SAMPLE RENTAL CONTRACT

promoting public interest and participation in the arts since 1961

In accordance with the rental rates and stipulations, Gualala Arts agrees to rent:

______________________________ specific room/rooms
To ___________________________ name of organization or individual

Contact Person __________________________

Mailing Address __________________________

Phone __________________ Fax __________________ E-mail __________________

Date of Event ________________ Rental Time ________________ Set up time ________________

Event time ________________ Total Hours Rented ________________

Description of Event ______________________ Approximate # to Attend ________________

Are Cleaning Arrangements Needed? Yes ___ No ___ Arrival Time ________________ How Many Workers ________________

Is Security Needed? Yes ___ No ___

Staff Fee $_______________ (after office hours)

Proof of $1,000,000 Insurance Liability Required __________________ Date Received ________________

Signed Contract due by ________________

- Deposit of $_______________ due by ____________________
- Rental fee of $_______________ due by ____________________

Total amount due $_______________

Return of Deposit After Event
Deposit will be returned subject to cleaning fees, cost for additional services and equipment, and cost of damages, if applicable.

Cancellation Policy
Full rental payment will be charged whenever an event is canceled within 60 days of event. Deposit is non-refundable.

I/We have received the User Responsibility policy, and we agree to abide by this policy. _________________ (initial)

Authorized signature, Gualala Arts: ____________________________ Date: ________________

Authorized signature, Lessee: ____________________________ Date: ________________

- Tables # of round _____ # of rectangle _____
  Renter is responsible for set-up and take down.
- Microphone cordless or wired
- Sound System
- Tablecloths (#) __________
  Renter may launder for a charge of $2 each
  Gualala Arts launders for a charge of $5 each
- Name of Caterer __________________________
  Time scheduled to arrive __________________________
- Dishwashers; How many __________
  Time scheduled to arrive __________________________
- Additional cleaning/service needs __________
  __________________________
The following is a list of USER RESPONSIBILITIES. Please take the time to review this list. It has been created for your convenience.

**GENERAL:**
1) Before leaving the Gualala Arts Center, you must…
   a. Ensure that all lights and heat are turned off.
   b. Close and lock all exterior doors and windows.
   c. Return all tables and chairs to proper location.
   d. Run dry mop over Auditorium and Foyer floors (*AND wet mop if food was served*).
2) All garbage and recycling must be removed and emptied into the dumpsters outside of the building. There is a separate dumpster specifically for recycling.
3) Please do not use any rooms or areas other than the ones you have reserved. Please keep the noise level at a minimum if other groups are using the building.
4) All areas that are used must be left tidy, rugs vacuumed, and floors swept.

**KITCHEN:**
1) Before leaving the Gualala Arts Center, you must…
   a. Clean stove, grill, countertops, and tables (removing all crumbs and sanitizing all surfaces).
   b. Sweep and mop kitchen floor.
   c. Remove all garbage and recycling from kitchen and take to outside dumpsters.
2) **User is solely responsible for ensuring that there is one person in kitchen, at all times, who is knowledgeable about food safety principles, as per California state law.**
3) Please use fan over stove when using burners or griddle.
4) Do not pour grease, butter, etc. down drains (we are on septic system). You must take grease with you.
5) Before your event, you may want to take inventory of what is available (utensils, trays, etc.) All kitchen wares must be returned to GAC Kitchen clean and in their proper location. Inventory will be taken after each event. The kitchen must be left clean. **You will be charged for items missing or not returned.**
6) The stationary coffee machine is left on continuously and should not be unplugged or turned off. The instructions are listed on the machine. Filters are available. Private groups must furnish their own cups, coffee, tea, sugar, sweetener, etc. (or we will provide for a fee).
7) Coffee machine must be cleaned and grounds disposed of properly. All coffee carafes must be cleaned.

**Please leave your area clean and presentable for the next group.**
**A reminder to all renters:** Please note the time on your contract that you may enter the center. There could be someone just before or after you. If for some reason the center is in a disorderly manner upon your arrival, please notify the office as soon as possible. **Failure to comply with any of these restrictions may result in the forfeiture of the cleaning and security deposit!**

I have read and understand the above policies and restrictions:

_____________________________      _____________________
signature                   date

**PLEASE SIGN AND RETURN**