



## Facility Rental Agreement

Renter	Renter's Authorized Representative		
Mailing Address	City	State	ZIP Code
Phone Number    Mobile Number	Email Address		

Event Date	Event Begin Time	Event End Time	Number of Guests
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Caterer & Caterer's Address (if applicable)
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Other Requests (Fees may apply)
Additional Items (Fees may apply)

### Terms & Conditions

1. I, as the authorized representative of my group, business or organization (Renter), acknowledge that I have read and understand the terms and conditions of this Facility Rental Agreement and Center for the Visual Arts Policies and agree to abide by them.
2. I agree to hold harmless Center for the Visual Arts (CVA), its directors, employees, and volunteers against any damage, loss, or injury whether for personal injury or property damage caused by, or arising from, the actions of my guests. I am responsible for any damage caused by my guests.
3. In order to hold the rental, I have provided a non-refundable deposit in the amount of \$\_\_\_\_\_ which represents fifty percent (50%) of the total rental amount of \$\_\_\_\_\_. I agree to pay the balance on the day of the scheduled event.
4. Renter will be provided with a copy of this Facility Rental Agreement as confirmation of the reservation upon receipt of deposit.
5. If my event is canceled, I will notify CVA immediately of said cancellation in writing. I understand and agree to forfeit my entire deposit if the scheduled event is cancelled within 30 days of the event date.
6. If your event takes place outside of office hours, a \$25 per hour staffing fee will apply. My event takes place \_\_\_ hours outside of office hours. I agree to pay the \$\_\_\_\_\_ staffing fee balance on the day of the scheduled event.

Renter or Renter's Authorized Representative	Date
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Maggie Christians, CVA Operations Manager	Date
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## **Center for the Visual Arts Policies**

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### **Reservations**

1. Reservations shall be made through the CVA Gift Shop.
2. Renter understands that rental of the CVA facilities does not construe sponsorship of the event.
3. Exterior signs used to indicate the location of an event must be previously discussed and approved by the Operations Manager

### **Availability**

1. CVA does not close for private functions; therefore the Main Gallery, The Loft, Transitions Gallery, and the Gift Shop remain accessible to the general public during regular business hours.
2. Set up and clean up must be completed during the scheduled event time. Renter is responsible for removing all decorations at the conclusion of the scheduled event.
3. A \$75 fee will be charged if room is not returned to the condition in which it was found. CVA will remove the trash from the receptacles in the rental area.
4. CVA's mission involves exhibits and classes that causes the artwork and displays to continually change. This may affect or change the aesthetics of some areas.

### **Photographers & Videographers**

1. Photographs and video is allowed provided that no photographs or video is being taken solely of the artwork in the Main Gallery, The Loft, Transitions Gallery, or Gift Shop.

### **Decorations & Equipment**

1. Nothing will be attached to walls, floor, or furniture belonging to CVA without prior permission from the Operations Manager.
2. CVA will provide table and chairs for up to 40 people. Renter understands that the required room set up is included in the rental charge. CVA does not offer coordinating services for events or provide additional chairs, tables, podiums, electrical cords, etc. Please note that room capacity is 40 people.
4. CVA will make every effort to ensure the rented space is clean and arranged as indicated in a diagram provided to Renter.

### **Food & Beverage Policy**

1. CVA recommends using a catering service. CVA does not arrange catering for Renter. A list of recommended caterers will be provided upon request.
2. CVA does not hold a liquor license; consequently, alcohol may be served but not sold. CVA is not responsible for any alcohol-related incidents.

### **Safety & Security**

1. A CVA representative must be present at all events. All questions should be referred to this individual during the event. The Renter agrees to abide by all requests of the representative.
2. CVA does not permit the right to carry concealed weapons on the premise.
3. CVA is not responsible for any lost, stolen, or damaged property belonging to the Renter.
4. No open flame is allowed.
6. CVA is a smoke free environment.

**Payment**

Checks can be made out to: CVA or please provide credit card information:

Name as it appears on the card		Card Number (Visa or MasterCard only)	
Billing Address			
City		State	ZIP Code
Card Type <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	Expiration Date		Three (3) Digit Security Code

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Authorized Signature

Date

**Please return to:**  
Operations Manager  
c/o Center for the Visual Arts  
427 North 4<sup>th</sup> Street

**Questions?**  
(715) 842-4545 or [cvaoperations@gmail.com](mailto:cvaoperations@gmail.com)