

**VILLAGE OF EVENDALE - BELL TOWER ARTS PAVILION - ECAC**  
**Event Rental Agreement and Usage Policies**

The undersigned ("Renter") agrees to rent the Bell Tower Arts Pavilion space indicated below from Evendale Cultural Arts Center ("ECAC"), 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.

<b>*Event Name:</b>	<b>*Rental Contact Name:</b>
<b>*Event Date:</b>	<b>*Event Setup-Tear down Times:</b> (begin & end times)
<b>*Approximate # of Guests Attending:</b>	<b>*Actual Event Start and End Time:</b>

**Available Equipment:** *Enter 0 if none*  
 50) Folding Chairs  
 10) Rectangular Tables, 6' L x 2' W  
     2) Rectangular Tables, 8' L x 2' W  
**Number of Rectangular Tables Needed:** \_\_\_\_\_  
**Number of Chairs Needed:** \_\_\_\_\_

<b>*Renter's Name:</b>
<b>*Renter's Address:</b>
<b>*Renter's Email:</b>
<b>*Renter's Phone #</b>

**\*PLEASE NOTE: ALL SET-UP, TAKE DOWN, AND TRASH REMOVAL FOR THE EVENT IS THE RENTER'S RESPONSIBILITY.**

SPACE	RENT	AMOUNT
<b>Theatre</b>	\$100 Week Day (events ending by 5:00 p.m. Monday-Friday)	\$
	\$100 Evening                      \$250 Weekend day	
<b>Reception Hall</b>	\$50 Weekday (events ending by 5:00 p.m. Monday - Friday)	\$
	\$50 Evening                      \$100 Weekend Day	
<b>Meeting Room 1</b>	\$25 Weekday (events ending by 5:00 p.m. Monday-Friday)	\$
	\$25 Evening                      \$50 Weekend Day	
<b>Conference Room</b>	\$25 Week Day (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>		\$
<b>Date Paid:</b>	<b>Check No:</b>	<b>50% Down Payment (non-refundable)</b>
		\$
<b>Date Paid:</b>	<b>Check No:</b>	<b>Balance Due (30 days prior to event or cash)</b>
		\$
<b>Deposit Paid:</b>	<b>Check No.</b>	<b>Returned or Retained?</b>
		\$

Contract Complete? \_\_\_\_\_ Date Paid \_\_\_\_\_

Paying by credit card?                      Yes                      No

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

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

**\*Renter Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Sign here, initial where indicated on the following pages.  
 A second signature is required on Page 4.*

*Please sign and return this agreement with down payment made payable to:*  
**VILLAGE OF EVENDALE | Attn: Evendale Cultural Arts | 10500 Reading Road | EVENDALE, OH 45241**

**FACILITY RULES** - Please read through these policies carefully and let us know if you have any questions.

- 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 Arts Center and the Bell Tower are smoke-free facilities. **NO SMOKING** anywhere in the facilities.

**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 Bell Tower Arts Pavilion unsupervised.**
- **Nothing may be attached to light fixtures. Nor may user change, alter or make additions to the Bell Tower Arts Pavilion 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 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 may not be used on Bell Tower Arts Pavilion premises.

**\*Renter's initials****RENTAL POLICIES**

- Daytime hours are between 8 am – 5pm.
- Evening hours are between 5pm – 12am.
- The Bell Tower Arts Pavilion 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**

**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.

**Room Capacity**

- **BTAP Theater:** 164 seated
- **BTAP Reception Hall:** 176 standing, 60 seated
- **BTAP Meeting Room:** 20 seated
- **BTAP Conference Room:** 20 seated
- ECAC Upper Studio: 85 seated, 60 seated @ round tables, 150 standing
- ECAC Lower Studio: 25 seated, 50 standing
- ECAC Studio South: 100 seated, 200 standing
- ECAC Hearth Studio: 20 seated

**Room Measurements**

Space	Square Footage	Dimensions	Ceiling Height
Reception Hall	1,363 sq. ft.	44.7 x 30.5 ft.	8 ft. 2 in.
Theatre	3,600 sq. ft.		

**Event Setup & Tear Down**

Because ECAC has very limited staff, arrangement of tables and chairs, and trash removal, is the responsibility of the renter unless other arrangements have been made.

- **ALL SET UP, TEAR DOWN AND TRASH REMOVAL IS THE RENTER'S RESPONSIBILITY.**

**MUSICAL INSTRUMENTS AND SOUND**

- Sound systems and DJs are permitted, inside the facility **ONLY**.
- 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.

**PARKING**

- The parking lots for the Bell Tower Arts Pavilion are available for patron use on a non-exclusive basis.

**ALCOHOLIC BEVERAGE POLICY**

- ECAC does not hold a liquor license for the sale of alcoholic beverages in its facilities.
- A temporary liquor license is necessary for the serving of alcoholic beverages if an organization intends

## VILLAGE OF EVENDALE - EVENDALE CULTURAL ARTS CENTER USAGE POLICY

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 Bell Tower Arts Pavilion 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

<http://www.liquorcontrol.ohio.gov/>

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

**It is the renter's responsibility to ensure all vendors have scheduled setup times with ECAC personnel. 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>		

**\*Received and understood:** \_\_\_\_\_  
Renter's Signature

### ECAC Office Use Only

<b>Alcohol Permit on file?</b>	
<b>ECAC Host Scheduled</b>	
<b>Cleanup Scheduled</b>	
<b>All Payment Received</b>	
<b>Setup/Teardown policy initialed?</b>	
<b>Number of attendees</b>	