



RENTAL AGREEMENT

1203 Missouri Blvd, Jefferson City, Mo 65109

Phone: (573) 635-8355 E-mail: artsadmin@capitalarts.org

Event DATE:

Name of Renter: _____

Phone: _____

Address: _____

E-mail: _____

Responsible Party (ies): _____

Number of Attendees: _____

Hours requested, including set up and clean up: _____

Tables requested: _____

Gallery Rental Fees

All rentals include 1/2 hour set up and tear down time free of charge

- \$50/hour non-alcoholic fee x hours requested _____ = _____
- \$100/hour with alcohol fee x hours requested _____ = _____
- \$35/2 hours Imagination Station x hours requested _____ = _____
- TOTAL FEE _____
- Total Due upon signing this contract (half of rental) _____
- Total due 24 hours prior to event _____

Food and Beverages Service:

- Use of kitchen with refrigerator and microwave is provided at no charge.
- Renters are responsible for bringing in and cleaning up all food and beverages.
- Renter must abide by all legal laws that apply within our State, County and City. This includes all guests must be **21 years** of age to consume alcoholic beverages.

Renter Responsibility:

- **Renter is responsible for the acts of its guests, employees, agents, contractors, invitees, and licensees.**
- Renter is responsible for disposing of all trash in the trash receptacle and all items must be removed within 1/2 hour after event ending time.
- **NO artwork may be moved or relocated without permission from Capital Arts staff.**
- If any items including artwork, in the facility is damaged, removed, or broken the renter will be charged the value of that item.
- Renter agrees to save and hold Capital Arts harmless from any and all loss, cost or expense resulting from claims or liens against the renter, renter's estate or against the right, title and interest of Capital Arts, or any other entity, in the Event Space which arise from Renters' event, including by not limited to services provided associated with the event (such as decorating or catering) or any claims stemming from negligence of the Renter or any individual attending Renters event.

- Renters are responsible for arranging the tables in the style they prefer before their event. It is renters responsibility for letting us know how many tables they need.
- The renter may request the use of decorations, dependent upon Capital Arts staff approval.
- No confetti or other flammable decorations allowed.
- No smoking inside the facility or within 15 feet of any entrance. All cigarette butts must be removed from premises before deposit is returned.

ADDITIONAL NOTES:

We have read and agree to the terms listed above. Please print, sign and date below.

Print Name: _____ **Date:** _____

Signature: _____

CCCA: gallery rentals and agreement 4/12/2021