

CONTRACT RENTAL AGREEMENT/ RENTAL CONDITIONS

This contract for the rental of the Milton Art Center is made this day,

_____, by and between _____, hereafter referred to as the Renter, and _____, hereafter referred to as the Renter.

The Renter shall have access to and use of the venue from _____ o'clock on _____, to _____ o'clock on _____, for the purpose of hosting the Renter's _____ event.

The full rental fee for the use of the Milton Art Center shall be \$_____. **RENTAL CONDITIONS:**

1. The use of chairs and tables within the room are included in the rental fee. (3, 6ft tables, 8 plastic fold up tables, 100+ fold up chairs).
2. Renter is responsible for setup, cleaning and breakdown of their event. All floors must be swept and/or vacuumed after use of space. All surfaces in kitchen and gallery should be wiped clean. Must remove all personal items and leave the room in found condition to receive rental deposit back.
3. Renter may not move artwork. If approved, staff will move artwork.
4. No signs using tape can be placed on walls or surfaces.
5. No glitter, confetti, rice, petals, can be used upstairs or down. Only LED candles can be used, no flame.
6. Smoking inside the building is prohibited.
7. The Milton Art Center is not liable for the loss, theft or damage of the renter or guests' property while on the premises.
8. The Milton Art Center is not liable for any injuries sustained by the renter or renter's guests while on the premises.
9. The Renter will be liable for any physical damages to the building incurred

- during their rental. Some events may need an additional deposit as security.
10. Trash must be bagged and placed outside in a barrel. Recyclables must be placed in recycling container. Included in the rental fee will be the disposal of up to 2 bags of trash. More than 2 will be charged at \$10 a bag and taken out of security deposit.
 11. Events wishing to serve alcohol must use licensed caterer with alcohol insurance and show us the certificate.
 12. Events end at 10pm with some exceptions up to 10:30pm. The grounds, other than parking in the back yard, are not included in the rental. Parking in the backyard is at your own risk. The Milton Art Center is not responsible for loss or damage to vehicles that use the yard for parking.
 13. If event is cancelled 2 months ahead of time, the deposit will be refunded in full minus a \$50 administrative fee. If event is cancelled within 1 month of the event half the deposit fee and minus the \$50 administrative fee will be refunded. If event is cancelled within 7 days of the event 50% of the fee will be refunded. If event is cancelled within 1 day of the event all fees paid are nonrefundable.
 14. Any event cancelled by the Milton Art Center for bad weather or emergency will be refunded in full by the Milton Art Center.

Renter's Signature, date	Owner's Signature, date
Printed Name	Printed Name
Address	Address
City, State, Zip Code	City, State, Zip Code