



# ARIEL-ANN CARSON DATER PERFORMING ARTS CENTER WEDDING 2<sup>ND</sup> AND 3<sup>RD</sup> FLOOR RENTAL PACKAGE 8+2 HOUR RENTAL CONTRACT

PERFORMING ARTS CENTRE DAY-OF \_\_\_\_\_, 201\_\_ AT TIME \_\_\_\_\_ UNTIL \_\_\_\_\_ (TOTAL 8 HOURS)

RENTAL TIME STARTS WHEN ACCESS IS GRANTED - INCLUDES SETUP, EVENT, CLEANUP

REHEARSAL \_\_\_\_\_, 201\_\_ AT TIME \_\_\_\_\_ UNTIL \_\_\_\_\_ (TOTAL 2 HOURS)

REHEARSAL, IF APPLICABLE, SHALL BE HELD THE DAY OF OR DAY PRIOR TO WEDDING

ADDITIONAL TIME REQUIRED - DATE: \_\_\_\_\_ AT TIME \_\_\_\_\_ UNTIL \_\_\_\_\_

ADDITIONAL HOURS TO BE BILLED AT  \$120 OR  \$155 PER HOUR

## RENTER INFORMATION – PLEASE PRINT:

RENTER'S NAME

TELEPHONE (WHERE MOST LIKELY TO BE CONTACTED)

ADDRESS

EMAIL ADDRESS

CITY, STATE, ZIP CODE

ADDITIONAL CONTACT PERSON

BRIDE'S NAME (IF APPLICABLE)

GROOM'S NAME (IF APPLICABLE)

This Rental Agreement is made and effective this (month) \_\_\_\_\_ (date) \_\_\_\_\_ of 201\_\_, by and between the Ariel-Ann Carson Dater Performing Arts Centre, hereinafter referred to as "Owner" and the above named Renter.

- Alcohol **WILL NOT** be served - See Page 2 for Package Details
  - Alcohol **WILL** be served - See Pages 4 and 5 for Package Details
  - Max. 100 Occupancy. Estimated number of guests including bridal party: \_\_\_\_\_
  - Renter will coordinate all access by Renter's consultants, representatives, caterers, and/or contractors AND accept all charges incurred should any require additional access.
  - Renter will assure all consultants, representatives, caterers, contractors and/or other involved parties to the event are made aware of the guidelines and rules set forth in this Contract.
  - Renter will confirm rental Start Time and End Time at least 14 days prior to rental. Rental Term includes event setup, event, event cleanup including removal of trash, sweeping, etc.:
- Rehearsal: Start \_\_\_\_\_ End \_\_\_\_\_ (2 hours included in rental, additional hours billed rate shown.)
- Wedding day: Start \_\_\_\_\_ End \_\_\_\_\_ (8 hours included in rental, additional hours billed at rate shown.)
- Renter will cleanup at end of event - OR -  Renter requests Owner to cleanup (\$40/hr)
  - Renter shall pay a Security Deposit in the amount of \$500.00 upon execution of this Contract.
  - Renter shall pay a Rental Hold Date Deposit in the amount of \$750.00 upon execution of this Contract which will be applied toward the Rental fees. The balance of Rental is due 14 days prior to rental. - See Page 7 for refund policy.
  - Renter understands the Ariel is a public facility where other business functions and/or lessons may take place in other areas of venue during Rental period.

Office use only:

No Alcohol-2 reps  Alcohol-3 reps: Rep Names \_\_\_\_\_

Total chairs: \_\_\_\_\_ Total round tables: \_\_\_\_\_ Total rectangular tables: \_\_\_\_\_

Alcohol- Insurance Received Y N ; Server Certification Received Y N – Names: \_\_\_\_\_

Estimate attached

Pre-rental invoice complete

Post rental additional: \_\_\_\_\_ hours; \_\_\_\_\_ chairs; \_\_\_\_\_ tables; \_\_\_\_\_ cleanup @ \$40/hr

Post-rental invoice complete



ARIEL-ANN CARSON DATER PERFORMING ARTS CENTER  
8+2 HOUR WEDDING RENTAL CONTRACT

Renter Name \_\_\_\_\_ Rental Date: \_\_\_\_\_

**2nd & 3rd Floor Wedding Package - NO ALCOHOL**

**Alcohol WILL NOT be served.**

Renter and/or Renter's representative(s), such as party-planners, caterers, etc. will not bring alcoholic beverages onto Owner's property.

