



CULTURAL CENTER RENTAL AGREEMENT

CONTACT INFORMATION

NAME [Lessee] _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE: o. _____ c. _____ EMAIL _____

EVENT INFORMATION

For Single-Occurrence Events

EVENT DATE _____
ARRIVAL TIME _____ AM / PM | DEPARTURE TIME _____ AM / PM

****Note: Your rental begins from the time you enter the facility until all guests have left – including set up and clean up.***

For Multiple-Occurrence Events

Please list date, times and frequency below [ex.] August 1, 8, 15, 22, 2016 | 11 a.m. to 3 p.m. [or] Every Monday for six weeks beginning on August 1, 2016 from 11 a.m. to 3 p.m.]:

Expected Attendance: _____

Briefly explain the nature of your event [a full description may be attached]:

RESERVATION INFORMATION

Please indicate which room[s] you wish to reserve.

- Meeting Room I
- Meeting Room II
- Artisan Studio

SPECIAL REQUESTS/AGREEMENTS

Please note any special requests or agreements below.

PAYMENT SCHEDULE AND RENTAL TERMS

Security Deposit

A \$100 refundable deposit is due at the time of this document being signed unless otherwise agreed upon. This amount secures the date and location for the LESSEE and will be returned after the completion of the event once the LESSOR surveys the rental area and deemed it undamaged, orderly, and clean.

Rental Fee

The rental fee must be paid in full no later than two weeks prior to all event[s] as stated in this lease/rental agreement.

Security Guard

For reservations serving alcohol, the LESSEE must obtain security from the Mauldin Police Department by contacting Sgt. Kara Boyd (kboyd@mauldinpolice.com) or calling 864.289.8900. The current rate for security is \$30 per hour per officer and is to be paid to officers directly. Rates are subject to change at any time. The amount of security necessary will be solely determined by the Mauldin Police Department.

Refunds/Cancellations

Events cancelled no less than two weeks prior to the function start date are eligible to receive a 50% refund of the total amount paid beyond the security deposit. If LESSEE fails to notify staff of a cancellation, LESSEE is still responsible for full payment of time reserved. Security deposit will not be refunded in the event of a cancellation regardless of notice given.

Rental Description	Hours/Qty	Rate	Total
Meeting Room I		\$60/hr \$480/day*	
Meeting Room II		\$40/hr \$360/day*	
Artisan Studio		\$40/hr \$360/day*	
Security Deposit		\$100	
Subtotal			
Nonprofit/Arts Discount		Less 25%	
Grand Total			

**Day rentals are those that last 8 hours or longer.*

Date	Payment	Amount	Chk/Cash/MO	Remaining Balance
	Security Deposit	\$100		
	Rental Fees			
	Rental Fees			
	Rental Fees			

ALCOHOL POLICY

To serve alcohol at your event, contact the Mauldin Cultural Center office or visit www.mauldinculturalcenter.org to submit an Alcohol Service Request Form. Requests must be made no later than thirty [30] days prior to the start of your event. Submission of a Request does not guarantee approval.

INSURANCE

Depending on the nature of your event, you may be required to purchase additional liability insurance indemnifying the City of Mauldin and its staff. See staff for more details or visit our website to purchase insurance through the City’s Tenant User Liability Insurance Program [TULIP], which offers competitive rates for one-time events.

Insurance Required: ___ Yes ___ No

- Purchased through TULIP? ___ Yes ___ No
- Purchased through Other Means: Company Name _____ [proof attached herein]

FACILITY POLICIES & AGREEMENT

Agreement made _____ of _____, _____ between **CITY OF MAULDIN AND ITS STAFF, VOLUNTEERS, AND ENTITIES** (hereinafter referred to as **VENUE**) and _____ (hereinafter referred to as **LESSEE**).

It is mutually agreed between the parties as follows:

