

HALL RENTAL AGREEMENT

Julia De Burgos Cultural Arts Center (JDBCAC)

Rental Fee: \$500

Deposit: additional \$75 (refundable)

Payable by cash or [PayPal](#)

Name _____

Address _____

City: _____ State: _____ Zip Code: _____

Email _____

Phone Number _____

Type of Event _____

Date of Event _____

Time of Event _____

Set Up Time (Maximum of 5 hours before event) _____

Deposit paid on _____ (Date) Payment type: _____

Deposit will be refunded to: _____ (enter name if different from the renter listed above)

*Rental Fee paid on: _____ (Date) Payment type: _____

(*Due 1 month prior to the event or reservation will be CANCELED)

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

_____ Date _____

(RENTER - PRINT AND SIGN NAME)

_____ Date _____

(JDBCAC - 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. **If confetti or glitter is used, you will forfeit your deposit**
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. No cooking.
9. Renters must ensure that all doors are locked and lights are turned off before exiting the building.

DEPOSIT: A deposit confirms the date of rental. The deposit will be forfeited if the event is canceled by the renter, the hall is not left clean, or for damages that occur during rental. Please allow up to two weeks for your deposit to be returned in the form of a check.

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 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 Renter's use of the premises.

HOLD HARMLESS: To discharge, release and hold harmless Julia De Burgos Cultural Arts Center 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 now 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 us with any questions or concerns at (216) 894-5664 or info@juliadeburgos.org.