**Between Friends Art Center**

Home of the Next Generation Theatre

Owner: Ariel Grenier

39 Center St. Brewer, Me 04412

(207) 989-7100

nextgentheatre@gmail.com

[www.betweenfriendsartcenter.com](http://www.betweenfriendsartcenter.com)

**Next Generation Ballroom/Studio Rental Agreement**

 Welcome and thank you for choosing Next Generation to hold your event. We are happy to make the space available for the public to rent for classes, parties, fundraisers, meetings and other gatherings. Please read over our policies listed below to ensure a complete understanding of our guidelines and expectations.

The space is available to rent for $30 per hour. There is no minimum or maximum amount of hours required to rent. While we want to ensure that your event is set up to your liking, please bear in mind that the space is used on a daily basis for dance classes, children’s theatre rehearsals, and a variety of other things, so set up or clean-up for your event cannot take more than the allotted time, otherwise additional hours must be included in your rental fee.

For your convenience we have tables and chairs and a variety of decorative accents to enhance any occasion, or feel free to bring in your own. If tables or chairs are needed, this will be an additional fee and can be set up to your liking with prior arrangements. For an additional cost you may also have access to our sound system ($15).

According to our insurance policy, we must ask that children stay inside the space during the event under close adult supervision. If they leave for any reason they must be accompanied by an adult.

You may not bring any alcohol into the building and any catering or food brought in will need to be decided on and given permission by management before rental.

As a renter, please remember that this building and surrounding buildings are often open for business while the space is being used. Please know that as the renter you are responsible for guests of your function and that it is the expectation that all guests conduct themselves in a respectable manner, all children are attended to, and that the facility is treated with care so that others may also enjoy it. Any damages that may incur to the property, equipment, inventory, or the building in general as a result of the renter or the guests of the event will be the sole financial responsibility of the renter.

We expect a $30 deposit at the time your event is booked for us to secure the date of your event, and the deposit will go towards your final rental fee. The space is in high demand, and to ensure that dates are held, we ask that you make the deposit without exception. That being said, we understand that unexpected circumstances do occur, so if a date needs to be changed we ask that you do so as soon as possible. The deposit will not be refunded, however, if the event is cancelled within 2 weeks before the booked date.

For public events, We ask that you email us at nextgentheatre@gmail.com with all of your press release information, as well as a photo image (if desired) for promotions no later than 2 weeks prior to your event.

Payments must be made in full by the start of the event, unless otherwise discussed with the owner.

Thank you for choosing Next Generation to hold your event. Let us know what we can do to make your time here more successful, and please consider us again in the future.

I have read the above policies and understand the rules as they are stated. Next Generation Theatre reserves the right at any time to void the contract or cancel the scheduled event without a refund if the renter fails to act in accordance with these policies.

By signing this document, I understand that I am in full compliance with the above stated policies, and that it is my full financial responsibility for any damages to all Next Generation property including but not limited to any fixtures, equipment, or inventory if any should occur as a result of my scheduled event.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Signature of Renter Date

**Contact Information:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Renter (please print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address City/Town Zip

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_

Phone Number Email Address

**Ballroom/Studio Rental**

Rental Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of Rental:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Rental:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of those attending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Security Deposit $30 paid: \_\_\_\_\_\_\_\_\_\_ by cash / check / credit card (circle one)

|  |  |
| --- | --- |
| Total Hours of Rental(Rental must include all set up and clean up time) | \_\_\_\_\_\_hours x $30 TOTAL: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Tables/Chairs set up ($50 per rental)  | \_\_\_\_\_\_ hours TOTAL: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Sound System Rental Fee ($15 per rental) |  $ \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Additional Fees |  $ \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Subtotal** | **$ \_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | Deposit Paid - $ \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Total Amount Due** | **$ \_\_\_\_\_\_\_\_\_\_\_\_\_** |

Amount Paid:\_\_\_\_\_\_\_\_\_\_\_ by cash / check / credit card (circle one) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_