



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

_____ To _____
specific room/rooms 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 _____
(please submit one month prior to event) Date Received _____

Includes:

- 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 _____

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: _____





The following is a list of USER RESPONSIBILITES. 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