



**LOUISA ARTS CENTER  
RENTAL CONTRACT**

This Rental Agreement is made on \_\_\_\_\_ between the Lessee, \_\_\_\_\_  
\_\_\_\_\_ and The Louisa Arts Center (“the Center”).

The Lessee agrees to pay a total Rental Fee of \_\_\_\_\_ for lease of these facilities:  
Please list all facilities required or attach Rental Facilities Request Form: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date of the event: \_\_\_\_\_

**This payment includes use only of the facilities listed above or attached. The Lessee understands that the contract time is a block time that includes time to setup for the event, conduct the event, breakdown after the event, restore the Center to the condition it was prior to setup, and vacate the building and grounds. Fee includes setup and breakdown of tables and chairs, trash removal, and post-event cleaning of the rental space. If contracted by Lessee, technical engineer(s) for sound, lighting and video setup, event run, and breakdown is included.**

A Reservation Deposit of \$\_\_\_\_\_ is required to hold the space on the scheduled date and time, and must be submitted with the signed contract. The balance of the rental fee must be paid one month prior to the event. The reservation deposit will be applied to the total rental cost and is **not** refundable.

A Security Deposit of \$\_\_\_\_\_ for the Center rooms and \_\_\_\_\_ for the Center theatre is required to hold the space(s) above and will be returned to the Lessee three - five weeks after the event when it is confirmed that the following conditions have been met by the Lessee.

- The Lessee is responsible for the total cost of any damage to the building or equipment.
- **NO SMOKING** in the building. Smokers outside must dispose of litter safely.
- The Lessee is responsible for returning the property to the condition in which they found it.
- Spills should be damp mopped. All center items, to include but not limited to: tables, theatre stationary seats, portable chairs, sound equipment, lighting equipment, the piano and bench, dressing room and green room equipment must be protected from damage.
- The Lessee will be charged for any disorder in the bathroom exceeding normal use.
- Trash in all rented areas must be collected, tied securely and deposited in trashcans inside the kitchen door and can lids secured.
- **NO FOOD OR BEVERAGES** are permitted in the theatre. Staff will strictly monitor this.

- Use of the Center's equipment without permission from the Director is prohibited.
- Removal of the Center's equipment is prohibited.
- Removal of the artwork from its exhibit area in the Purcell Gallery and Center lobby is prohibited.
- **NO taping, stapling, nailing, tacking, or hanging of anything on the walls** anywhere in the Center. The decorating plan is to be provided in advance of the event setup.
- Candles are prohibited in the gallery, lobby and theater.
- **ONLY Engineers approved by the Director can run the video, sound or lighting.** Food and beverages are not permitted near the equipment.

### **ABC RULES**

Wine, beer and mixed drinks can be served.

The Louisa Arts Center has to provide an ABC manager for all events where alcohol is served.

The renter needs to supply the Center with a list of all alcohol they bring in for their event, how much is used, not used, and all remaining alcohol must be removed from the premises when the event is over.

The renter supplies all necessary items for the serving of alcohol.

Alcohol can be served only in the interior space, not the patio or doorways.

Food and beverage are not allowed in our Theater.

- **A Center ABC Manager must be on-duty if alcoholic beverages are being served.** The manager will monitor the event, including requesting ID of individuals for proof of meeting the legal age for drinking. In the event that a function is held at the Center and it is discovered that persons under the legal age are consuming alcohol, a representative of the Center has the authority to close down the function immediately. The Center reserves the right to ask disorderly guests to leave, and if the behavior persists, the police may be called.
- **No open flames or smoking are allowed inside the Center.** Votive candles or hurricane lamps with candles can be used carefully on tables. The caterer may use sterno to heat food.
- **The Caterer should be licensed in handling food.** The Center's kitchen is licensed as a catering kitchen, not for full cooking on the premises. Food for this event must be disposed of and cleared from the premises. **The Lessee understands and agrees that the Louisa Arts Center and the Louisa Downtown Development Corporation are not to be held responsible or accountable for: the condition of any food or beverages prepared for the said event that are brought on or taken off the premises; nor for the welfare of anyone who consumes said food or drink. The Louisa Arts Center and the Louisa Downtown Development Corporation and staff are waived of any damages occurring to anyone who caterers an event at the Louisa Arts Center, all event attendees who consume food or drink while at the Louisa Arts Center, or who choose to remove food or drink from the Louisa Arts Center for consumption.**
- The Lessee must notify the Center's Director two weeks prior to the event if there will be a need for the handicapped ramp to be available for access from the audience seating area to the stage.

