

DATE: _____

FEE: _____ DATE PAID: _____

DEP: _____ DATE PAID: _____

CLEANING FEE PAID: _____

THE CULTURAL ARTS COUNCIL OF DOUGLASVILLE/DOUGLAS COUNTY, INC.
RENTAL AGREEMENT FOR THE ARTS CENTER
(Effective for all rental agreements signed after 3/8/07)

Organization/Individual _____ (“Lessee”)
Authorized Agent _____ Phone (w) _____ (h) _____
Address _____
Date of Rental _____ Number of Guests _____
Function _____
Time-From _____ To _____
Caterer’s Name _____
Address _____ Phone _____
Name of Contact after Function _____ Phone _____

The Cultural Arts Council of Douglasville/Douglas County, Inc. (“Lessor”) agrees to rent to Lessee and Lessee agrees to rent, pursuant to the terms and conditions set forth herein, the Arts Center located: 8652 Campbellton Street, Douglasville, Georgia 30134.

1. Rental Area: The area being rented under this agreement is the upstairs, downstairs, and porches, except for offices and gift shop which are locked.
2. Rental Hours: The house is being rented only for the times set (stated above). The times specified include both the time for the function and any preparation and clean-up time needed by the Lessee. NO FUNCTION SHALL EXTEND BEYOND 12:00 MIDNIGHT.
3. Rental Fee: The rental fee is \$ _____ and must be paid in full no later than one month before the rental date. A separate damage deposit of **\$250.00 (Two Hundred Fifty Dollars)** must be paid at the time this agreement is signed. A cleaning fee of **\$85.00** (representing 3 hours of cleaning time) is also due one month before the date of the rental. If additional time is needed to clean up after your rental, the additional amount will be deducted from your damage deposit. The rental fee, damage deposit, and cleaning fee may be paid with a single check or made in separate payments made payable to the CAC. The damage deposit shall be applied to any expense incurred by Lessor as a result of Lessee’s failure to abide by the terms of this Agreement or the Rules and Regulations. If Lessee complies with all terms, the damage deposit will be refunded.
4. Rental Key: The entrance door key shall be picked up and returned by Lessee at the time and place specified by Lessor. A fee of \$10.00 (Ten Dollars) per day will be charged if the key is not returned as specified.
5. Condition of House and Premises: The house will be rented to Lessee in clean condition, with all equipment and furnishings in good order, unless otherwise

- stated. Any tables, chairs, or any other furnishings of the House shall be left in the same place and condition as rented. If Lessee fails to do so, Lessor may withhold all or any part of the damage deposit as Lessor deems appropriate.
6. Services and Items Provided by Lessor: The House contains, for the use of Lessee, a fully operational kitchen, which includes: stove, refrigerator, microwave oven, ice maker, oven, and cooler. Paper towels, toilet paper, and basic cleaning supplies are also provided. The stove, oven, and microwave are solely to be used to warm foods which were prepared elsewhere.
 7. Permitted Use: Lessee may use and occupy the Cultural Arts Center for any lawful purpose; provided, however, said use or purpose is of a type not likely to result in damage to the House and its furnishings.
 8. Access to House: The Lessee agrees to provide access to the house at any time during the rental to a member of the CAC Board of Directors or Staff.
 9. Liability: In accepting the Cultural Arts Center facilities of Lessor under this Rental Agreement, Lessee does hereby assume all liability for any damage or injury to persons or property while on the premises of the Cultural Arts Center, and further agrees to hold harmless and indemnify Lessor, its Board and Members for any and all claims for such damage or injury occurring to the property or persons of the Lessee, inclusive of, but not limited to their guests or anyone attending the function for whatever reason. In addition, Lessee agrees to pay for any damage caused by the caterer or by any persons in attendance, and Lessee further agrees to abide by all laws and ordinances, and to hold Lessor harmless in this regard. The agent signing this Agreement for Lessee is authorized by his organization (or other) to execute this Agreement on behalf of same.
 10. Cancellations: The Lessee will receive a refund of fees, less a \$50 administrative fee, for rentals canceled 90 (Ninety) days in advance. Lessee will receive a 50% (Fifty Percent) refund for rentals canceled at least 30 (Thirty) days in advance. No refund will be made if a rental is canceled less than 30 (Thirty) days prior to rental date.
 11. Rules and Regulations: In addition to the foregoing, Lessee agrees to abide by the attached list of Rules and Regulations, a copy of which to be signed by the Lessee and the Caterer.
 12. The Cultural Arts Council is not responsible for any items left by the Lessee, Caterer, or guests. For your convenience, however, the Center keeps a Lost and Found box and will hold items for 30 days following the function, after which they will be discarded.
 13. Recommendations regarding caterers will be provided upon request. Lessor does not endorse private businesses.

LESSEE (TENANT):

By: _____
Authorized Agent

Date: _____

LESSOR (LANDLORD):

The Cultural Arts Council of Douglasville/
Douglas County, Inc.

By: _____

Date: _____