

**Columbus Arts Council
Rental Reservation Form and Contract**

Rental Period

Purpose: _____
Rental Date or Period: _____
Beginning Rental Time: _____ Ending Rental Time: _____
Extra Day Date: _____ Extra Day Time: _____

Contact Information

Name (individual or organization with contact person): _____
Work telephone: _____ Cell telephone: _____
Postal address to return deposit: _____ E-mail address: _____

Space(s) Rented	Capacity	Price\4 hours
_____ Gallery (panels cannot be moved)	284	\$425.00
_____ Theater (with upstairs lobby)	100	\$225.00
_____ Entire Downstairs	172	\$150.00
_____ Board Room		\$50.00

Rental Fee, Discount, and Deposit

_____ **Line 1:** Total fee assessed for rented space(s)
_____ **Line 2:** Total fee assessed for extras
_____ **Line 3:** Grand total of lines 1 and 2

_____ **Line 4:** Discount percentage
_____ **Line 5:** Line 3 minus line 4

\$40.00 **Line 6:** Cleaning deposit- NON REFUNDABLE
\$250.00 **Line 7:** Damage deposit- REFUNDABLE

_____ **Line 8:** Total amount owed at time of reservation

One-time rental

- a) _____ 1/2 of line 5: ___ cash, ___ check, ___ Visa/MC/Discover
 - b) \$290.00 separate deposit: ___ cash, ___ check
 - c) \$ /hour for security if after 5 PM separate payment ___ cash
- Add a and b, and put the total in line 8.

Recurring Rental

- a) _____ line 5: ___ cash, ___ check, ___ Visa/MC/Discover
 - b) \$290.00 separate deposit: ___ cash, ___ check ___ CC
- Add a and b, and put total in line 8.

_____ **Line 9:** Balanced owed (due 2 weeks prior to rental)

_____ Balance collected 2 weeks before rental for one-time rental: ½ of line 5
Paid in Full? _____ Staff initials _____ Date _____

I, the undersigned, have read the above policies and will abide by them and will ensure that my guests and/or my organization abide by them.



Individual or Organization's Contact Person _____ Date _____

Extras

_____ Kitchen/Food	\$50.00
_____ Staff fee for sound/lighting equipment	\$50.00
_____ Extra day for set up	\$50.00/hour
_____ Rental over four hours	\$50.00/hour
_____ Security fee (for any rental after 5 PM) guard (Number of guards determined by number of attendees and age of attendees)	\$20.00/hour per
_____ Total fees assessed for extras	

Discounts (A renter may apply only one discount to any rental fee)

_____ Individual member of CAC from 300 up to 500 level (one time)	10%
_____ Corporate Sponsor of CAC	25%
_____ Board member of CAC	25%
_____ Non-profit organization (Board Room Only)	50%

_____ Discount percentage assessed (Enter percentage on line 4.)

Staff person or board member who supervised rental and assessed space: _____

Condition of space after rental: _____

Will the deposit be returned? _____ Date returned _____

Comments and notes: _____

Available Tables for rental

- **4' 11.5" x 2' 5.5" Gray long table (2)**
- **6' x 2' 6" Gray long table (4)**
- **4' 11" Circle (8)**
- 3' x 2' Drafting Tables (6)
- 5' Wood Circle (1)
- 4' x 2' Leaf Shape (4)
- **8' x 2' 6" Gray Plastic Rectangle (1)**
- 2' 10.5" x 2' 10.5" Card Table (2)
- 2' 6.5" x 2' 6.5" Card Table (1)
- 2' 7.5" x 2' 7.5" Card Table (2)
- 4' 2" Wood Circle (1)
- 3' 8" Wood Circle (1)
- 4' 11" Wood Circle (1)
- 2' 6" Small Wood Circle (1)

(Bold = usually used for renting)

Other set up requirements: _____

**Columbus Arts Council
Rental Policies**

In these policies, “renter” refers to the individual or to the organization renting the space. If the renter is an organization, the person who signs the contract on behalf of the organization assumes full responsibility for insuring that the organization abides by these policies. CAC refers to the Columbus Arts Council staff and board.

1. **CAC staff and Board:** Only a staff member of the Columbus Arts Council may take a rental reservation. A CAC staff member or board member must be on the premises during the rental. A rental by CAC in no way constitutes an endorsement of that individual’s or that organization’s objectives or viewpoints. CAC reserves the right to deny a rental contract for any reason.
2. **Payment and Discounts:** A one-time renter must pay half of the rental fee plus a \$75 damage and \$25 non-refundable cleaning deposit at the time of the reservation and must remit the remaining half of the rental fee two weeks prior to the rental date. Reservations must be made at least two weeks prior to the event. A recurring renter must pay an entire month’s rental fees plus a \$290.00 deposit at the time of the reservation and must pay every subsequent month’s rental fees 30 days prior to the first rental date of that month. The renter should consult with a CAC staff person about any rental discounts for which the renter is entitled at the time of the reservation. If a renter expects to receive a discount

for being a non-profit organization, the renter must produce documentation of being a non-profit organization at the time of the reservation.

