for a full month in advance. Payment is

due prior to the first session of the month. All other classes, workshops, activities, and events must be

confirmed at least one week in advance. Payment is due prior to the session, and a $15.00 late fee will be assessed unless prior arrangements have been made for late payment.

**Class Cancellation:** Space may be cancelled via mail, email or phone with ***ONE WEEK’S*** notice. **THERE**

**ARE NO REFUNDS.** Teachers are encouraged to find substitute teachers and keep the class operating

consistently.

Renter:

Printed Name, Title

Signature Date