

2023 RIVERSIDE ART CENTER (RAC) Facility EVENT/PROGRAM RENTAL AGREEMENT | FlexSpace

NOTE OCCUPANCY LIMITS FOR EACH RAC FACILITY INDICATED BELOW

Client/Organization/Business Name (herein Renter):

Description of Event/Program:

Date(s) of Event/Program:

Begin Time(s) (Includes set-up):

End Time(s) (Includes clean-up):

Client/Organization/Business (Renter) Contact information:

Client (Renter) Address:

Client (Renter) Phone:

Client (Renter) E-mail:

Event/Program Onsite Contact Name:

Event/Program Onsite Contact Phone:

FLEXSPACE

Estimated Attendance: _____

Check one: _____ Public Event/Program _____ Private Event/Program

Check one: _____ One-time Event/Program _____ Recurring Event/Program

Check all applicable fees: (note Capacity Limits below) (2-hour minimum rental required)

_____ **\$80/hr.** RAC Member use (*minimum of 2 hours required)

_____ **\$95/hr.** Corporate, Commercial or Private use (*minimum of 2 hours required)

_____ x _____ **\$30/hr.** staff person on site (*2 hours required)

_____ **\$75** additional flat fee **ACCESS TO SCULPTURE GARDEN:**

Number of tables: ____ (RAC can provide up to 2 6ft white folding tables – renter provides tablecloths)

Number of chairs: ____ (RAC can provide a limited number of folding chairs – approximately 10-15)

Number of hours: _____ x hourly rate _____ + staff person onsite _____ = \$ _____ **TOTAL Amount Due**

50% deposit due upon booking to hold the date. Balance due one week prior to event date.

Return signed agreement to:

Executive Director, **RIVERSIDE ARTS CENTER, 32 East Quincy Street Riverside, IL 60546**

Make Checks Payable to Riverside Arts Center (RAC) Payment can also be accepted via Credit Card / Paypal

Include ½ total cost with signed agreement in deposit.

My signature below verifies that I have thoroughly read and understand the terms as outlined herein, and I accept the terms and conditions set forth in this agreement.

RIVERSIDE ART CENTER EVENT RENTAL AGREEMENT | GUIDELINES

CAPACITY LIMITS:

- Riverside Arts Center FREEARK GALLERY: maximum occupancy = 30 persons
- Riverside Arts Center Sculpture Garden: maximum occupancy = 40 Persons
- Riverside Arts Center FlexSpace: maximum occupancy = 25 persons

I. Description of space:

Indicate space(s) to be rented: _____

There is a restroom onsite. There are NO kitchen facilities.

CLIENT (Renter) must take full caution and responsibility for artwork in exhibitions during event/program and will be fully responsible for any damage incurred. This includes notifying persons at the event/program to be careful and respectful. Also, please note that if your event occurs between exhibitions, the gallery may be empty. Please discuss scheduling with Liz Chilsen, Executive Director, Riverside Arts Center (RAC).

II. Use of space:

A.

Client must identify an event contact to facilitate set-up, staffing needs and clean up of the event and to serve as main contact for the duration of the event/ program.

B.

Display: Client (Renter) may NOT DECORATE WALLS for the event/program, unless as otherwise agreed 1 week prior to date of event/program. Signage such as banners, posters, artwork or any other signs must be securely affixed to free-standing supports. Client may not make holes in the gallery walls for presentation of any work or information. Client signage may be presented on free-standing walls/partitions, easels, pedestals or tables.

C.

Smoking: Smoking and/or lighting of any substance is NOT permitted in the gallery.

D.

Food/Drinks: Client provides any and all refreshments and supplies—including cups, napkins, additional trash bags, etc. Client may bring in outside food for the event, but all food and garbage MUST BE DISPOSED OF BY THE END OF THE EVENT. This includes sweeping and wiping down tables. The space must be returned to the condition it was in upon arrival. Client may incur additional Cleaning Charge in the amount of \$200 if condition not met.

E.

Alcohol is ONLY permitted if complimentary; alcohol must not be sold within or around the Riverside Arts Center (RAC) premises. Client is responsible to ensure no minors are served alcohol. Note that NO hard liquor is allowed. Only wine and/or beer may be served.

F.

Public Events: The Client agrees to take full responsibility for all promotion of public event/program. Public event/programs are open to the general public unless indicated herein as a private event. Riverside Arts Center (RAC) assumes no responsibility for public event/program unless separately agreed to in writing.

G.

Liability: The Client (Renter) agrees to hold **RIVERSIDE ARTS CENTER (RAC)**, its board, employees, members, and volunteers free from any liability or claim for damages or suit for or by reason of any injuries to any person or property of any kind whatsoever, from any cause whatsoever, arising out of the use and occupation of the premises by the client (renter) renting party; and the client (renter) renting party hereby covenants and agrees to indemnify and save harmless the Riverside Arts Center (RAC) from all liability or damage on account of or by reason of any such injuries or damage.

H.

Riverside Arts Center (RAC) representative will be onsite during the renter's event/program. Renter is responsible for all set-up and clean-up. Riverside Arts Center (RAC) may be able to provide staff for an additional fee. Riverside Arts Center (RAC) representative will be on site during the event but is not catering or janitorial staff.

I.

Renter has access to restroom facility.

J.

Renter ensures fire exits remain free from obstruction.

III. Deposit: 50% deposit is necessary to secure Riverside Arts Center (RAC) facility use for client (renter)'s event/program. (25% of Riverside Arts Center (RAC) facility use for client (renter)'s use fee is non-refundable). Balance payable before date of event/program.

IV. Cancellation: Cancellation by the client releases Riverside Arts Center (RAC) from further obligation. In the event of cancellation by Riverside Arts Center (RAC), the full deposit shall be returned to the client (renter).

My signature verifies that I have thoroughly read and understand the terms as outlined herein, and I accept the terms and conditions set forth in this agreement.

Client signature _____

Print Name _____

Date _____

THANK YOU FOR YOUR SUPPORT OF RIVERSIDE ARTS CENTER (RAC)!