

SPACE RENTAL AGREEMENT

Date of Inquiry: ____/____/____

Date of Event: ____/____/____

Contact person: _____ Email: _____

Phone: _____

Alternate Phone: _____

Address: _____

EVENT DETAILS

Type of Event: _____

Event Time: _____ to _____

Will be using building other than day of event.

Yes No

If yes please fill out other dates and times.

Date: ____/____/____ Time: ____ to ____

Number Attending: _____

Date: ____/____/____ Time: ____ to ____

Will food be served? _____

Name of Caterer: _____ Phone: _____

Will Alcohol be served? _____

Will Alcohol be sold? _____

* NOTE

- You may be sharing the SRAC building, if other rooms are rented for the same date and time frame.
- Make checks payable to Kirksville Arts Association. Separate checks for deposit & rental fee.
- See Alcohol & Food Policy in our 'Terms and Conditions' if having either vendor.

MEMBERSHIP STATUS

KAA Patron Level or higher is applicable for a discount on rates. Are you a member? _____

Patron Business Bronze Silver Gold Platinum

Total Rental Fee \$ _____ **Deposit Due \$** _____ *Applicable discount is* _____%

Responsible Party Signature

Date

SRAC Rental Rates

Ellebracht Gallery <input type="checkbox"/> \$200 deposit is required to hold. If no damages after rental, deposit will be reimbursed.	1809 sq. ft. Max Capacity: 120	Full Day (9-15 hours)	\$600
		7 - 8 Hours	\$360
		6 Hours or Less	\$240
		Per additional hour <i>Kitchen Use Included</i>	\$50
Gaber Gallery <input type="checkbox"/> \$100 deposit is required to hold. If no damages after rental, deposit will be reimbursed.	812 sq. ft. Max Capacity: 40	Full Day (9-15 hours)	\$200
		7 - 8 Hours	\$120
		6 Hours or Less	\$80
		Per additional hour <i>Kitchen Use Included</i>	\$50
Clara Straight Conference Room <input type="checkbox"/> \$50 deposit is required to hold. If no damages after rental, deposit will be reimbursed.	500 sq. ft. Max Capacity: 18	Food & Drink allowed: 18 years or older	\$15 - hour
		Kitchen Use Additional <input type="checkbox"/>	\$20
Travis Freeman Room <input type="checkbox"/> \$50 deposit is required to hold. If no damages after rental, deposit will be reimbursed.	300 sq. ft. Max Capacity: 12	Food & Drink allowed: 18 years or older	\$10 - hour
		Kitchen Use Additional <input type="checkbox"/>	\$20

Tables and Chairs

furnished for renters use. Mark how many planned to use day of. This is incase we have another renter looking to use same day.

Item Description	# Available to Reserve	Color	Reserved
60" Round Tables Seats 8	15	WHITE	
6' Rectangle Tables Seats 8	20	WHITE	
Round Cocktail Tables	3	BROWN	
Folding Chairs	100	WHITE	

Closing Checklist

Initial beside each, to confirm you have read and agree to do the below terms.

_____ Before leaving the facility, the areas used shall be clean and the space rented shall be left in readiness for regular functions, unless previous arrangements have been made. Leave the area as good as, or in better condition, than how I found it.

_____ Remove all items from event space, including linens, decorations, etc.

_____ If used, the kitchen must be cleaned of all food items and the refrigerator must be cleaned out of any items belonging to the party. Floors swept and mopped.

_____ All trash generated by this event should be removed and placed in the dumpsters located behind (east side) the Sue Ross Arts Center.

_____ Turn off all lights of area used.

_____ Chairs & tables wiped off and returned to the storage room.

_____ Return thermostat to 68 degrees in winter months, or 76 degrees in summer months, if adjusted.

_____ Per instructions, return the key to Sue Ross Arts Center.

_____ Ensure all doors are locked. Be careful not to lock yourself out.

Note, any items left in the building after an event will be discarded after 48 hours unless other arrangements are made. Please ensure that all items are removed from the building immediately after the arrangements are made.

Additional Notes:

KAA Sue Ross Arts Center Terms and Conditions of Agreement

- Maximum Capacity & square footage are listed on the rental rate sheet by room, Responsible Party/ Renter should not exceed this limit with attendance.
- Responsible party must be at least 21 years of age.
- KAA reserves the right to refuse rental to any individual, group, or organization.
- Set up and clean up is the Responsible Party/Renter's responsibility (**no exceptions**). Please remove all items, as building should be left as it was found. Refer to Closing Checklist.
- INDEMNIFICATION: Responsible Party/Renter of the building shall release, indemnify, keep and save harmless Kirksville Arts Association & Sue Ross Arts Center its agents, officers, employees or members from any kind or nature to all persons. It is understood and agreed that this is a contract for rental of space only and the Responsible Party/Renter is solely responsible for the conduct or lack of care of itself, its employees, agents, contractors and invitees.
- The use of anything other than the SRAC installed hanging system or double sided adhesives (Arts Administrator can show example) to hang on the walls is strictly prohibited in and around the Sue Ross Arts Center.
- Live flame candles and sparklers are strictly prohibited in and around the Sue Ross Arts Center. Electronic and battery operated candles are allowed.
- The use of glitter and/or sand is strictly prohibited in the Sue Ross Arts Center.
- No firearms or illegal substances allowed on KAA property.
- Please respect the art work in the gallery, do not touch or move any art pieces during rent.
- ALCOHOL POLICY: Requires a Licensed Alcohol Vendor- cash bar/complimentary. Licensed Alcohol Vendor must include Kirksville Arts Association as additionally insured on their policy and provide a copy to Kirksville Arts.
- FOOD POLICY: Requires a Licensed Food Vendor. Licensed Food Vendor must include Kirksville Arts Association as additionally insured on their policy and provide a copy to Kirksville Arts.
- DAMAGES: In the event of stolen items or damages to the Sue Ross Arts Center, its exhibits, equipment or furnishings beyond ordinary use, the Responsible Party/Renter agrees to pay the cost of repairs, restoration, or replacement.
- DEPOSIT: A deposit for the amount specified on the rental rate sheet is required to reserve the space for events. If there are no damages after the set rental, the deposit is to be reimbursed. If the rented space is left uncleaned and not how the Responsible Party/Renter found it, this will result in forfeiture of the deposit. The deposit must be paid at least 4 weeks in advance of the scheduled event. Cancellations made less than 14 days from the event will result in forfeiture of the deposit. To cancel an event the KAA/SRAC must receive written notice.
- ATTORNEY FEES: In the event KAA retains the services of an attorney to represent its interests in regard to the lease or to bring an action for the recovery of damages or other charges, the Renter agrees to pay an attorney fee of not less than \$500.00 or 20% of the sum sued for, whichever is greater, plus the costs of any legal action.
- NO SMOKING: Sue Ross Arts Center is completely a non-smoking facility.
- CHAIRS & TABLES: **Responsible Party/ Renter is responsible for setting up and taking down tables and chairs used upon completion of the event.**

Responsible Party Initials_____