

CREATIVE *Arts* CENTER

23220 Maple Valley Highway SE, Suite 15 • Maple Valley, WA 98038

(425) 432-0810 • www.maplevalleyarts.com • mvcac@comcast.net

Rental Agreement

of the

MAPLE VALLEY *CrEaTivE Arts CouNcil*

Creating Community Through the Arts

In keeping with the mission statement and by laws of the Maple Valley Creative Arts Council (MVCAC), the CREATIVE ARTS CENTER (CAC) is designed to be used by community members for the promotion and appreciation of the arts: visual, musical, dance, film and literary.

This Agreement between the MVCAC and _____ determines the conditions and requirements for rental of the CAC. All persons or groups (herein referred to as Client) are required to read and sign the Agreement. These requirements apply to activities not sponsored by MVCAC. Long-term or Non-Profit rentals will be separately negotiated by the MVCAC executive board. All rentals must be consistent with the lease agreement between the MVCAC and Wilderness Business Park.

CAC use is prohibited for the following activities:

1. Political or Religious activity (Wedding ceremonies are an exception)
2. Any illegal activity that violates city, county or state law
3. Any activity that presents a danger to persons and/or property

Client Responsibilities:

1. The Rental Agreement must be signed by a responsible party over the age of 21. Adult chaperones must be present for any youth (under 21) at an event.
2. The Client accepts any and all responsibilities and liability for the use and damage of the CAC during the rental period. The CAC must not be left unattended by a responsible adult at any time during the rental period.
3. The Client will be responsible for deactivating the security system upon entry to the CAC and activating the security system before vacating the CAC.
4. Client will shut off the A/C or heating system before vacating the CAC.
5. The Client accepts all responsibility and liability for the conduct of participants and spectators associated with the event. (See Hold Harmless clause)
6. Other duties as may be designated by MVCAC.

If alcohol will be served at the Client's event:

1. Client must comply with the Rules & Regulations of the Washington State Liquor Control Board.
2. Client must supply a Banquet or Special Use Permit *prior* to the event.
3. If requested, Client will provide a Certificate of Insurance which includes MVCAC and Wilderness Business Park as an additional insured *prior* to the event.
4. Client is responsible for obtaining all permits required by the City of Maple Valley.
5. Alcoholic beverages must not be served to anyone under the age of 21.

Scheduled Rental period:

1. Client is responsible for room set-up, clean-up and restoration of the CAC to its pre-event condition. If not completed satisfactorily, Client will be invoiced at a rate of \$60 per hour for time needed for proper clean up.
2. Scheduled lease period includes the set-up and clean-up period.
3. Client will vacate the CAC by the scheduled end time or be invoiced at a rate of \$60 per hour.
4. Any damage to the CAC during the event is the sole responsibility of the Client and will be invoiced accordingly.
5. Client will remove all garbage from the premises at the end of the rental period.
6. No more than 80 persons will be allowed to attend an event at the CAC at any one time.
7. No nails, tape or tacks will be allowed in or on the walls.
8. Smoking is not allowed on the premises.
9. Parking during the 8 AM - 5 PM business day is limited to the parking lot south of building 3, or at the east end of the Schucks building.

10. Client is not entitled to the use of CAC's office (computer, copier, telephone & supplies) without express permission of MVCAC.
11. Client will provide proper supervision of the CAC and safeguard against theft or damage to all contents.
12. If Client is issued a CAC key, Client may not duplicate it or share it with others without notice to MVCAC.
13. All renters will regulate noise levels in consideration of neighboring businesses.

CAC Equipment and Furniture:

1. Client may use 80 folding Chairs and 14 folding Tables, 20 Easels, 6 Music Stands and Stage, Basic Audio.
2. Telephone may be used for local calls only. Client will be responsible for all charges if violated.
3. Equipment rental, flat fee for 1-4 hours:
 Digital piano, Gallery lights, Direct TV, DVD - see rental information (ATTACHMENT A) for fees
4. Full Tech Package, flat fee for 1-4 hours:
 The above, plus, Projector, Screen, Sound Board, Stage Lights, Tech Support-see rental information for fees
5. Refrigerator, Microwave and Coffee maker may only be used with express permission of CAC.
6. Clients may rent lockers for \$15 per month, 3 month minimum.

Rental Fee Schedule:

SHORT TERM -

1. The rental fee and any additional charges associated with the event will be paid in full two weeks prior.
2. If the event is canceled at least two weeks prior to the event, one half the security deposit will be refunded.
3. Rental fee will be refunded up to the day of the event, in case of cancellation.
4. If no damage occurred and if the CAC was left in acceptable condition, the security deposit will be refunded.
5. If damage occurred that requires repairs and if the repairs are in excess of the security deposit, the Client will be invoiced for the balance and is due 30 days after the event.*

LONG TERM -

1. Rentals of one-month or more require rental payments one-month in advance.
2. Notice of cancellation of the rental agreement will be 4 weeks in advance. Forfeiture of rental payment will result without proper notice to MVCAC.
3. Client will be responsible for all damage or theft during use of the CAC. Client will be invoiced for repairs or thefts. If damage occurred that requires repairs and is in excess of the security deposit, the Client will be invoiced for the balance and is due immediately.*

NON-PROFITS AND ARTIST WORKSHOPS may negotiate rentals with the MVCAC Board.

MVCAC MEMBERS, with attendance at 3 meetings per year and 10 volunteer hours will be allowed 2 free hours of main floor or studio use. Damage deposit will be waived.

GENERAL RENTAL INFORMATION -

1. Security deposits are due when the events are scheduled and the rental agreement is signed.

*Fees will be determined from bids from professionals.

Hold Harmless and Indemnification:

The Client hereby releases and shall hold harmless and indemnify the Maple Valley Creative Arts Council inclusive of: members, officers, management, affiliates and related entities thereof for all claims, attorneys fees, and other costs or liabilities incurred by or asserted against any of the foregoing as a result of use of the Creative Arts Center. The MVCAC will not be held responsible for any loss or damage to any personal property of any kind.

Client	Date of Event	LT Term of Rental
Address	Date Rental Agreement Signed	
City / State / Zip code	Security Deposit Due	LT Day(s) of the Weekly/Monthly Rental
Email	Times of Event	LT Hours of Rental
Phone	Equipment Fee or Full Tech Package	
Maple Valley Creative Arts Council - Designee	Total Event Rental	LT Total Rental per Month