*Signature confirms that NO alcohol will be brought onto the premises during term of rental:*

SIGN HERE: \_\_\_\_\_ DATE: \_\_\_\_\_

**UP TO 100 GUEST PACKAGE NO ALCOHOL ..... \$1,500.00**

- 2-hour access the day of or day prior to the ceremony for wedding rehearsal
- 8-hour access the day of ceremony.
- Two (2) Owner's Representative on-site
- Includes 3<sup>rd</sup> Floor Chamber Theatre and Board Room for ceremony and 2<sup>nd</sup> Floor Banquet Hall with Serving Kitchen, Parlors, and Ballroom for the reception.
- Up to 100 Chairs in Chamber Theatre ----- Qty needed: \_\_\_\_\_ included
- Up to 100 Chairs in Banquet Hall ----- Qty needed: \_\_\_\_\_ included
- Up to 12 Round 60" tables ----- Qty needed: \_\_\_\_\_ included
- Additional Hours ----- Qty needed: \_\_\_\_\_ X \$120.00 = \$ \_\_\_\_\_
- Additional Chairs ----- Qty needed: \_\_\_\_\_ X \$ 2.75 = \$ \_\_\_\_\_
- Additional Tables (6' rectangular) ----- Qty needed: \_\_\_\_\_ X \$12.00 = \$ \_\_\_\_\_
- Brass Wedding Arch with two 7-branch candelabras ----- \$190.00 = \$ \_\_\_\_\_  
*Only LED candles may be used with candelabras.*
- Grand Piano usage (Chamber Theatre) ----- \$ 85.00 = \$ \_\_\_\_\_
- Upright Piano usage (Ballroom) ----- \$ 45.00 = \$ \_\_\_\_\_
- Piano Tuning if desired (each) ----- \$ 115.00 = \$ \_\_\_\_\_
- Podium usage: To be placed in (circle) Chamber Theatre or Banquet Hall --- \$ 50.00 = \$ \_\_\_\_\_
- Marquee sign on day of rental (side determined by Ariel) ----- \$ 75.00 = \$ \_\_\_\_\_  
*Complete marquee form on last page of contract.*

**SUBTOTAL OF OPTIONAL ITEMS ABOVE ..... \$ \_\_\_\_\_**

**PACKAGE PRICE ..... PLUS + \$ 1,500.00**

**ESTIMATED TOTAL OF RENTAL ..... = \$ \_\_\_\_\_**

**HOLD-DATE RENTAL DEPOSIT (MINIMUM \$750.00) ..... MINUS - \$ \_\_\_\_\_**

**ESTIMATED BALANCE DUE 14-DAYS PRIOR TO RENTAL ..... = \$ \_\_\_\_\_**

***PLEASE ENTER THE ABOVE TOTALS ON PAGE 8 OF THIS AGREEMENT***

**SECURITY DEPOSIT DUE 14-DAYS PRIOR TO RENTAL ..... \$ 500.00**

**>>CONTINUE TO PAGE 5<<**



ARIEL-ANN CARSON DATER PERFORMING ARTS CENTER  
8+2 HOUR WEDDING RENTAL CONTRACT

Renter Name \_\_\_\_\_ Rental Date: \_\_\_\_\_

**2nd & 3rd Floor Wedding Package - ALCOHOL USAGE**

**Alcohol WILL be served. INITIAL EACH LINE BELOW:**

1. \_\_\_\_\_ **Cash bar is not permitted.**
2. \_\_\_\_\_ **No kegs permitted.**
3. \_\_\_\_\_ **The Ariel requires Renter's to provide Proof of Host Liquor Liability Insurance. Proof must be submitted to Owner 30 days prior to rental date.** All costs for insurance shall be borne solely by the Renter. Renter will add the Ariel-Ann Carson Dater Performing Arts Centre as additional insured. Limits of Liability shall be no less than \$1,000,000.00 per occurrence.
4. \_\_\_\_\_ **All servers of alcohol must be certified by the State of Ohio. Certification shall be presented to Owner at least 7 days prior to bringing alcohol onto premises.**
5. \_\_\_\_\_ **Alcohol will not be brought onto the premises until Proof of Host Liquor Liability Insurance and Server Certification has been provided to the Ariel.**
6. \_\_\_\_\_ **Alcohol will not be left in building unattended or left overnight.** Renter must assure all alcohol containers are observed by their appointed server at all times.
7. \_\_\_\_\_ **Renter understands the Ariel is a public facility where other business functions and/or lessons may take place in other areas of venue during Rental period. Renter will assure alcohol containers are monitored at all times while those containers are on Owner's property.**
8. \_\_\_\_\_ **All alcohol containers (empty and/or full) must be removed from building upon end of Rental Term. Failure to remove all containers at the end of the Rental Term will result in loss of Security Deposit.**
9. \_\_\_\_\_ **All alcoholic beverages MUST remain on 2nd Floor ONLY. Alcohol drinks cannot be carried to any other area(s) or outside of the facility. Guests who do not adhere to this rule will be escorted from the premises.**
10. \_\_\_\_\_ **Ariel Board of Directors, Employees, Owner's Representatives, Agents, and/or Contractors shall be held harmless for any and all claims which may arise in regard to Renter's service and/or use of alcohol by Renter, Renter's guests, representatives, agents, contractors and others who serve and/or consume alcohol during the term of this Contract.**
11. \_\_\_\_\_ **Renter's are responsible for their Guest's consumption and use of alcohol.**
12. \_\_\_\_\_ **Renter will follow all Federal, State, and Local laws, ordnances, and directives of the State of Ohio, County of Gallia, and City of Gallipolis in regard to all purchase, service and consumption of alcohol.**

