HALL RENTAL AGREEMENT

Julia De Burgos Cultural Arts Center

& Archwood United Church of Christ

Dining Hall and Gym - $350 + $75 Deposit

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Set Up Time (Maximum of 4 hours before event) \_\_\_\_\_\_\_\_\_

Deposit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Balance due one month prior to the event \_\_\_\_\_\_\_\_\_\_\_\_\_\_

I acknowledge that I have received a copy of the Renter’s Responsibilities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_

(RENTER - PRINT AND SIGN NAME)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

(Julia De Burgos CAC/Archwood UCC Representative) - PRINT AND SIGN NAME)

Renters Responsibilities

1. Renters must clean all areas used including kitchen, tables, chairs, restrooms, and floors.
2. All trash is to be taken to the dumpster outside in the parking lot.
3. Renters must provide their own supplies for set up and clean up.
4. Renters must provide paper/plastic products (including paper towels, serving utensils)
5. Only tape may be used for hanging decorations. All tape and decorations must be removed at the end of your event. NO confetti or glitter.
6. Smoking is not permitted in the building.
7. If serving alcohol, you must provide your own professional security.
8. Kitchen can only be used for food prep and storing items in the refrigerator.

**DEPOSIT:** A deposit puts a date on the calendar. The deposit will be forfeited if the event is cancelled, the hall is not left clean, or for damages that occur during rental. Please allow up to two weeks for deposit check to be returned by mail.

**THEFT OR DAMAGE:** Renter is liable for any theft or damages to the premises or property or both arising from the intentional or negligent acts of Renter or Renter’s patrons, clients, friends, invitees, licensees, or others the Renter permits to come onto the premises. Renter further agrees to reimburse Julia De Burgos Cultural Arts Center/Archwood United Church of Christ for the cost of any repairs or replacement necessary because of any such theft or damage. Lack of supervision of such persons on the premises shall be considered negligence on the part of the Renter.

**INJURY:** Renter shall be liable for any and all personal injuries sustained on the premises as a result of Renters use of the premises.

**HOLD HARMLESS:** To discharge, release and hold harmless Julia De Burgos Cultural Arts Center/Archwood United Church of Christ and its employees from all debts, claims, demands, cost, expenses, damages, actions and cause of action, which Renters patrons, clients, friends, invitees, licensees, or others whom the Renter permits to come onto the premises, or any other persons, may how or may have hereafter have as a result of the Renter’s use of the premises during the time stated above, whether arising from personal injuries, theft, property damage or any other cause whatsoever.

Please feel free to contact me within questions or concerns

Sandy Rosa 216-622-5200