



## Clear Lake Arts Center Rental Contract

Updated February 1, 2022

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*

<b>Contact Information</b>	
Today's Date:	Current CLAC Member (Yes/No):
Contact Name(s):	
Organization Name:	
Phone:	Email:
Mailing Address:	
<b>Event Information</b>	
Event Description:	
Event Date:	
Arrival Time:	Departure Time:
Event Start Time:	Event End Time:
Estimated Number of Attendees:	
<b>Special Requests</b>	
<b>Professional Services (Name and Phone Number)</b>	
Caterer:	
Event Planner:	
DJ/Band:	
Other:	

## 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. (Holiday pricing and availability may vary.)
  - o 2 hours: \$60 – plan accordingly, please include your set-up and take-down of your event in the hours rented.
  - o For each additional hour needed: \$45 per hour.
- Non-members, Commercial Use Pricing (Holiday pricing and availability may vary.)
  - o 2 hours: \$90 - plan accordingly, please include your set-up and take-down of your event in the hours rented.
  - o For each additional hour needed: \$60 per hour.
- Wedding Receptions, Reunions, and Day-long Events Pricing
  - o 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.
- Damage Deposit is \$75 for events under 75 people, \$150 for events over 75 people, weddings, or reunions.

Rental Items	Rate	Qty	Amount
First Two Hours- Member	\$ 60.00		\$ -
First Two Hours- Non- Member	\$ 90.00		\$ -
Additional Hours- Member	\$ 45.00		\$ -
Additional Hours- Non-Member	\$ 60.00		\$ -
Flat Rate Events (All day)	\$ 750.00		\$ -
Rental Attendant Fee (per hour)	\$ 15.00		\$ -
Audio/Visual Tech Fee (per hour)	\$ 25.00		\$ -
Table Cloth Rental	\$ 25.00		\$ -
Stage Rental	\$ 50.00		\$ -
<b>Rental Total (50% Due at Signing)</b>			\$ -
Damage Deposit (<75 people)	\$ 75.00		\$ -
Damage Deposit (75+ people or Flat Rate)	\$ 150.00		\$ -
<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 Polices. The person completing this contract must be at least 18 years of age.

Signature		Date:	
CLAC Representative		Date:	

Deposit Amount Paid:		Check #:		Date:	
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