



EVENT SPACE RENTAL AGREEMENT AND CONTRACT

Events will not be scheduled officially until this event form is turned in and deposit is paid

Event Name: _____

Event Date: _____ Set-Up Time: _____ Event Start Time: _____

Event End Time: _____ Wrap Time: _____

Type of Event (Circle one): Public Event (open to the public) Private Event (not open to the public)

If Public Event, how much will you charge for tickets: _____

If Public Event and selling tickets, will you sell tickets personally or will you utilize Arthouse point of sale? (Please note: additional 15% Admin fee will be added for this service. Please see terms and conditions for details)

Yes or No (circle one) If yes, how much will tickets be: _____

Are you a nonprofit: Yes or No (circle one)

Address: _____ City: _____ State: _____ Zip: _____

Primary Event Contact: _____ Phone: _____ Email: _____

2nd Contact: _____ Phone: _____ Email: _____

For use on the event date and time stated above, a rental fee of \$300 is due and payable as a \$50 date hold deposit (Non-Refundable) with remainder paid day of the event.

Rental Rates:	Cost:	Hours:	Notes:
Mon or Tues Evenings	\$300	5pm - 9pm	\$100 for each additional hour.
Tues-Fri Morning	\$300	8am - 2pm	
Sat Morning	\$300	8am - 1pm	
*If non-profit- rental fees will be \$150			
Sound Engineer (Live Music)	\$25/hr	(including set up and take down).	

No refunds will be paid 14 days (or less) prior to an event, as your agreement to rent Art House Cinema & Pub on this date may cause the loss of additional bookings or business.

All balances must be payable to Art House Cinema & Pub by the day of the event. If balance has not been paid by the commencement of the event, Art House Cinema & Pub has the right to cancel your event.

A SIGNED AGREEMENT AND DOWN PAYMENT MUST BE RECEIVED TO RESERVE YOUR DATE AND TIMES.

Acknowledge, Agreed and Authorized by Renter: _____ Date: _____

QUESTIONS? Email Brittany Stevens at brittany@arthousebillings.com

Please leave space blank. Official Admin Only

EVENT DETAILED PLAN:



ART HOUSE
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Desired Media (Film Name)? _____

Will you be providing this film or will Arthouse provide? _____

Would you like the bar to stay open during the screening of your media? _____

How Many guests are your anticipating to come? _____

Bar/Concession Service? Open Bar (Renter billed at end of event) Cash Bar None

TIME:

INFO:

_____ Setup/Decorating	_____
_____ Rehearsal/Tech/Lighting/Sound	_____
_____ Food/Bar Setup/Prep	_____
_____ Doors Open	_____
_____ Event Start	_____
_____ Music/Entertainment-Start/End	_____
_____ Food/Drinks-Start/End	_____
_____ Speaker/Presentations-Start/End	_____
_____ How Late Will Guests Be Staying	_____
_____ Loadout/Wrap	_____
_____ Clean-up	_____

Special Needs/Technical Requirements:

Any Resources (Microphones, Tables, Table Clothes, Easels, etc.) Needed:

*Please provide your own party supplies (plates, decorations, easily removable tape etc)



ART HOUSE CINEMA & PUB

CONDITIONS AND RESPONSIBILITIES OF RENTER

Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and keeping Art House Cinema & Pub a well maintained and safe location for future use. Please note changes have been made as of January 1, 2018.

RENTAL FEES

All balances must be payable to Art House Cinema & Pub by date of event: \$50 date hold fee at the time of inquiry, a 50% down payment with the signed agreement for confirmation is required to reserve the date and space, remaining balance paid by date of event. Payment may be made by cash, check or major credit card.

If the film you desire to play for your event is a film that requires payment for licensing and distribution, please note that you are responsible for the payment of this film in full before the event date in addition to your event fees.

Initial here if agree: _____

SECURITY DEPOSIT AND DAMAGE(S)

We do not require an upfront security deposit. However, if the building or any part of the premises or it's contents, including furniture, technology, or artwork, is damaged during the event, renter will be solely responsible for such damage and fund the replacement or repair of the property. **Initial here if agree:** _____

INSURANCE AND LIABILITY

Special Event liability insurance is required for all caterers. Established catering Services may use their license and insurance to cover this. The insurance must, at caterer's sole expense, provide and maintain public liability and personal property damage insurance, insuring Art House Cinema & Pub employees, contractors and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of renter's use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks.

