

**Event Rental Agreement and Usage Policies**

The undersigned ("Renter") agrees to rent the space indicated below from EVENDALE Cultural Arts Center ("ECAC" and "BTAP"), and ECAC agrees to sub-lease the space to Renter, during the time period shown. Renter agrees to pay all stated charges and to comply with all EVENDALE Cultural Arts Center Usage Policies attached hereto or otherwise communicated to Renter.

**\*PLEASE NOTE: ALL SET-UP, TRASH REMOVAL & TEAR DOWN OF THE EVENT IS THE RENTER'S RESPONSIBILITY.**

<b>*Renter Name:</b>	<b>*Event Date(s):</b>
<b>*Renter's Phone:</b>	<b>*Event Setup-Tear down Time: (begin &amp; end times)</b>
<b>*Renter's Email:</b>	<b>*Actual Event Start and End Time:</b>
<b>*Renter's Address:</b>	<b>*Event Type or Name:</b>

SPACE	RENT	AMOUNT
<b>ECAC Upper Art Studio</b>	\$75 Week Day (events ending by 5:00 p.m. Monday-Friday) \$75 Evening \$100 Weekend day	\$
<b>ECAC Hearth Room &amp; History Room</b>	\$25 Weekday (events ending by 5:00 p.m. Monday – Friday) \$50 Evening \$50 Weekend Day	\$
<b>ECAC Lower Level Art Studio</b>	\$25 Weekday (events ending by 5:00 p.m. Monday-Friday) \$50 Evening \$50 Weekend Day	\$
<b>ECAC Lower Level Gym (Studio South)</b>	\$25 Weekday (events ending by 5:00 p.m. Monday-Friday) \$50 Evening \$150 Weekend Day	\$
<b>Bell Tower Arts Pavilion ("BTAP")</b>		
<b>Bell Tower Theater</b>	\$100 Weekday (events ending by 5:00 p.m. Monday-Friday)	\$
<b>Bell Tower Reception Hall (Lower Level)</b>	\$50 Weekday (events ending by 5:00 p.m. Monday-Friday) \$50 Evening \$100 Weekend day	\$
<b>BTAP Meeting Room 1</b>	\$25 Weekday (events ending by 5:00 p.m. Monday-Friday) \$25 Evening \$50 Weekend Day	\$
<b>BTAP Conference Room</b>	\$25 Weekday (events ending by 5:00 p.m. Monday-Friday) \$25 Evening \$50 Weekend Day	\$
<b>Piano Rental</b>	\$75	\$
<b>Non Resident Fee</b>		\$
<b>Additional time @ \$25 per hour</b>		\$
<b>Total</b>		\$

**\*\*Please establish an account at <https://evendaleoh.myrec.com> to manage your rental & pay rental fees.\*\***

### FACILITY RULES

- All individuals and organizations using the ECAC facilities are expected to abide by the rules and regulations set forth in these Usage Policies and to take pride in and assume responsibility for the appearance and condition of the Cultural Arts Center and the Bell Tower Arts Pavilion.
- The Cultural Arts Center reserves the right to grant or refuse rental to anyone or to terminate rentals at their discretion.
- **The Village of Evendale campus buildings are smoke-free and vaping-free facilities. NO SMOKING OR VAPING IS PERMITTED ANYWHERE ON THE CAMPUS PREMESIS.**

### FEES

- Deposit and rental fees are required. Resident or business (company) check, cash, or credit card are accepted. The cleaning/damage deposit (separate check only) will be returned to the applicant after the rental, and the Supervisor submits the inspection report to the Cultural Arts office.

### LESSEE LIABILITY

- All users are responsible for the personal conduct, safety and welfare of all persons associated with the event while on the premises.
- The user agrees to be fully responsible for all damages, costs and expenses associated with their use of the Cultural Arts Center facility and/or the Bell Tower Arts Pavilion. This includes, but is not limited to: rental fees, careless misuse, unreasonable conduct, theft or vandalism.

