

RICHMOND AREA ARTS CENTER
RENTAL APPLICATION
Rental Rules and Regulations

Richmond Area Arts Center rental charges:

1. Date of event is _____
2. Building rental cost is \$100 per hour (Non-profit \$75 per hour) and can be charged in half hour increments. Total building rental cost is _____
3. Rental during set-up is \$35 per hour. Total-set up rental cost is _____
4. Rental during clean-up is \$35 per hour. Total building clean- up cost is _____
5. Linen rental is \$10 per linen. Total linen rental cost is _____
6. Rental charges do not include any furniture or equipment set-up by RAAC.
7. A \$200 non-refundable deposit that applies to the rental is due upon reservation.
8. All rental fees must be paid 30 days prior to the event.

Alcohol policy of the Richmond Area Arts Center

1. Will alcohol be served? Yes _____ No _____
2. Alcohol may be consumed in the Arts Center and must be served by a licensed server.
3. A copy of the license must be given to the Arts Center contact 15 days before the event.
4. Liability incurred as a result of any alcohol consumption rests with the lessee.

Condition of the Arts Center

1. The Arts Center must be left in the same condition as the pre-event condition. This includes restrooms and kitchen. The floors must be swept; tables must be cleaned and returned to their original position. Chairs must be returned to their original position and all lights turned off.
2. All items brought on site must be removed from the building and grounds immediately following the event, including all trash.
3. An additional fee based on the damages shall be billed to the lessee if the above conditions are not met.

Cancellations

1. All fees are due 30 days prior to the event to ensure the confirmation of the reservation. Date (30 days prior) _____

2. Lack of payment by this time shall be considered a cancellation and deposit will not be returned.
3. Events cancelled due to inclement weather may be re-scheduled within 30 days.

Parking

1. The Arts Center parking lot is adjacent to the building.
2. Additional parking may be obtained by contacting the First Christian Church, the First Presbyterian Church or Central Bank.

As Lessee of the Richmond Area Arts Center I have read and agree to these Rules and Regulations.

EVENT TITLE _____

EVENT DATE _____

TOTAL EVENT COST _____

LESSEE PRINTED NAME _____

LESSEE SIGNATURE _____

DATE _____ EMAIL _____

PHONE NUMBER _____

LESSOR SIGNATURE _____ DATE _____