

Rental Guidelines & Policies for the Center for Contemporary Arts

220 Cypress Street
Abilene, Texas 79601

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1. Contracts for the use of the Center shall be issued in print form. NO verbal agreements shall be binding upon either party. A Facility Rental Agreement must be completed and signed by the Center's Executive Director and the person(s) who is legally and financially responsible for the event.
2. The Center reserves the right to decline to rent or prohibit the use of its facility on a case by case basis. Rental of the Center is not available for fundraisers for other organizations or any event that requires an admission fee.
3. Lessee agrees to furnish the Center with a Certificate of Insurance showing proof of \$1,000,000 in general liability coverage naming the Center for Contemporary Arts as an additional insured. This must be received no less than seven days prior to the event.
4. **Lessee waives and releases all legal claims against the Center relating in any way to this rental. Lessee agrees to indemnify and hold the Center harmless from all legal claims that may arise from this rental, including but not limited to claims for: 1) loss of personal property, 2) damage to personal property, or 3) personal injury of Lessee, Lessee's guests, employees or agents, or any third party.**
5. Rental of the facility is available seven days a week, as available. The Center is available all day on Sundays and Mondays and from 5:00 pm-midnight Tuesday through Saturday. Event set-up may begin at 3:00pm. Conference room rental is available during regular business hours, Monday through Saturday from 9:00am to 5:00pm. There is a two hour minimum on all rentals. Hourly fees for Facility and Gallery Attendant(s) are assessed in 30-minute increments. Hourly fees are incurred until Lessee, all guests and agents have exited and the Gallery Attendant has secured the premises.
6. At Lessee's expense, the Center will provide a Gallery Attendant(s) to supervise the use of the facility and Center equipment, however, the lessee is responsible for repair costs that may arise from the misuse and/or neglect of the facility including damage to artwork. There is a second Gallery Attendant required if renting full facility (>100 guests).
7. The Center is responsible for the set-up and tear-down of Center equipment. Use of electronic equipment rented from the Center must be set-up/supervised by a Gallery Attendant. A Gallery Attendant must be present if Lessee or agents utilize the freight elevator.
8. Lessee is responsible for the set-up and tear-down of any equipment from an outside agent. Notification of deliveries and pick-ups must be made to the Center one week in advance. Clean-up and removal of perishables must be completed at the conclusion of the event. Removal of rented equipment, decorations, etc. must be completed by 11:00am the first business day following the event.

9. **Artwork may only be handled by Center staff.** Lessee and Lessee's employees, agents and guests will not touch or move artwork at any time.
10. All decorations must be approved by Center staff before the event date. The use of special effects, open flames, silly string, rice, confetti, etc. is strictly prohibited in the facility without written prior consent from Center staff.
11. There is absolutely no smoking allowed anywhere in the facility.
12. Alcohol must be served by a licensed caterer with an alcohol permit. The Center accepts no responsibility for the use or consumption of alcohol by event guests.
13. Children, 12 years of age and under, must be accompanied by an adult at all times.
14. No pets or live animals of any type are allowed in the facility.
15. All photography must be limited to persons and directed away from specific artwork.
16. Emergency exits may not be blocked at any time, and exterior doors shall not be propped open.
17. Evening events must conclude by midnight and all guests, caterers and entertainment must be out of the building at that time. If the event goes beyond midnight, an additional \$100 hourly charge will be assessed.
18. A deposit of 50% of estimated Total Due and a \$200 Damage Deposit are required to reserve a date and time. If the facility and/or carpets require cleaning after the event, this fee will be taken out of the damage deposit and the remainder, if any, will be returned to Lessee within 30 days of the event date.
19. To receive a full refund (less a \$25 processing fee), event cancellation must be made in writing 4 weeks in advance. Events cancelled with less than 4 weeks notice but prior to 7 days before the event will receive a 50% refund of the deposits. Events cancelled less than 7 days prior to event forfeit all deposit monies paid.
20. The Balance Due will be invoiced and must be paid in full 10 days after the event. The Center will assess a 1.5% monthly interest charge on any invoice past due more than 30 days.

I have read and understand the Rental Guidelines & Policies for the Center for Contemporary Arts and I agree to comply with all of the listed items.

Lessee Signature: _____

Printed Name: _____ Date: _____

Thank you for choosing the Center for Contemporary Arts for your event!