

2023 RIVERSIDE ART CENTER Upper Painting Studio EVENT RENTAL AGREEMENT

NOTE: OCCUPANCY LIMIT: 30 Persons

Client/Organization/Business Name (herein Renter):

Description of Event/Program:

Date(s) of Event/Program:

Begin Time(s) (Includes set-up):

End Time(s) (Includes clean-up):

Client/Organization/Business Contact information:

Address:

Phone:

E-mail:

Event/Program Contact Name:

Event/Program Contact Phone:

Estimated Attendance: \_\_\_\_\_

Check one:      \_\_\_\_\_ Public Event/Program      \_\_\_\_\_ Private Event/Program

Check one:      \_\_\_\_\_ One-time Event/Program      \_\_\_\_\_ Recurring Event/Program

**Check all applicable fees:**

\_\_\_\_\_ **\$95/hr.** RAC Member use (\*minimum of 2 hours required)

\_\_\_\_\_ **\$125/hr.** Corporate, Commercial or Private use (\*minimum of 2 hours required)

\_\_\_\_\_ **x** \_\_\_\_\_ **\$30/hr.** staff person on site (\*2 hours required)

\_\_\_\_\_ **\$75** additional flat fee **ACCESS TO SCULPTURE GARDEN:**

Number of tables: \_\_\_\_\_

Number of chairs: \_\_\_\_\_

Number of Easels: \_\_\_\_\_

Number of hours: \_\_\_\_\_ x hourly rate \_\_\_\_\_ + staff person onsite \_\_\_\_\_ = \$ \_\_\_\_\_ **TOTAL Cost**

Please return signed agreement to:

Executive Director, **RIVERSIDE ARTS CENTER, 32 East Quincy Street Riverside, IL 60546**

Make Checks Payable to Riverside Arts Center (RAC) Payment can also be accepted via Credit Card / Paypal Include ½ total cost with signed agreement in deposit.

My signature verifies that I have thoroughly read and understand the expectations as outlined herein, and I accept the guidelines, terms, and conditions set forth in this agreement.

Client signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

RIVERSIDE ART CENTER Upper Painting Studio EVENT RENTAL AGREEMENT

**GUIDLELINES**

I. Description of space: Upper Painting Studio. Upper Painting Studio maximum occupancy is 30 persons. We have a restroom onsite. We have no kitchen facilities. CLIENTS must take full caution for any artwork displayed and will be fully responsible for any damage incurred. This includes notifying persons at the event/program to be careful and respectful. Contact Liz Chilsen, Executive Director with any questions.

II. Use of space:

A.

Client must identify an event contact to facilitate set-up, staffing needs and clean up of the event and to serve as main contact for the duration of the event/ program.

B.

Display: Client may NOT DECORATE WALLS for the event/program, unless as otherwise agreed. Banners, posters, artwork or any other signs must be affixed to free-standing supports. Client may not make holes in the studio walls for presentation of any work or information. Artwork may be presented on free-standing walls/partitions, easels, pedestals or tables.

C.

Smoking: Smoking and/or lighting of any substance is NOT permitted in the Arts Center.

D.

Food/Drinks: Client provides any and all refreshments and supplies—including cups, napkins, additional trash bags, etc. Client may bring in outside food for the event, but all food and garbage MUST BE DISPOSED OF BY THE END OF THE EVENT. This includes sweeping and wiping down tables. The space must be returned to the condition it was in upon arrival. Client may incur additional Cleaning Charge of \$200 minimum charge if condition is not met.

E.

Alcohol is not permitted.

F.

Public Events: The Client agrees responsibility for all promotion. Events are open to the general public unless specified as a private event.

G.

Liability: The Client agrees to hold the **RIVERSIDE ARTS CENTER** and its employees and volunteers free from any liability or claim for damages or suit for or by reason of any injuries to any person or property of any kind whatsoever, from any cause whatsoever, arising out of the use and occupation of the premises by the renting party; and the renting party hereby covenants and agrees to indemnify and save harmless the gallery from all liability or damage on account of or by reason of any such injuries or damage.

H.

A Riverside Arts Center representative will be onsite during the client's event/program.

I.

Client has access to restroom facility.

J.

Client ensures fire exits remain free from obstruction.

III. Deposit: 50% deposit is necessary to secure studio use for client's event/program. (25% of Studio use fee is non-refundable). Balance payable in full before date of event/program.

IV. Cancellation: Cancellation by the client releases Riverside Arts Center (RAC) from further obligation. In the event of cancellation by Riverside Arts Center (RAC), the full deposit shall be returned to the client (renter).

Client signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

**THANK YOU FOR YOUR SUPPORT OF RIVERSIDE ARTS CENTER!**