



CULTURAL CENTER RENTAL AGREEMENT

RENTER'S NAME: _____

ORGANIZATION NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: [home] _____ [office] _____ [cell] _____

EMAIL: _____

RENTAL INFORMATION

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.*

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
- Artisan Studio
- Music Studio
- Auditorium
- Amphitheater
- Lobby

SPECIAL AGREEMENTS

PAYMENT SCHEDULE

Date	Payment	Amount	Chk/Cash/MO	Remaining Balance	Staff Signature
	Security Deposit				
	Rental Fees				
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MEETING ROOM RENTAL

Maximum capacity - 64

Equipment

Access to the catering kitchen, small platform, podium, and ceiling-mounted projector & screen, and Wi-Fi. You will need to provide your own HDMI cable and computer. Staff will not be able to supply equipment or provide guidance with the set up. Room is pre-set with (8) 60" round tables, (8) chairs at each table, (2) 6 ft. rectangle tables, and (1) trash can (other layouts allowed, but not provided by the venue).



Rental Fee

Hourly Rate	Daily Rate	Class Rate	Security Deposit
\$60/hour	\$480/day	25% of student registration fees	\$100

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 time frame, the RENTER's date will be released, event canceled, and security deposit forfeited. **Non-Profit organizations, Arts Groups and Chamber Members receive a discount of 25%. Day rentals are those that last 8 hours or longer.*

Security Deposit

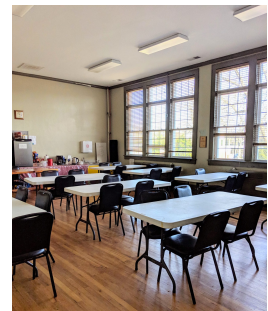
For rentals taking place in Meeting Room, the RENTER is responsible for a \$100 refundable deposit, due at the time of this document being signed unless otherwise agreed upon. This amount secures the date and location for the RENTER and will be returned after the completion of the event once the Mauldin Cultural Center surveys the rental area and deems it undamaged, orderly, and clean. ** 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.*

ARTISAN STUDIO RENTAL

Maximum capacity - 32

Equipment

Access to the catering kitchen and Wi-Fi. Room is pre-set with (10) 6 ft. rectangle tables, (32) chairs, and (1) trash can (other layouts allowed, but not provided by the venue).



Rental Fee

Hourly Rate	Daily Rate	Class Rate	Security Deposit
\$40/hour	\$360/day	25% of student registration fees	\$100

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 time frame, the RENTER's date will be released, event canceled, and security deposit forfeited. **Non-Profit organizations and Arts discount 25%. Day rentals are those that last 8 hours or longer.*

Security Deposit

For rentals taking place in Artisan Studio, the RENTER 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 RENTER and will be returned after the completion of the event once the Mauldin Cultural Center surveys the rental area and deems it undamaged, orderly, and clean. ** 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.*

MUSIC ROOM RENTAL

Maximum capacity - 50

Equipment

Access to the catering kitchen and Wi-Fi.

Room is pre-set with a keyboard, (50) chairs, and (1) trash can.

Rental Fee

Class Rate
\$10/ hour



AUDITORIUM RENTAL

Maximum capacity - 250 maximum theatre-style, 150 maximum banquet

Equipment

Access to the catering kitchen and Wi-Fi. A/V Equipment includes lighting and 6 mics for an additional fee and requires additional technician to operate.

Room seating is pre-set based on upcoming theatrical productions (theatre-style) and includes (2) trash cans. Other layouts are allowed, but not provided by venue.

Rental Fee

Daily Rate	Security Deposit	A/V Equipment
\$2,000/day	\$500/ day	\$500/ day plus technician

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 time frame, the RENTER's date will be released, event canceled, and security deposit forfeited. **Non-Profit organizations and Arts discount 25%. Day rentals are those that last 8 hours or longer.*

Security Deposit

For rentals taking place in Auditorium, the RENTER 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 RENTER and will be returned after the completion of the event once the Mauldin Cultural Center surveys the rental area and deems it undamaged, orderly, and clean. ** 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.*

LOBBY RENTAL

Maximum capacity - 50

Equipment

Access to the catering kitchen and Wi-Fi.

Room is pre-set with (4) 6 ft. rectangle tables, (24) black folding chairs, and (1) trash can (other layouts allowed, but not provided by the venue). You are welcome to bring in additional furniture and equipment but all arrangements are the responsibility of the renter.

