



FACILITY RENTAL AGREEMENT

Client Name: _____ Date of Rental: _____

Primary Phone: _____ Email: _____

Client point of contact (if different from above): _____

Fee Schedule: (check one)

Arts Partners Meetings (no charge)

Members - \$15/hr.

Non-members - \$30/hr.

Other arrangements have been made. Describe: _____

Start time including set-up: _____ am/pm End time including clean up: _____ am/pm

Total rental hours: _____ Total charge: \$ _____ Deposit due: \$25

Description of use: _____

Type of event: _____ Estimated # attending: _____

Public Private One-time event Recurring event/program

TERMS OF AGREEMENT

OUR MISSION: The Corrales Arts Center (CAC) offers and nurtures arts and cultural opportunities that unite our diverse community through the experience and support of all arts.

TERMS:

- I. **Description of Facility:** The Corrales Arts Center is a multi-use space for meetings, events, and a visual arts gallery. It contains 500 square feet of open space, comfortably seating about 30 people. It also contains a small kitchen with sink and microwave, access to two bathrooms, and wifi. Clients and their guests must take full caution for the artwork displayed during its current exhibition. Clients assume responsibility for compensating CAC for any damages incurred to the facilities and/or artwork on display during the agreement period. **Please notify persons at the event/program to be careful and respectful.**

II. Use of space;

- a. **Promotion.** Client agrees to assume responsibility for all event promotion. CAC will promote the event through its website and Facebook page with adequate information and lead time from the client about the event. CAC reserves the right to not post events due to lack of time, information, or staffing to perform the service. There is also space in a rack card holder to place flyers about the event. Events are considered open to the public unless specified as a private event.
- b. **Primary point of contact.** Client must identify a primary contact person to facilitate set-up, staffing needs, and clean up after the event, and to serve as a primary point of contact for the duration of the event.
- c. **Decorating.** Client is prohibited from decorating the walls for the event. Banners, posters, artwork, or any other signs must be placed on free-standing supports such as easels, pedestals, or tables. Client is also prohibited from making hole in the walls for presentation of any work or information.
- d. **Smoking.** Smoking and/or lighting of any substance (including candles) is prohibited anywhere in the facility.
- e. **Food/Drinks:** Client may provide refreshments and supplies – including cups, napkins, additional trash bags, unless otherwise arranged. Client may bring in outside food for the event, **but all food and garbage must be removed by the end of the event.** Tables should be wiped down, and floors cleaned of any spills. The gallery must be returned to its original condition after the event.
- f. **Alcohol service.** Alcohol is allowed solely within the jurisdiction of the liquor license provided by Las Ristras Restaurant. Please contact the restaurant directly at 505.433.4192 to plan for alcohol service. Please honor this service with an adequate tip for the server.
- g. **Open/Close building.** A CAC representative will open and close the facility for the event and will be on site during the client's event unless other arrangements have been made.
- h. **Equipment.** CAC provides basic equipment including limited tables and chairs, and the use of a small kitchen.
- i. **Bathrooms.** Client has access to two bathrooms.
- j. **Occupancy maximum.** Client ensures the total number of attendees does not exceed thirty (30) individuals (unless other arrangements have been made) as determined by the Corrales Fire Marshal, and to ensure the fire exit (the main two doors of the facility) remain free from obstruction. A fire extinguisher is in plain view near the front door and is to be used in the event of a fire.
- k. **Set up/take down times.** Client agrees to include adequate time for setting up their event. Client is responsible for all preparation and placement of equipment, signage, etc. Client also agrees to include adequate time for taking down their event. Client is responsible for taking down and removing all equipment, signage, etc. CAC is not expected to participate in the event set up or take down.
- l. **Liability.** The Client agrees to hold the building owner – D.R.M. LLC, a New Mexico Limited Liability Company; the Corrales Arts Center; and its employees or representatives free from any liability or claim for damages or suit for or by reason of any injuries to any person or property of any kind whatsoever, from any cause whatsoever, arising out of the use and occupation of the premises by the renting party; and the renting party hereby covenants and agrees to indemnify

and save harmless the Corrales Arts Center from all liability or damage on account of or by reason of any such injuries or damage.

- III. **Deposit:** A \$25 deposit is required to secure the facility space due and payable before the date of the event.
- IV. **Maintenance:** The facility must be returned to the condition it was upon arrival. The CAC may assess the client an additional \$85 cleaning fee if the facility is not returned to its original condition.
- V. **Cancellation:** If the Client cancels the event, the deposit is forfeited. If the CAC cancels the event, the deposit will be returned to the client.

Please return signed agreement and payment to the Corrales Arts Center representative.

My signature verifies that I have thoroughly read and understand the terms as outlined, and I accept the terms and conditions set for in this agreement.

Client Signature: _____ Date: _____

CAC Signature: _____ Date: _____

CAC Responsible Committee:	_____ Education	_____ Event	_____ Other
CAC rep to open/close facility: (Name)_____		(Phone) _____	
Time Open: _____ am/pm		Time Close: _____ am/pm	
Total Due: \$_____	Deposit Due: \$25	Date rec'd: _____	Check # or cash: _____
Remaining due: \$_____	Date rec'd: _____	Check # or cash: _____	
Date cleaning fee rec'd (if needed): _____			