1. The VENUE has sufficient restrooms to accommodate most activities suitable for a facility of its size; however, participants of outdoor activities on the grounds of the Cultural Center may find access to the restrooms limited – especially in the evening and on weekends. If the LESSEE is scheduling an outdoor activity in the evening or on a weekend, the LESSEE may wish to rent portable toilets to be delivered and picked up at the LESSEE'S expense. Prior to ordering these items, please contact a VENUE representative to discuss the best location for them.
2. Most areas of the Mauldin Cultural Center are public spaces and are used regularly by numerous individuals and groups. LESSEE must maintain proper etiquette by prohibiting any rough-housing, rowdiness, loudness, running in the halls, or any other behavior that could be deemed "disruptive."
3. **LESSEES must refrain from affixing items that cannot be easily removed and without damage to walls, doors, floors and windows [i.e. artwork, displays, decor] via tape, hangers, tacks, nails, screws, etc.**
4. All rental rooms, with the exception of the auditorium, come pre-set by the VENUE. The VENUE is not responsible for other room layouts for pre-set rooms, nor is the VENUE responsible for the set up of the auditorium. All event set up is the responsibility of the LESSEE. The LESSEE must return rented rooms to their original layout.
5. When using tables, chairs, and equipment owned by the VENUE, LESSEE must clean them thoroughly at the event's closure.
6. LESSEE is not permitted to remove equipment belonging to the VENUE from the facility or surrounding grounds.
7. Guests speakers or performers selected by LESSEE should **not** be sent to the Mauldin Cultural Center to test equipment without the LESSEE or without an appointment.
8. Each room is equipped with a temperature control device. For the comfort of guests and participants, the LESSEE may adjust the temperature [not to exceed 72°F or below 68°F]. LESSEE must re-adjust the temperature before vacating the room or facility to original levels.
9. LESSEE must turn off all lights and close all doors and, if applicable, secure all facilities or rooms before vacating the premises.
10. LESSEE must not leave personal property or equipment in the facility or on the grounds without making arrangements for removal at a later time or date with a representative of the VENUE.
11. LESSEE must place all garbage in plastic garbage bags. At the close of the event, LESSEE must remove garbage bags from indoor receptacles, tie the bags securely and place them in the receptacles outside of the facility.
12. LESSEE must thoroughly clean the catering kitchen after use and completely turn off all appliances. The VENUE does not, at this time, have preferred caterers and the LESSEE is free to utilize any caterer of the LESSEE'S desire.
13. **Damage:** Damage to the property that results from the use of the facility by the LESSEE or the LESSEE's staff and/or guests shall be assessed by the VENUE and the LESSEE may be held accountable for all repairs and replacements. This includes - but is not limited to - damage to walls, paint, floors, locks, equipment, windows, furniture, etc. and as the sole discretion of the VENUE.
14. **Insurance:** The VENUE carries insurance on the activities held within this facility, but coverage is subject to the nature of the event. If the LESSEE's event carries a special risk associated with it, please consult the staff of the VENUE for details on coverage. The LESSEE may be required to purchase further insurance.
15. All activities held on the premise of the Mauldin Cultural Center must be legal in nature.
16. **Smoking Policy:** Smoking is NOT permitted in the building, in any room, or within the outdoor amphitheater. Those wishing to smoke may do so at a distance greater than 10 feet from the entrance of the building and/or amphitheater and must dispose of all trash in the proper receptacles.
17. **Emergency Policy:** The LESSEE and the LESSEE's guests may not block any fire exits or handicap entrances/exits. In the event of an emergency, the LESSEE must notify the proper authorities [911] as well as the VENUE [emergency #: 803.640.0216 and 864.444.7990]. The LESSEE and LESSEE's guests must also vacate the building in an orderly and timely fashion if the emergency warrants evacuation. It is advised that the LESSEE appoint one staff member or guest to ensure this is enforced in the event of an emergency.
18. **Access Policy:** The LESSEE's access to the Mauldin Cultural Center is limited to the facility's standard hours of operation and the agreed upon rental date and time. Any access outside of these hours will be considered trespassing and a breach of contract.
19. **Key & Code Policy:** The key[s] and code[s] will not be issued to LESSEE until the full balance has been paid. The

LESSEE is under no circumstances permitted to make copies of the key[s]. The facility utilizes a keypad entrance and each LESSEE will be given a unique entry code [valid for the day of the event only] to enter the building. If the LESSEE hosts a recurring event, the LESSEE may receive a unique entry code valid during their approved use time. LESSEE is under no circumstances permitted to share the code[s] publicly or privately. At the close of the event or at a time agreed upon between the LESSEE and the VENUE, the LESSEE is required to return the key[s] and destroy the code[s].

20. **Breach of Contract:** A breach of any of the above policies by the LESSEE may result in a deduction or forfeiture of the LESSEE's security deposit and/or may incur additional fees.

I have read and agree with all statements listed above and agree to adhere by the said policies and procedures. In the event that any or all of the above policies and procedures are not adhered to, I understand that I, the LESSEE, may be held wholly responsible for all costs/replacements/repairs.

I also release the VENUE from any and all liability resulting from the breach of this contract and any activity related to my, the LESSEE's, use of the facility.

LESSEE: _____

Date: _____