



Event Rental Agreement

Agreement

This agreement was made and executed on _____. Below are the parties involved in acknowledging this agreement.

Renter Information

Name

Phone Number

Email

Harrison County Arts (HCA) Information

Name

Phone Number

Email

The address of the rental space (property) is 113 Beaver Street, Corydon, IN 47112.

The rental period will begin on _____ at _____ and it will end on _____ at _____. If the renter wishes to extend the period, a new agreement will be created.

The rental space on property will be: total gallery (\$150/hr.), resource center (\$100/hr.)

The property rental amount will be \$ _____

Additional cost for tables, chairs, tablecloths, etc. per attachment 1 is \$ _____

Payments will be made by _____

The rental payment will be collected by _____

The reservation fee (50% of property rental amount) is \$ _____

The total amount will be \$ _____

The renter agrees to pay a security deposit of \$50.00. This will be refunded when the renter leaves the property or when this agreement is terminated. This will be used to cover any cleaning or damage to the property as necessary.

The number of occupants (maximum of 45 upstairs) will be _____. The property will be occupied by _____.

- It is the responsibility of the renter to communicate to their guests the policies contained within this agreement.
- Electricity, water, gas, telephone, cable, and internet connection will be covered by HCA.
- The renter is responsible for taking good care of the furniture and appliances. The renter will pay for any repair or replacement if the equipment or furniture was damaged during their use of property.
- The renter should follow the standard of cleanliness to the property.
- Pets are not allowed.

- Smoking is not allowed on the HCA property.
- The use of confetti, glitter, rice, birdseed, or rose petals is prohibited. The renter is not allowed to attach decorations to the walls, ceilings, woodwork, or any other property inside or outside of the building.
- Open flames are not permitted anywhere in or around the building.
- The renter or guests are not allowed to have firearms or other weapons on the property.
- The renter agrees not to use the property in a way to not disturb the peace in the surroundings or environment.
- The renter's personal property is not covered in the insurance purchased by HCA against loss, theft, and negligence.
- The renter will provide a certificate of liability in the amount of \$1,000,000 with Harrison County Arts added as additional insured. The renter indemnifies HCA and the property free and harmless against any liabilities like accidents, loss of property, injury, or death of any person.
- HCA reserves the right to impose any additional rules or regulations or set up special rental arrangements whether or not expressly provided herein, which HCA may deem necessary to protect its interests and such regulations shall be binding upon the renter.

This agreement can only be changed or modified with the written consent or permission from both HCA and renter.

This agreement shall be governed under the laws of the State of Indiana.

The undersigned hereby agreed that both parties read the agreement and acknowledge it.

Signature

Signature

ATTACHMENT 1.

HCA Gallery Rentals – Table and Chairs (single event prices)

6' Folding plastic tables with grey elastic fitted table covers	\$3.00 each
5' Round plastic folding tables with grey elastic fitted table covers	\$3.00 each
32" Round plastic cocktail tables with black spandex linen tablecloths	\$2.50 each
Folding chairs with black covers	\$0.60 each
6' Folding plastic tables without covers	\$2.50 each
5' Round plastic folding tables without covers	\$2.50 each
32" Round cocktail tables without tablecloths	\$2.00 each
Folding chairs without covers	\$0.40 each

Table and Chairs – Available	Number Rented
6 – 6' Folding plastic tables with grey covers	_____
4 – 5' Round plastic folding tables with grey covers	_____
6 - 32" Round plastic cocktail tables with black tablecloths	_____
30 - Folding chairs with black covers	_____
White tablecloths for 6' rectangle and 5' round tables available upon request at an additional cost of \$2.00 each.	_____
Total Cost	\$_____