### FACILITY USE

- Users are permitted only in areas specified in their rental contracts. **Please do not allow children to wander around the Cultural Arts Center unsupervised.**
- **Nothing may be attached to light fixtures. Nor may user change, alter or make additions to the Arts Center walls, floors or ceilings.**
  - **Use of tape, nails, screws, push-pins or other fasteners on walls or ceiling is prohibited.**
  - **No open flames. Candles must be enclosed in a glass container of some type.**
- **All event and personal items must be removed** by the end of the rental period so that the kitchen and rental spaces are ready to be used immediately following your event. **NO EXCEPTIONS.**
  - a. Rented tables and equipment may be left for pickup by the rental company provided they are clean and placed in an out of the way area, as dictated by the ECAC event host.
- Set construction and painting may only be done in areas approved by the Director.
- The facility must be kept clean and free of trash and hazardous materials at all times. **Any area or item not left in good order and repair will be cleaned and repaired by the Arts Center as necessary and the renter or organization will be responsible for any and all costs.**
- Building staff will have full access to all rented areas through the rental period.
- Highly flammable, explosive or toxic materials are prohibited.

### RENTAL POLICIES

- Daytime hours are between 8 am – 5pm. Evening hours are between 5pm – 12am.
- The ECAC Building closes at 12:30 am sharp and all renters and vendors must be out of the building at that time. An additional fee of \$25 per hour can be contracted in advance if your event requires time outside of the contracted block of time.
- A fee of \$200 per hour will be charged if any rental exceeds contracted hours without being arranged in advance or concludes past 12 am.
- A non-refundable deposit of 50% of your rental fee is required to reserve your event date. Please see the first page of your lease agreement for further details.
- Each rental is allotted 2 meetings with Building Operations for event planning. There is a \$50 charge per meeting for additional planning.
- On occasion, ECAC gives special fee reductions to community organizations or non-profits whose event is in line with our mission.
- The piano is available for use and included in the above fees except if it is in need of tuning. In that case, the actual cost of the tuning is the responsibility of the renter in addition to the regular room rental fee. The piano may only be tuned by a Center-authorized technician with the permission of the Executive Director.

**Renter's initials**

**EQUIPMENT AVAILABLE**

**Upper Art Studio Available Tables and Chairs:**

- 75) Padded Folding Chairs
- 14) Rectangular Tables, 6' L x 2' W
- 8) Round Tables, 5' in Diameter

**Number of Rectangular Tables Needed:** \_\_\_\_\_  
**Number of Round Tables Needed:** \_\_\_\_\_  
**Number of Chairs Needed:** \_\_\_\_\_

**Bell Tower Facility Available Tables and Chairs:**

- 50 )Folding Chairs
- 6 )Rectangular Tables, 6' L x 2' W
- 2 )Rectangular Tables, 8' L x 2' W

**Number of Rectangular Tables Needed:** \_\_\_\_\_  
**Number of Round Tables Needed:** \_\_\_\_\_  
**Number of Chairs Needed:** \_\_\_\_\_

**Room Measurements & Capacity**

Space	Square Footage	Dimensions	Ceiling Height	Room Capacity
ECAC Upper Art Studio	1,500 sq ft	55 X 24 ft.	12 ft	85 seated; 150 standing
ECAC History Room	487 sq ft	20 ft 6 in x 23 ft 10 in	9 ft 5 in	20 seated
ECAC Hearth Room	362 sq ft	23 ft 8 in x 15 ft 3 in	9 ft 5 in	12 seated
ECAC Music Room	229 sq ft	18 ft 5 in x 12 ft 5 in	12 ft	12 seated
ECAC Lower Art Studio	750 sq ft	44 ft 2 in x 17 ft 1 in	9 ft 8 in	25 seated; 50 standing
ECAC Lower Level Gym (Studio South)	3,313 sq ft	68 ft 5 in x 44 ft 11 in		100 seated; 200 standing
BTAP Reception Hall	1,363 sq. ft	44.7 x 30.5 ft	8 ft. 2 in	64 seated; 176 standing
BTAP Theatre	1,500 sq. ft			200 seated

**EVENT SETUP & TEAR DOWN**

Because ECAC has very limited staff, arrangement of tables and chairs is the responsibility of the renter unless other arrangements have been made. **ALL SETUP, TRASH REMOVAL AND TEARDOWN OF THE EVENT IS THE RENTER'S RESPONSIBILITY.**

**EVENT SET-UP TIME FOR DECORATING AND CATERING**

**Set up times for Weekday Evening Events:**

All setup for weekday events must be completed on the day of the event. There will be no additional charge if setup is scheduled and completed within the allotted time period.