Rental Fee

Hourly Rate	Security Deposit
\$100/ hour Min 5 hours	\$250

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 time frame, the RENTER's date will be released, event canceled, and security deposit forfeited. **Non-Profit organizations and Arts discount 25%.*

Security Deposit

For rentals taking place in Auditorium, the RENTER 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 RENTER and will be returned after the completion of the event once the Mauldin Cultural Center surveys the rental area and deems it undamaged, orderly, and clean. ** 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.*

AMPHITHEATER RENTAL

Maximum capacity - 500+

Equipment

Access electricity on stage and power stub-ups.

The amphitheater is a blank slate! You may set it up as you wish, but setup is not provided by the venue.

Rental Fee

Daily Rate	Security Deposit
\$3,000/day	\$500/ day

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 time frame, the RENTER's date will be released, event canceled, and security deposit forfeited. **Non-Profit organizations and Arts discount 25%. Day rentals are those that last 8 hours or longer.*

Security Deposit

For rentals taking place in Amphitheater, the RENTER 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 RENTER and will be returned after the completion of the event once the Mauldin Cultural Center surveys the rental area and deems it undamaged, orderly, and clean. ** 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.*



CATERING KITCHEN *SHARED BY ALL RENTALS*

Amenities Included: Refrigerator, commercial ice machine, range stove/oven (for warming only), microwave, dishwasher, and sink

Rate: This space may be available for use during your rental period upon request. This space is not available as a standalone rental.

Note: Food, beverages and kitchen wares will not be provided by MCC. This kitchen is to be used for warming, cooling, and storage only. No cooking will be allowed in this kitchen. All items brought into the kitchen must be removed by the renting party. Any items left will result in a deduction from the rental security deposit and will be disposed of.

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 RENTER fails to notify staff of a cancellation, RENTER 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), RENTER or LESSOR is unable to, or is prevented from, hosting the function, then RENTER 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 RENTER 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 RENTER or LESSOR reasonably believe jeopardizes the safety of the RENTER or LESSOR's person, equipment, attendees, or staff.

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. To purchase insurance through the City's Tenant User Liability Insurance Program [TULIP] go to <https://tulip.intactspecialty.com/> and use Venue ID 0501-678.

Insurance Required: ____Yes ____No

- Purchased through TULIP? ____Yes ____No
- Purchased through Other Means: Company Name _____ [proof attached herein]

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 RENTER is scheduling an outdoor activity in the evening or on a weekend, RENTER may wish to rent portable toilets to be delivered and picked up at RENTER'S expense. Prior to ordering these items, RENTER 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. RENTER 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 RENTER 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, RENTER must clean them thoroughly after each use and return them to their storage space or original location.
5. RENTER 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 RENTER'S comfort, and the comfort of guests and participants, RENTER may adjust the temperature (not to exceed 72°F or below 68°F). RENTER must readjust the temperature to original levels before vacating the room or facility.
7. RENTER 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 RENTER 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. RENTER 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, RENTER 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, RENTER 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: RENTER must refrain from affixing items (i.e. artwork, displays, signs, decor, 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 RENTER or the RENTER's staff and/or guests shall be assessed by the LESSOR and the RENTER 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 RENTER's event carries a special risk associated with it, please consult a representative of the VENUE for details on coverage. The RENTER 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 RENTER and the RENTER's guests may not block any fire exits or handicap entrances/exits. In the event of an emergency, the RENTER must notify the proper authorities [911] as well as the VENUE emergency contacts [emergency#: 803.640.0216 and 864.444.7990]. The RENTER and RENTER's guests must also vacate the building in an orderly and timely fashion if the emergency warrants evacuation. It is advised that the RENTER appoint one staff member or guest to ensure this is enforced in the event of an emergency.
16. Access Policy: The RENTER'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 RENTER until agreed upon rental fee has been paid. The RENTER is under no circumstances permitted to make copies of the key[s]. The VENUE utilizes a keypad entrance and each RENTER will be given a unique entry code [valid for rental time[s] only] to enter the VENUE. If the RENTER hosts a recurring event, the RENTER may receive a unique entry code valid during their approved use time. RENTER 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 RENTER and the LESSOR, the RENTER 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 RENTER, 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 RENTER'S, use of the facility.

RENTER _____ DATE _____

STAFF _____ DATE _____