



CULTURAL CENTER RENTAL AGREEMENT

CONTACT INFORMATION

LESSEE NAME: _____
ORGANIZATION NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: [home] _____ [office] _____ [cell] _____
EMAIL: _____

RENTAL INFORMATION

For Single-Occurrence Events

RENTAL 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: _____

Please explain, in brief, the nature of your rental (a full description may be attached):

RESERVATION INFORMATION

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

- Meeting Room I
- Artisan Studio [14]
- Auditorium
- Outdoor Amphitheater

**** Access to the Catering Kitchen is available upon request. Catering Kitchen may be in use throughout your event by other parties. Please see Cultural Center House Rules for more details.***

SPECIAL AGREEMENTS

PAYMENT SCHEDULE AND RENTAL TERMS

Security Deposit | Meeting Room I & Artisan Studio

For rentals taking place in Meeting Room I or the Artisan Studio, the LESSEE is responsible for a \$100 refundable deposit, 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.

Security Deposit | Auditorium & Outdoor Amphitheater

For rentals taking place in the Auditorium or Outdoor Amphitheater, the LESSEE is responsible for a \$500 refundable deposit, 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 less than 30 days prior to first rental date and time as stated in this rental agreement. If this payment is not received within that timeframe, the LESSEE's date will be released, event cancelled, and security deposit forfeited.

Security | Meeting Room I & Artisan Studio*

For rentals taking place in Meeting Room I or the Artisan Studio, the LESSEE need only obtain security from the Mauldin Police Department if serving alcohol per the City's Alcohol Policy. Obtaining security must be done by LESSEE no less than 30 days prior to first rental date and time as stated in this rental agreement. If security is not obtained within that timeframe, the LESSEE's date will be released, event cancelled, and security deposit forfeited.

Security can be arranged through Sgt. Kara Boyd — kboyd@mauldinpolice.com or 864.289.8900. The current rate for security is \$35 per hour per officer and is to be paid to officers directly. Rates are subject to change at any time and are at the sole discretion of the Mauldin Police Department. The amount of security necessary will be determined solely by the Mauldin Police Department.

Security | Auditorium & Outdoor Amphitheater*

For rentals taking place in the Auditorium or Outdoor Amphitheater, the LESSEE is required to obtain security from the Mauldin Police Department regardless of alcohol service. Obtaining security must be done by LESSEE no less than 30 days prior to first rental date and time as stated in this rental agreement. If security is not obtained within that timeframe, the LESSEE's date will be released, event cancelled, and security deposit forfeited.

Security can be arranged through Sgt. Kara Boyd — kboyd@mauldinpolice.com or 864.289.8900. The current rate for security is \$35 per hour per officer and is to be paid to officers directly. Rates are subject to change at any time and are at the sole discretion of the Mauldin Police Department. The amount of security necessary will be determined solely by the Mauldin Police Department.

Staff | Meeting Room I & Artisan Studio*

For rentals taking place in Meeting Room I or the Artisan Studio, the LESSEE is required to hire a staff member. Obtaining staff must be done by LESSEE no less than 30 days prior to first rental date and time as stated in this rental agreement. If staff is not obtained within that timeframe, the LESSEE's date will be released, event cancelled, and security deposit forfeited.

Staff can be arranged through Keira Heider, Cultural Affairs Manager — kheider@mauldincitysc.com or 864.404.3292. The current rate for staff is \$35 per hour per staff member and is to be paid to staff member directly. Rates are subject to change at any time and are at the sole discretion of the Mauldin Cultural Center. The amount of staffing necessary will be determined solely by the Mauldin Cultural Center.

Staff | Auditorium & Outdoor Amphitheater*

For rentals taking place in the Auditorium or Outdoor Amphitheater, the LESSEE is required to hire a staff member. Obtaining staff must be done by LESSEE no less than 30 days prior to first rental date and time as stated in this rental agreement. If staff is not obtained within that timeframe, the LESSEE's date will be released, event cancelled, and security deposit forfeited.

Staff can be arranged through Keira Heider, Cultural Affairs Manager — kheider@mauldincitysc.com or 864.404.3292. The current rate for staff is \$35 per hour per staff member and is to be paid to staff member directly. Rates are subject to change at any time and are at the sole discretion of the Mauldin Cultural Center. The amount of staffing necessary will be determined solely by the Mauldin Cultural Center.

Staff | Audiovisual Availability*

Audiovisual equipment is available for rental upon request and dependent on staffing availability. This request must be made at the time of the agreement and secured no less than 60 days prior to the first rental date and time as stated in this rental agreement. If staff is unavailable, audiovisual equipment will be unavailable.

Staff can be arranged through Keira Heider, Cultural Affairs Manager — kheider@mauldincitysc.com or 864.404.3292. The current rate for staff is \$35 per hour per staff member and is to be paid to staff member directly. Rates are subject to change at any time and are at the sole discretion of the Mauldin Cultural Center.

**Changes to staffing requirements may be made by the Cultural Affairs Manager.*

Refunds/Cancellations

Events cancelled 30 days or less prior to the function start date are eligible to receive a 50% refund of the total amount paid beyond the security deposit, and the security deposit will be forfeited.

Events cancelled 31-60 days prior to the function start date are eligible to receive a 75% refund of the total amount paid beyond the security deposit, and the security deposit will be forfeited.

Events cancelled 61-90 days prior to the function start date are eligible to receive a full refund of the total amount paid beyond the security deposit, and the security deposit will be forfeited.

If LESSEE fails to notify staff of a cancellation, LESSEE is still responsible for full payment of time reserved, and security deposit will be forfeited.

If, as the result of a Force Majeure Event (as defined below), LESSEE or LESSOR is unable to, or is prevented from, hosting the function, then LESSEE and LESSOR's obligations hereunder will be fully excused.

A "Force Majeure Event" shall mean any one or more of the following acts which make the function by LESSEE impossible, infeasible or unsafe: acts of God; natural disasters; health pandemics; acts of the public enemy; acts or threats of terrorism; personal threats; insurrections; riots; or other forms of civil disorder in or around the VENUE or which the LESSEE or LESSOR reasonably believe jeopardizes the safety of the LESSEE or LESSOR's person, equipment, attendees, or staff.

Fees

Rental Description	Hours/Qty	Hourly Rate	Daily Rate	Class Rate	Total
Meeting Room I	___ hrs ___ days	\$60/hour	\$480/day	25% of student registration fees	
Artisan Studio	___ hrs ___ days	\$40/hour	\$360/day	25% of student registration fees	
Auditorium	___ days	--	\$2,000/day	--	
Outdoor Amphitheater	___ days	--	\$3,000/day	--	
Security Officer(s)	___ hrs	\$35/hour	--	--	
Staff (or) Audiovisual Staff	___ hrs	\$35/hour	--	--	
Audiovisual Equipment Usage (lighting + 6 mics)	--	--	\$500/day	--	
Security Deposit	1	\$100 Meeting Room I or Artisan Studio			
Security Deposit	1	\$500 Auditorium or Amphitheater			
Subtotal					
Nonprofit/Arts Discount		Less 25%			
Total					

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

Date	Payment	Amount	Chk/Cash/MO	Remaining Balance	Staff Signature
	Security Deposit				
	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]