



## CLEAR LAKE ARTS CENTER RENTAL CONTRACT

As a non-profit organization, we envision the Clear Lake Arts Center (CLAC) as a dynamic and vibrant hub to promote and preserve creativity as part of every human's daily life. Our mission is to ignite the creative spirit by engaging the diverse community we serve and our regional audience by providing opportunities and inspiration through the visual, performing, and literary arts.

In an effort to maintain the facility to our high standards we offer the following rental guidelines and policies.

*- Clear Lake Arts Center Board of Directors*

### Rental Fees

- Current Clear Lake Arts Center Member / Nonprofit Organization Pricing – Membership must be current at the time of reservation and the date of the event. Individual memberships begin at \$35. Nonprofits must have IRS 501(c)3 status and provide documentation.
  - 2 hours: \$60 – **plan accordingly, please include** your set-up and take-down of your event in the hours rented.
  - For each additional hour needed: \$45 per hour.
- Non-members, Commercial Use Pricing
  - 2 hours: \$90 - **plan accordingly, please include** your set-up and take-down of your event in the hours rented.
  - For each additional hour needed: \$60 per hour.
- Wedding Receptions, Reunions, and Day-long Events Pricing
  - 9am – 11:59 pm – flat rate of \$750 - **plan accordingly, please include** your set-up and take-down of your event in the hours rented. The event must end and clean-up completed so the building can be locked by midnight.

Purpose of event:

Event date:

Arrival time:

Departure time:

Event time from            to

Number of attendees:

Professional Services: Caterer | DJ | Event Planner (circle all that apply) Please provide the name and phone numbers if you are using any of these professional services below.

Clear Lake Arts Center Rental Contract

Name of responsible person:

Date

Organization Name:

Street Address:

City, State, ZIP Code:

Phone:

E-mail:

DESCRIPTION	AMOUNT
<b>Fee for first two hours</b> - CLAC Member -\$60.00 / Non-member - \$90.00	
[ ] <b>Additional Hours</b> @ \$ .00 per hour	
<b>Wedding Receptions, Reunions, Day-long Events</b> - Flat Fee \$750.00	
<b>Audio/Video Usage</b> * \$25.00 (plus after hours tech fee \$25.00)	
<b>Rental Attendant Fee</b> - [ ] hours] x \$15.00 for after Arts Center hours events	
<b>Dishes/cutlery rental</b> - \$25.00 - renter is responsible for the proper cleaning of items	
<b>Tablecloths rental</b> - [ ] x \$15.00 each	
<b>Piano rental</b> - \$25.00 as is (plus market rate if tuning is requested)	
<b>Stage rental</b> - \$25.00	
<b>Rental Total</b> (50% due at signing)	
<b>Liability Deposit</b> - \$250.00 for events under 75 people / \$500.00 for events over 75 people, weddings, or reunions.	
<b>Total due at signing</b>	\$ -

I have been given the Rental Guidelines to read and agree to comply with the terms of this Rental Contract and Rental Guidelines and Policies of the Clear Lake Arts Center that are incorporated by this reference as a part of the Rental Contract. I understand and agree that no insurance is provided by the Clear Lake Arts Center and that the Clear Lake Arts Center will not be responsible for accidents. By signing below I acknowledge and agree to the Release and Waiver of Liability Statement on the Rental Guidelines and Policies. The person completing this contract must be at least 18 years of age.

Signature

Date

Clear Lake Arts Center Representative

Date

50% rental fee and liability deposit due at signing: Amount \$

Check #

Date

Rental fee balance due by / / for the Amount of \$

Check #

Date