

Facility Rental Regulations

1. Confirmation of rental date requires a signed and dated contract. A non-refundable down payment equal to ¼ of rental fees and a refundable damage deposit of \$600.00 is also due. _____
(Lessee Initials)
2. The damage deposit is refundable provided that no material damages were incurred as a result of rental and that no charges for extra cleaning and or space usage were assessed. _____
(Lessee Initials)
3. Lessee must remit full payment 30 days prior to the rental date/cancellation policy! _____
(Lessee Initials)
4. **Lessee is responsible for any additional charges incurred by exceeding specified exit times. Additional hourly rental, security, cleaning, and or damage fees will be assessed.** _____
(Lessee Initials)
5. Lessee shall not assign lease, sublet or grant any concession or license to use premises without CityArts approval. _____
(Lessee Initials)
6. The City retains the right to enter the premises at any time, and to enforce all necessary and proper rules for the operations of the premises. Failure to cooperate could result in forfeiture of deposit. _____
(Lessee Initials)
7. **CityArts may terminate an event with no refund of rental price if conditions of lease are not adhered to or if lessee or guests are conducting illegal or unsafe activities.** _____
(Lessee Initials)
8. **City ordinances will be observed.** Lessee shall be responsible for any fines, penalties or other damages incurred due to negligence or violence of lessee or lessee’s guests. _____
(Lessee Initials)
9. The lessee indemnifies lessor from **any and all claims** arising directly from lessee’s utilization of above-designated premises. _____
(Lessee Initials)
10. CityArts / City of Wichita will not be responsible for damages or injury resulting from the conduct of employees or guests of the lessee, whether negligent of otherwise. _____
(Lessee Initials)
11. CityArts is a non-smoking facility. _____
(Lessee Initials)
12. All set up must follow the ADA and the Fire Code requirements. _____
(Lessee Initials)
13. All set up must retain a minimum or **five (5) foot radius** from all freestanding artwork and a **five (5) foot radius** perimeter from any wall. _____
(Lessee Initials)
14. Items in the facility are on permanent display. **No artwork and/or displays will be moved or relocated** to accommodate additional activities taking place within the facility. _____
(Lessee Initials)
15. Clean up is the responsibility of the Lessee and consist of **removing all items** brought into the facility including trash, decorations and rented equipment. Rental equipment must be scheduled for removal following event. Any items not removed from the premises will be considered abandoned property. _____
(Lessee Initials)

16. **Attachments to walls are strictly prohibited!** Banners may be hung from ceiling with prior approval and permission. CityArts reserves the right to deny this access pending review of materials to be installed unless prior assessments are approved.

(Lessee Initials)

17. Decorations must not deface any part of the facility and must be removed upon termination of the event. CityArts / City of Wichita shall not be held responsible for property brought to or left on the premises prior to, during or after the event. Any items not removed immediately after an event will be considered abandoned property.

(Lessee Initials)

18. No rice, birdseed, crepe paper, glitter, confetti or tape of any kind may be thrown or used in CityArts or on the grounds.

(Lessee Initials)

19. For the safety of your guests, candles are **only** permitted if used with a pre-approved candle holder. Holder must be tall enough to cover flame by 2" i.e.: hurricane lamp.

(Lessee Initials)

20. Amplified instruments must be approved by CityArts and are not permitted outside of CityArts.

(Lessee Initials)

21. If alcohol is sold, lessee or liquor agent must provide a copy of proof holding all required licenses and permits to sell alcoholic beverages and comply with any and all federal, state and local statutes and regulations. **(Attach to contract)**

(Lessee Initials)

22. CityArts / City of Wichita will not be responsible for loss of property. **(At any time)**

(Lessee Initials)

23. **CityArts / City of Wichita shall not be held responsible for damages or injury caused by action of natural elements.**

(Lessee Initials)

I acknowledge that I have read and fully understand these regulations and accept them on behalf of the following organization. Failure to comply with any regulations may result in forfeiture of deposit and or additional fees.

Lessee Signature

Date

REQUESTED LESSEE INFORMATION:

Group Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (W/H) _____ (C/F) _____

E-mail: _____

REQUESTED EVENT INFORMATION:

Event Date: _____ Type of Event: _____

Attendance Number: _____

Event Location: ___ Gallery ___ Boardroom ___ #102 ___ #103 ___ #201 ___ # _____

Rental Hours: _____ am / pm – _____ am / pm

Equipment Use Requested: _____ Tables (4ft rounds) _____ P.A. System

_____ Tables (8ft) _____ Microphone

_____ Chairs (6 at each round table) _____ Podium

_____ Standard

Caterer: _____ Alcohol Vendor: _____

Caterer Phone #: _____ Alcohol Vendor Phone #: _____