



**FACILITIES BUSINESS RENTAL AGREEMENT Version 7; 8/17/2021**

Pursuant to the following Agreement, The Wassenberg Art Center ("Art Center") hereby lets, leases and rents the following portion of its facilities to the following named Renter:

**RENTER**

**Contact Name:** \_\_\_\_\_  
(Person responsible under this Agreement)

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Cell phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**EVENT DATE:**

**RENTAL PERIOD:**

**From: (Date)**     /     /     **(Time) 11 am**     **Caterer arrives** \_\_\_\_\_ **Decorator Arrives**

**To: (Date)**     /     /     **(Time) 5:30** **D.J. arrives** \_\_\_\_\_

**RENTAL PRICE:** \$700, payable, one half upon signing of this Agreement. A Wassenberg Art Center family level membership \$45 (or greater) will also be required at the time of signing. The balance, any cost of any alcohol ordered and \$300 damage/cleaning deposit no later than One (1) week prior to the Event Date. required: \_\_\_\_\_ not required: \_\_\_\_\_

A \$300 surcharge will be charged for any rentals falling on any holidays. This includes Christmas, Thanksgiving, Halloween, New Year's Eve, Memorial Day and Labor Day.

Use under this Agreement by the Renter, and its invitees, shall be restricted to the entranceway, public restrooms, parking lots, exterior grounds, Wendel Gallery, conference room, kitchen and residence area (if unoccupied). Except as noted below:

The Renter, and its invitees, shall not enter into or onto any portion of the facility that is not included in the portion rented hereunder. Evidence therein will result in loss of damage deposit. Areas to be made available are at the sole discretion of the Art Center.



**“RENTAL PERIOD”**, as used in this Agreement, shall include any time prior to the Event used to prepare for the Event; and any time after the Event used to remove debris, which is subject to the discretion of the Wassenberg Art Center management. **Renters have access to the facility for one day.**

The Renter shall be responsible for the conduct and control of its hired staff and invitees during the rental period, and shall pay for any and all damage to the facilities, exhibited art and property of the Art Center resulting from the acts or omissions of the Renter, its staff and invitees.

The Renter shall purchase and pay for adequate liability insurance, in the amount of at least \$250,000.00, protecting the Renter and the Art Center from any and all liability for injury or loss to the property of the Art Center, property on loan to the Art Center, or the Renter’s invitees or their property, due to the negligence or other acts of the Renter or its staff. A letter supporting this coverage shall be provided to the art center at time of final payment.

The Renter shall not permit smoking (except in designated areas) or non-prescription drugs in or on the premises rented herein at any time. The Renter shall immediately cause the removal of any such items and persons when discovered.

Alcoholic beverages are provided **solely** by the Wassenberg Art Center as per state of Ohio - Division of Liquor Control. **Any additional alcohol brought in by the rental party will be confiscated.** Alcohol must be served and controlled by an **insurance certified bartender hired for the event through the Art Center.** The Art Center provides bartenders at \$100 plus tips at time of signing. (typically 1) bartender per 100) people)

No duct tape will be allowed on the floor and Art Center staff **must** handle any artwork. Gift gallery items and seating area will **not** be rearranged or removed.

Bartenders will card anyone who appears to be under 40 years of age. Once confirmed, guests are of legal drinking age, a stamp may be applied on the back of their hands.

**If any underage persons are served alcohol by legal drinking aged guests, all involved parties will be removed from the reception. This is a ZERO tolerance policy.**

The grand piano or the bar cannot be moved. Renter is responsible for any damage and/or re-tuning costs to the piano

Renter will pay for professional rug cleaning if required.

Due to our lighting and fire suppression systems, nothing may be hung from the ceilings and no helium balloons.

Seating and décor plans must be approved by Art Center management 2 weeks prior to the event. Two dimensional artwork during exhibits shall remain on the walls and not covered.

Parking during events is not permitted in the area behind the art center as per State of Ohio - Division of Liquor Control.

All hallways must remain clear as well as a central aisle through the gallery toward all exits. Fire extinguishers must remain visible.

At the close of the event for which this agreement is made, the **Renter** shall remove all items brought onto the rented premises for the event, and remove all trash and debris and place the same in the proper trash receptacle placed behind the building. All floors must be swept, mopped and restrooms cleaned or the \$300 damage/cleaning deposit will be assessed. Exterior grounds must have any litter removed. A check-list will be provided.

The Art Center can provide a cleaning service for an additional \$300. **Yes** \_\_\_\_ **No** \_\_\_\_

Wassenberg Staff and/or Director have the sole authority to shut down the reception and ask all parties to leave at their discretion.

**I have read, understand and agree to abide by these requirements** \_\_\_\_ (initial)

**CANCELLATIONS**

Should the Renter cancel this Event, the Art Center will retain a percentage of the Rental Price and refund the balance as follows:

- 1. Twenty-five (25%) percent if the cancellation is made more than Thirty (30) days prior to the Event Date, (We keep ¼ of the deposit) and;
- 2. Fifty (50%) percent if the cancellation is within Thirty (30) days prior to the Event Date. (We keep ½ of the deposit)
- 3. One-hundred (100%) if the cancellation is within One (1) week prior to the Event Date, (We keep all of the deposit) \_\_\_\_\_

Cancellation shall not be considered effective unless the Art Center receives a letter stating the cancellation, properly addressed and delivered to the Art Center **within one week** of the event.

Dated this day of \_\_\_\_\_, \_\_\_\_\_

By: Hope Wallace - Executive Director, Wassenberg Art Center \_\_\_\_\_

\_\_\_\_\_  
Renter (Printed Name)

\_\_\_\_\_  
Renter Signature