

**RULES AND REGULATIONS GOVERNING RENTAL OF THE
CULTURAL ARTS CENTER
(Revised 03/23/09)**

1. In accordance with local government fire regulations, no more than 200 people may be in the Cultural Arts Center at any one time.
2. **SMOKING IS NOT PERMITTED IN THE HOUSE.** There are concrete containers on the front porch filled with sand for outside smoking.
3. Fires may not be lit in any fireplace at any time.
4. Unity candles may be used for weddings (no candelabra allowed), and votives (captured candles) are allowed if contained. These must be approved in advance by CAC staff. The floor must be protected under the unity candle.
5. No tape, nails, tacks, screws, staples, or other adhesives may be used on the walls, ceilings, moldings, door, window frames, or floors inside the house or on the porches.
6. No decorations may be hung from the light fixtures.
7. The piano may **NOT** be moved for any reason. Violation of this rule will mean the automatic withholding of the refund. Nothing can be placed on the piano, and all piano players must be approved in advance.
8. Foyer and dining room tables are not to be moved.
9. No rice or confetti may be thrown. Bird seed is permitted on the front porch and driveway only, but must be swept by Lessee after function is over. Bubbles are permitted outside.
10. All food must be brought in and taken out through the north porch entrance into the dining room.
11. Nothing may be placed on the dining room table without the pads.
12. **THE PRIMARY PURPOSE OF THE CULTURAL ARTS CENTER IS TO SERVE AS AN ART GALLERY, AND ALL ART WORK MUST REMAIN IN PLACE.**
13. All functions at the House must be over and the premises vacated by 12 midnight.
14. Furnishings and equipment in the House may only be used inside the House and may not be removed from the House.

15. All music with speaker units must stop at 11p.m. Speaker units set up outside should be kept at a reasonable sound level and comply with City ordinances.
16. Children must be supervised so as to protect the art works currently on display. Lessee is responsible for any damage to artwork.
17. At no time are the doors to the upstairs balcony allowed to be opened. This would violate Rule 16 re: moving artwork and represents a serious liability to the Lessee. Violation of this rule will result in complete revocation on the security deposit.
18. The House must be left in the condition in which it was rented. Tables and chairs must be returned to the storage area and properly stacked. Lights must be turned off, with the exception of the desk lamp and front porch lights, and the thermostat adjusted. All of the Lessee's personal property should be removed when the premises are vacated.
19. The Cultural Arts Center rents its facility only. The use of the Cultural Arts Center's linens, china, glassware, silverware, paper products, and any other house supplies are not provided to Lessees. The use of any of these items without permission is strictly forbidden and will result in the financial holding of the deposit.

A Copy of these Rules with co-signature of the Caterer must be returned two weeks prior to date of rental.

I understand that my damage/security deposit will not be refunded in the above rules and other items in this Agreement are violated.

LESEE

DATE

CATERER

DATE