

ARMORY

Arts & Event Center



EVENT RENTAL

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RENTAL AGREEMENT

Primary Contact

Name: _____ Phone: _____

Address: _____ Email: _____

City, State, Zip: _____

Event Information

Name of Event: _____ Date of Event: _____

Select One:

Hourly Use Large Event Rental Estimated Number of People: _____

Facility Use

<u>Space</u>	<u>Start Time</u>	<u>End Time</u>	<u>Rental Fee</u>	<u>Total</u>
Main Event Floor <input type="checkbox"/>	_____	_____	_____	_____
Mezzanine <input type="checkbox"/>	_____	_____	_____	_____
Catering Kitchen <input type="checkbox"/>	_____	_____	_____	_____
M/P Room #1 <input type="checkbox"/>	_____	_____	_____	_____
M/P Room #2 <input type="checkbox"/>	_____	_____	_____	_____
M/P Room #3 <input type="checkbox"/>	_____	_____	_____	_____
Total Space Rental Fees				_____



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Other Services

<u>Service</u>	<u>Notes</u>	<u>Service Fee</u>
Bar Service <input type="checkbox"/>	_____	_____
Caterer Service Fee <input type="checkbox"/>	_____	_____
	Caterer: _____	
Security Fee <input type="checkbox"/>	_____	_____
Set – up Fee <input type="checkbox"/>	_____	_____
Concession Sales Fee <input type="checkbox"/>	_____	_____
Total Service Fees		_____
Total Rental Agreement Fees		_____
Rental Deposit (25% of Space Rental Fee)		_____
Damage Deposit (30% of Space Rental Fee)		_____
Total Amount Due on Signing		_____
Total Balance Due on Event Date		_____

A signed Rental Agreement and payment of Rental Deposit and Damage Deposit is required to guarantee the use of the facility on the date/time requested. Rates are subject to change until deposits are received.

Signature

I agree to comply with all City, County, State and Federal laws and statutes as well as Armory Arts and Events Center Policies (attached).

Armory Arts & Events Center Staff



RENTAL AGREEMENT

For office use only:

Copies of Caterer Permits & Licenses received on: _____

Armory Catering Agreement signed on: _____

Copy of Renter's Liability Insurance Received on: _____

Decorations/Signage approved on: _____

Damage incurred in the amount of: _____

Damage deposit returned on: _____



RENTAL AGREEMENT

FACILITY RENTAL FEES

MAIN EVENT FLOOR			
Monday - Sunday			<ul style="list-style-type: none"> • Capacity varies, depending upon room set up and seating configuration. • Enhanced WiFi available for additional fee • Kitchen not included
Rented Hourly	\$60/hr		
WiFi			
	<i>Basic WiFi is included</i>		
TECHNICAL & SECURITY SERVICE FEES			
Sound Equipment	N/A		
Lighting Equipment	N/A		
Projector / Screen	N/A		
Security Service	\$30/hr For guard		If alcohol is being served for large group events, such as weddings, dances, etc, a Security Guard is required to be on the premises and this fee will be added to Facility Rental Fee.
BOX OFFICE SERVICE FEE			
N/A	Payout for ticket sales will be made within 3 weeks of event. This amount will be the amount collected less the credit card fees and Armory \$1/ticket surcharge.		
CONCESSION SALES			
N/A	All food and non-alcoholic beverages must be provided by a licensed caterer and/or a facility such as a bakery or grocery store, and prepared in a commercial kitchen. Groups that choose to sell concessions should use the main lobby and/or walking concession hawkers within the spaces used for the event.		



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FACILITY RENTAL FEES

(continued)

CATERING KITCHEN	
\$30/hr	<ul style="list-style-type: none"> • Stainless Steel Worktable • Refrigerator • Coffee Maker • Microwave • 10 Water Pitchers • 10 Coffee Carafes • 3 compartment stainless steel sinks <p style="text-align: right;"><i>*Note that there is no stove, oven, ice maker or freezer available.</i></p>
<p style="text-align: center;"><i>Included in Large Event Rental Fee</i></p> <p>Rented Hourly (exclusively for kitchen use)</p>	

MEZZANINE	
<i>Not Handicap Accessible (located at east end of Main Event Space)</i>	
Rented Hourly	\$30/hr
	<i>(Dimensions)</i>

MULTIPURPOSE ROOM #1	
<i>(located in 2nd floor of annex) Hardwood flooring</i>	
Rented Hourly	\$30/hr
	<i>(Dimensions)</i>

MULTIPURPOSE ROOM #2	
<i>(located in 2nd floor of annex)</i>	
Rented Hourly	\$25/hr
	<i>(Dimensions)</i>

MULTIPURPOSE ROOM #3	
<i>(located in 2nd floor of annex) Two rooms</i>	
Rented Hourly	\$20/hr
	<i>(Dimensions)</i>

MULTIPURPOSE ROOM #4	
<i>(located in 2nd floor of annex)</i>	
Rented Hourly	\$20/hr
	<i>Dimensions</i>



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FACILITY RENTAL FEES (continued)

LARGE EVENT RENTALS <i>(Events requesting full day access to the facility)</i>			
Event Day	\$900 <i>(Includes Kitchen & Mezzanine)</i>	Day = 12 hours	The fee applies to all wedding rentals and organizations hosting large events

Multiple Use Renter

A multiple use renter is defined as a group or individual contracting with The Armory Arts & Events Center for a minimum of 4 rentals per year.

Multiple Use rates are to be negotiated with The Armory Arts & Events Center Staff

Armory Arts & Event Center agrees to provide the following:

- *A clean facility*
- *Stocked restrooms*
- *Basic Wi-Fi*

Armory Arts & Event Center does NOT provide the following:

- **Liability Insurance:** This is a requirement of any large event rental in the building. AAEC requires **\$1,000,000** Liability Insurance Policy Rider; this may cost in between **\$50-\$300** depending upon insurance provider, number of guests, and number of spaces utilized. Please see your insurance agent for details.
- **Catering Arrangements**
- **All table linens**
- **Security Guard Fee** for facility coverage, if alcohol is being served; billed at \$30 per hour with a four-hour minimum to be included in the rental fee.
- **If set-up needs exceed the total number of chairs and tables available through AR&EC,** additional equipment need must be arranged by renter and it's a t the sole expense of the renter.
- **Clean-up of facility following departure of guests, completed prior to pre-arranged event end time, including:**
- **Washing ALL dishes** if utilizing AAEC catering dish-ware; this must be done by the hired licensed caterer
- **Removing all decorating items** and any other items brought on-site for the event
- **All garbage from event,** placed neatly in trash receptacles so event staff may take garbage out at end of the event.
- **Renter must complete all clean-up as listed above.** If excess cleanup by AAEC facilities crew is required following the rental event, an additional \$250 clean-up fee may be incurred by the renter.