

CONTRACT RENTAL AGREEMENT/ RENTAL CONDITIONS/Community Organizations

This contract for the rental of the Milton Art Center is made this day, _____, by and between _____, hereafter referred to as the Rentor, 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.

(For community organizations only)

The full value for the use of the Milton Art Center is \$_____.

The donation of the Milton Art Center space for your organization requires event signage to include the Milton Art Center logo and a social media post thanking the Milton Art Center.

RENTAL CONDITIONS:

1. The use of chairs and tables within the room are included in the rental fee. (10 6ft tables, 100+ chairs).
2. Renter is responsible for setup, cleaning and breakdown of their event. 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, surfaces, window and doors. Use an easel for your signage.
5. No glitter, confetti, rice, petals, and evergreen needles 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. A \$300 damage deposit is required and will be refunded back within 48 hours if no damage has occurred.
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 end at 10pm. 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.
12. A cleaning fee of \$150 is required for the rental.

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