3. **Cancellation:** If the renter cancels the reservation within sixty days of the rental date, the renter will lose the total amount of the rental fee paid by the date of the cancellation but will receive a refund of the deposit. If the renter fails to abide by any of these policies, CAC will immediately cancel the reservation without refunding the fee and deposit.
4. **Rental reservation form and contract:** The renter must complete and sign the rental reservation form and contract in consultation with a CAC staff member. On the form, the renter must specify the space desired in the reservation form and may not use any other spaces at the time of the rental. If guests of the event are found using other areas, the renter will be charged for additional use of rooms at full price. The renter must specify the date and times of the rental in the reservation form and must adhere strictly to the specified beginning and ending times. The renter may rent the Rosenzweig Arts Center only between 9 AM and 11 PM Monday through Sunday. If the renter chooses to change the date, the renter must submit a new reservation form. If the renter chooses to change the time only, the renter must give at least 48 hours notice and should be aware that the space may not be available at the new time and that CAC is not obliged to honor a time change if it inconveniences the staff in any way. The renter must specify an extra rental day on the reservation form if the renter needs extra time prior to the primary rental time to deposit equipment and materials. The CAC will try to accommodate renter requests for extra set up time, as long as it does not interfere with other events occurring at the RAC. The renter must specify any food or drink to be brought into the Rosenzweig Arts Center in the reservation form, and must pay an extra fee to use the kitchen and/or to consume food or drink in the RAC, and must not consume food or drink outside rented space. The renter must specify any equipment needed in the reservation form and must not use or expect to use any other equipment at the time of the rental. The renter must also specify any special set up in the reservation form, must allow a CAC staff person to supervise that set up, and must give at least 48 hours notice of any changes to that set up. Under no circumstances may this set up alter in any way the exhibition in the Gallery. If the renter requires sound or lighting equipment, the renter must pay an extra fee and must allow a staff person to operate that equipment.
5. **Damage, Clean up, and Deposit:** The renter should in no way damage the inside or the outside of the building. Examples of damage include, but are not limited to, marking floors or the walls with ink, paint, or any other substances; attaching in any way posters or other materials on the walls; dancing on the floors without protective covering; moving chairs, tables, and equipment and thereby damaging the walls, floors, or equipment; and moving or damaging exhibited art. The renter must not smoke inside the building. The renter should ask a CAC staff person before moving any equipment or altering the space in any way. At the end of the rental, the renter must clean the rented space and return all chairs, tables, and equipment to their original locations under the supervision of a CAC staff person. The renter must clean the kitchen if used:

wash dishes, clean counters, and sweep floors. **The renter must remove all trash and all personal organizational materials and equipment from the premises by the end of the rental.** The renter will receive the damage deposit in part or full, depending on the condition of the space upon vacating it, deposits will be issued in the form of a check to be mailed within 5 business days of the rental date or, in the case of a recurring renter, within 5 days of the last rental date. The renter will be charged for any damage in excess of the deposit. In the event that any displayed artwork is damaged, renter must pay the full price of that artwork. The renter will not receive the cleaning deposit, as it is non-refundable.

6. **Events for persons under the age of 18:** To allow compliance with The City of Columbus youth curfew, all events for persons under 18 must be over by and all youth picked up by their parents by 10 p.m. In addition, there must be one adult (over 21) chaperone for every 10 youth present at the event. Only the allowed number of youth based on number of chaperones and fire code will be allowed to enter the CAC. Individuals who leave the event will not be readmitted. Due to safety concerns, no one under the age of 21 will be allowed in the kitchen without being accompanied by someone over the age of 21.
7. **Events starting after 5 PM:** All events starting after 5 pm will be required to pay for security to control the entrance of the CAC. The rental will not be approved until security is secured by the CAC for the date and time of the event. This is not optional!
8. **Legal Responsibility:** The renter assumes full responsibility for any illness or injury or any loss or damage of personal property, organizational property, or CAC property during the rental. The renter also assumes full responsibility for any violations of local or other ordinances, including the illegal use of alcohol and drugs, by the renter or guests.

**The Rosenzweig Arts Center is a smoke-free environment.
Failure to adhere to this regulation will result in immediate
Expulsion from the RAC.**

Renter's Printed Name: _____

Renter's Signature: _____ Date: _____

CAC Executive Director Signature: _____

Date: _____