LIABILITY

Renter agrees to indemnify, defend, and hold Art House Cinema & Pub, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter, its employees, and agents of alcoholic beverages at Art House Cinema & Pub.

In the event Art House Cinema & Pub, its landlord, building owners, officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay Art House Cinema & Pub, its officers, landlord, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by Art House Cinema & Pub, including all collection expenses and interest due.

CAPACITY

Renter understands that the maximum standing capacity of Art House Cinema & Pub is 110 people and will not exceed this limit. Seating capacity of Arthouse Cinema and Pub is 85.

SITE DECORATION

Art House Cinema & Pub wants to make every event here a special and welcome experience. Therefore every effort will be made to allow renter to prepare decorations reflecting their creative requirements. We ask that only the staff of Art House Cinema & Pub rearrange and move any furnishings, including artwork, lamps, antiques or seating. No nails, screws, staples or penetrating items should be used on our walls or fine wood. Any tape or gummed backing materials must be properly removed and any wall damage will be charged to the renter. No glitter or foil (non-paper) confetti is allowed on site.

CONDUCT

There is absolutely no drug use or smoking of any kind tolerated on premises or within 10 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of Art House Cinema & Pub staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases no refund of the rental fee shall be made.

Primary contact/renter initials: _____ **Date:** _____



ART HOUSE
CINEMA & PUB

TECHNOLOGY USE

Renter acknowledges that all technology on the premise is to be run and controlled by Art House Cinema & Pub staff only. This involves starting and stopping films, operating projectors, sound, lighting, POS, and music. We are always open to suggestion and will work to make your event the best possible, but in using our equipment, you agree to step inline with our standards and operations.

If your event wishes to use the Point of Sale system at Arthouse Cinema and Pub to sell tickets on your behalf, please note there will be a 15% Administration Fee added to your event charges. Initial Here if agree: _____

LOST AND FOUND

Art House Cinema & Pub takes no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 60 days. Every attempt will be made to return any recovered item to its rightful owner.

CANCELLATION

Date-Hold deposit is non-refundable.

14 days or less to the event and all deposited funds are non-refundable.

15 days or more before an event and all deposited funds (minus Date-Hold deposit) will be refunded.

CATERING, CLEANING, TRASH, AND EQUIPMENT REMOVAL

Art House Cinema & Pub will be in a clean condition prior to your event. Following the event, you are required to return the space to the same clean condition, with trash removed, in which it was found. There is no open flame or frying allowed on site or any cooking that will create a large amount of smoke as our facility is not ventilated. Art House Cinema & Pub encourage those renting space to consider green, sustainable, fair trade, ecologically sound cleaning and zero waste solutions.

CITY, COUNTY, STATE, AND FEDERAL LAWS

Renter agrees to comply with all applicable City, County, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, NO EXCEPTIONS. Renter shall not sell alcohol on premises at any time. Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. Art House Cinema & Pub reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner perform or participate in any act jeopardizing the rights, use permit, or insurability of Art House Cinema & Pub or the safety of its staff, guests, or building contents.

ENTRY AND EXIT

Renter agrees that Art House Cinema & Pub staff may enter and exit premises during the course of the event. A representative of Art House Cinema & Pub will be on-site during your entire event and will be checking periodically with the responsible parties to insure everything is working smoothly. We will also be checking the bathroom, the overall premises, replenishing hand towels and toilet paper, and will be available for questions or to respond to needs or issues that may arise at any time.

PROMOTIONS AND COPYRIGHT

It is important to us that you have a fantastic and successful event. Should Art House Cinema & Pub be engaged in the promotion or co-production of your event, it is imperative that we see and approve all marketing messages and communications. We are happy to provide professionally created images of our space for promotional materials.

We hope you will refer others here and are happy to answer any questions you might have about the types of events we do. We are also happy to personally welcome your guests and speak to them about the historic nature of the building, or its contents.

A representative of Art House Cinema & Pub and/or promotional materials and signage will be present at all events, and any questions about the space, its contents or about our upcoming events and the charities we support can be directed to that representative!

FILMS AND MEDIA SHOWN

If you'd like to show one of the films we are currently screening during your event this could be an additional fee and require us to negotiate the terms of your private screening of that specific film with that films distributor.

We are happy to do so, we just want to let you know in advance!

Primary contact/renter initials: _____ **Date:** _____

