



**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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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			
<b>Subtotal</b>					
Nonprofit/Arts Discount		Less 25%			
<b>Total</b>					

*\*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](http://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]



### CULTURAL CENTER HOUSE RULES

1. The Mauldin Cultural Center and Outdoor Amphitheater (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 VENUE may find access to the restrooms limited – especially in the evening and on weekends. If LESSEE is scheduling an outdoor activity in the evening or on a weekend, LESSEE may wish to rent portable toilets to be delivered and picked up at LESSEE'S expense. Prior to ordering these items, LESSEE is required to contact a representative of the VENUE to discuss the best location for them.
2. Most areas of the VENUE 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. The VENUE has limited tables and chairs. LESSOR'S use of this equipment takes priority. Should LESSEE need to use this equipment they are required to obtain permission from a VENUE representative.
4. When using tables, chairs, and other equipment owned by the VENUE, LESSEE must clean them thoroughly after each use and return them to their storage space or original location.
5. LESSEE is not to remove equipment belonging to the VENUE from the facility or surrounding grounds.
6. Each room is equipped with a temperature control device. For LESSEE'S comfort, and the comfort of guests and participants, LESSEE may adjust the temperature (not to exceed 72°F or below 68°F). LESSEE must readjust the temperature to original levels before vacating the room or facility.
7. LESSEE is responsible for turning off all lights and closing all doors and, if applicable, securing all facilities or rooms before vacating their rented space. If LESSEE is the last to leave the facility, they are responsible for turning off all lights and locking all doors throughout the facility, including exterior entrances/exits.
8. LESSEE shall 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.
9. All garbage must be placed in plastic garbage bags. At the end of each day, LESSEE is responsible for removing garbage bags and collected recyclables from those indoor receptacles used and securely placing them in the proper receptacles outside of the building.
10. Upon approved use of the catering kitchen, LESSEE is responsible for cleaning and sanitizing it thoroughly and turning off all appliances.
11. All activities held in the facility and on the grounds of the VENUE must be legal in nature and follow all policies set by the City of Mauldin.
12. **Damage:** LESSEE must refrain from affixing items (i.e. artwork, displays, signs, décor, etc.) to walls, doors, floors, locks, equipment, windows, furniture, etc. via tape, hangers, tacks, nails, screws, or any other method that cannot be easily removed without damage to surfaces. 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 LESSOR and the LESSEE may be held accountable for all repairs and replacements. This includes - but is not limited to - damage to walls, doors, floors, locks, equipment, windows, furniture, etc. and as the sole discretion of the LESSOR.
13. **Insurance:** The LESSOR carries insurance on the activities held within the VENUE, but coverage is subject to the nature of the event. If the LESSEE's event carries a special risk associated with it, please consult a representative of the VENUE for details on coverage. The LESSEE may be required to purchase further insurance.
14. **Smoking Policy:** Smoking is STRICTLY prohibited in the VENUE; this includes within the building, in any room, within the outdoor amphitheater, or on any other VENUE grounds. Those wishing to smoke may do so at a distance greater than 25 feet from the entrance of the building and/or amphitheater and must dispose of all trash in the proper receptacles outside of the facility.
15. **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 contacts [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.
16. **Access Policy:** The LESSEE's access to the VENUE is limited to the agreed upon rental date(s) and time(s). Any

access outside of these hours will be considered trespassing and a breach of contract. Key[s], code[s], and access card[s] will not be issued to LESSEE until agreed upon rental fee has been paid. The LESSEE is under no circumstances permitted to make copies of the key[s]. The VENUE utilizes a keypad entrance and each LESSEE will be given a unique entry code [valid for rental time[s] only] to enter the VENUE. 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. Upon completion of the rental or at a time agreed upon between the LESSEE and the LESSOR, the LESSEE is required to return the key[s] and access card[s] and destroy the code[s].

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 City of Mauldin, its entities, and its staff and volunteers 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: \_\_\_\_\_