

VILLAGE OF EVENDALE – BELL TOWER ARTS PAVILION FACILITY

Event Rental Agreement and Usage Policies (complete highlighted sections)

The undersigned ("Renter") agrees to rent the 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.

Event Name:		Renter's Name:	
Event Dates:		Event Setup & Tear Down Time: (beg. & end)	
Approximate Number of Guests Expected:		Actual Event Start and End Time:	
SPACE	RENT	AMOUNT	
Theater	\$100 Week Day (events ending by 5:00 p.m. Monday-Friday) \$100 Evening \$250 Weekend day	\$	
Reception Hall (Lower Level)	\$50 Week day (events ending by 5:00 p.m. Monday-Friday) \$50 Evening \$100 Weekend day	\$	
Meeting Room 1	\$25 Week Day (events ending by 5:00 p.m. Monday-Friday) \$25 Evening \$50 Weekend day	\$	
Conference Room	\$25 Week Day (events ending by 5:00 p.m. Monday-Friday) \$25 Evening \$50 Weekend day	\$	
Piano Rental	\$75	\$	
Non Resident Fee		\$	
Additional time @ \$25 per hour		\$	
Total		\$	
Date Paid:	Check No:	50% Down Payment (non-refundable)	\$
Date Paid:	Check No:	Balance Due (30 days prior to event or cash)	\$
Cleaning Deposit Paid:	Check No:	Returned or Retained?	\$

(For Office Use) Credit Card Link Sent: _____
Paid by Credit Card? Date Paid: _____

EVENDALE Cultural Arts Center
 By: _____ Date: _____ By: _____ Date: _____
 Printed Name: **Susan Gordy**
 Title: **Executive Director**

Please sign and return this agreement with down payment made payable to:

VILLAGE OF EVENDALE
Attn: Cultural Arts Department
10500 Reading Road
EVENDALE, OH 45241
(513) 563-1350

Renter's Name
Renter's Address
Email Address
Renter's Phone

ECAC Office Use Only

ECAC Host Scheduled	
Cleanup Scheduled	
All Payment Received	
Setup/Teardown policy initialed?	

VILLAGE OF EVENDALE - EVENDALE CULTURAL ARTS CENTER USAGE POLICY

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 Center.
- The Center reserves the right to grant or refuse rental to anyone or to terminate rentals at their discretion.
- The Center is a smoke-free facility. NO SMOKING anywhere in the facility.

LESSEE LIABILITY

- All users are responsible for the personal conduct, safety and welfare 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. 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 facilities 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 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 Arts Center premises.

Renter's initials

RENTAL POLICIES

- Daytime hours are between 8 am – 5pm.
- Evening hours are between 5pm – 12am.
- The ECAC facilities buildings 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 1st 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 needs tuning. In which 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.

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- **ALL setup and teardown of the event is the organization's responsibility. All garbage must be removed from the facility.**

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

- 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
- BTAP Theater: 200 seated
- BTAP Reception Hall: 176 standing, 60 seated
- BTAP Meeting Room: 20 seated
- BTAP Conference Room: 20 seated

Room Measurements

Space	Square Footage	Dimensions	Ceiling Height	Longest Wall Measurement
Reception Hall	1,363 sq ft	44.7 X 30.5 ft.	8 ft 2 in	
Theatre				

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.

MUSICAL INSTRUMENTS

- 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 while covered. This includes food, beverages, decorations, candles, flowers, photographs or signs.

PARKING

- The parking lot behind the Arts Center is 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.
- 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 renter's 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

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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 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. This information is required one month before the event.

NAME	PHONE NO:	SETUP TIME
Caterer:		
Rentals:		
Entertainment:		
Bar service:		

Received and understood: _____
Renter's signature