**MUSICAL INSTRUMENTS AND SOUND**

- A Center-owned piano is available for an additional fee of \$75.
- **The piano must remain covered when not in use and cannot be moved from its location by anyone other than ECAC personnel. Nothing is allowed on top of the piano, even if covered. This includes food, beverages, decorations, candles, flowers, photographs and/or signs.**
- Sound systems and DJs are permitted, inside the facility **ONLY**.

**PARKING**

- The parking lot behind the Arts Center is available for patron use on a non-exclusive basis.

**SMOKING AND VAPING PROHIBITION**

Smoking and vaping of any substance are strictly prohibited anywhere on the premises at any time, including all indoor spaces, outdoor areas, and parking facilities. This prohibition applies to the Renter and all guests, vendors, and personnel associated with the event. Violations of this prohibition will be determined by visible smoke, odor, or other observable evidence of smoking or vaping. Facility management reserves the right to inspect the premises during and after the rental period to ensure compliance.

- **Upon discovery of a violation:**

1. Renter shall be liable for a fine of \$300 per incident, due within 30 days of written notice.

2. The event may be immediately terminated with no refund of rental fees or deposit.
3. Renter will be permanently barred from future rental or use of all ECAC facilities.

**ALCOHOLIC BEVERAGE POLICY**

- ECAC does not hold a liquor license for the sale of alcoholic beverages.
- A temporary liquor license is necessary for the serving of alcoholic beverages **if** an organization intends to provide beer, wine and/or spirituous liquor at a public or private function for which an admission fee (ticket, donation, entrance fee, cover charge, etc.) is charged, and/or guests are being charged for alcoholic beverages (cash bar.)
- Any temporary liquor permit issued by the State of Ohio must first be submitted to ECAC for verification prior to the selling of alcoholic beverages at any function. All permits issued must be posted in a conspicuous place at the function. ECAC reserves the right to monitor all functions.
- Alcohol must remain within the location reserved on the rental agreement and is not allowed elsewhere in the ECAC building.
- Violation of liquor laws will result in termination of the function and may result in criminal charges. The Renter is responsible for all charges in the event of the termination of a function.
- In order to apply for a temporary liquor permit, or to obtain additional information, Renters should contact:

Ohio Department of Commerce, Division of Liquor Control  
606 Tussing Road  
Reynoldsburg, OH 43068  
614 644-2431

<https://com.ohio.gov/divisions-and-programs/liquor-control/liquor-control>

The serving of alcohol is taken seriously at the Evendale Cultural Arts Center. The administration will make every effort to accommodate user needs while observing the laws of the State of Ohio.

**\*Renter's initials acknowledging Smoking and Vaping Prohibition and Alcohol Policy:** \_\_\_\_\_

**DECORATORS AND CATERERS**

**It is the renter's responsibility to ensure all vendors have scheduled setup times with ECAC. This information is required one month before the event.**

COMPANY NAME/CONTACT NAME	PHONE NO:	SETUP TIME
<b>Caterer:</b>		
<b>Rentals:</b>		
<b>Entertainment:</b>		
<b>Bar service:</b>		

**\*Rental Agreement**

**received and understood:** \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Susan Gordy, Executive Director (or Designee)  
Evendale Cultural Arts Center  
(513) 563-1350

*Please sign and return this agreement; payments made by check can be **made out to** and mailed to:*  
**VILLAGE OF EVENDALE | Attn: Evendale Cultural Arts | 10500 Reading Road | EVENDALE, OH 45241**

Please contact the Cultural Arts Center with any questions or for more information! 513-563-1350