**Failure to follow all items above shall result in the loss of Security Deposit.**

*Signature confirms acceptance of all terms and conditions for alcohol use on premises:*

SIGN HERE: \_\_\_\_\_ DATE: \_\_\_\_\_

**>>CONTINUE TO PAGE 4<<**



**ARIEL-ANN CARSON DATER PERFORMING ARTS CENTER  
8+2 HOUR WEDDING RENTAL CONTRACT**

Renter Name \_\_\_\_\_ Rental Date: \_\_\_\_\_

**UP TO 100 GUEST PACKAGE ALCOHOL USAGE..... \$1,780.00**

- 2-hour access the day of or day prior to the ceremony for wedding rehearsal.
- 8-hour access the day of ceremony.
- Two (2) Owner's Representatives on-site for 2-hour Rehearsal date.
- Three (3) Owner's Representatives on-site for 8-hour Wedding date.
- Includes 3<sup>rd</sup> Floor Chamber Theatre and Board Room for ceremony and 2<sup>nd</sup> Floor Banquet Hall with Serving Kitchen, Parlors, and Ballroom for the reception.
- Up to 100 Chairs in Chamber Theatre ----- Qty needed: \_\_\_\_\_ included
- Up to 100 Chairs in Banquet Hall ----- Qty needed: \_\_\_\_\_ included
- Up to 12 Round 60" tables ----- Qty needed: \_\_\_\_\_ included
- Additional Hours ----- Qty needed: \_\_\_\_\_ X \$155.00 = \$ \_\_\_\_\_
- Additional Chairs ----- Qty needed: \_\_\_\_\_ X \$ 2.75 = \$ \_\_\_\_\_
- Additional Tables (6' rectangular)----- Qty needed: \_\_\_\_\_ X \$12.00 = \$ \_\_\_\_\_
- Brass Wedding Arch with two 7-branch candelabras ----- \$190.00 = \$ \_\_\_\_\_  
*Only LED candles may be used with candelabras.*
- Grand Piano usage (Chamber Theatre)----- \$ 85.00 = \$ \_\_\_\_\_
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- Podium usage: To be placed (circle) Chamber Theatre or Banquet Hall ----- \$ 50.00 = \$ \_\_\_\_\_
- Marquee sign on day of rental (side determined by Ariel)----- \$ 75.00 = \$ \_\_\_\_\_  
*Complete marquee form on last page of contract.*

**SUBTOTAL OF OPTIONAL ITEMS ABOVE ..... \$ \_\_\_\_\_**

**PACKAGE PRICE ..... PLUS + \$ 1,780.00**

**ESTIMATED TOTAL OF RENTAL ..... = \$ \_\_\_\_\_**

**HOLD-DATE RENTAL DEPOSIT (MINIMUM \$750.00) ..... MINUS - \$ \_\_\_\_\_**

**ESTIMATED BALANCE DUE 14-DAYS PRIOR TO RENTAL ..... = \$ \_\_\_\_\_**

***PLEASE ENTER THE ABOVE TOTALS ON PAGE 8 OF THIS AGREEMENT***

**SECURITY DEPOSIT DUE 14-DAYS PRIOR TO RENTAL ..... \$ 500.00**

**>>CONTINUE TO PAGE 5<<**



ARIEL-ANN CARSON DATER PERFORMING ARTS CENTER  
8+2 HOUR WEDDING RENTAL CONTRACT

Renter Name \_\_\_\_\_ Rental Date: \_\_\_\_\_

**RENTER SHALL DISTRIBUTE A COPY OF THIS PAGE TO ALL CONTRACTORS, PLANNERS, FLORISTS, AND/OR OTHERS INVOLVED IN THE EVENT.**

**PREMISES:**

The Owner hereby rents to the Renter and Renter accepts in its present condition the facilities and/or equipment, as indicated on in this Agreement, at the following address *426 Second Avenue, Gallipolis, Ohio 45631*, and **Renter understands that rental may not be the only event in the building or theatre occurring at the same time.**

**USE OF PREMISES, ALTERATIONS AND FURNISHINGS:**

1. The room or rooms shall be used by the Renter exclusively.
2. Renter shall comply with all the fire, health and sanitary laws, ordinances, rules, and orders of appropriate governmental authorities, with respect to the Owner.
3. **No candles or open flames and no fog machines are permitted on premises.**
4. **No wall hangings or decorations may be applied to walls, doors, or windows.** Free-standing screens may be brought in for decoration.
5. **No flammable materials are allowed on premises**, such as straw or hay bales, large quantities of grape vines or other such materials. Renter shall not have on or around the Owner's facility, anything that is dangerous, flammable, explosive or has explosive characteristics that might increase the danger of fire in or around the Room or Rooms, or that might be considered hazardous.
6. **Smoking is not permitted inside the building or on any fire escape landing, or on any rooftop.**
7. **Pathways to emergency exit doors must be free and clear at all times.** Main hallway and stairs are to be free and clear of all tables, chairs, or other obstructions. Doorways will not be blocked or operation and pathway hindered in any way. Access to Fire Escape doorway in 2nd Floor Ballroom shall be free and clear at all times. Access to Fire Escape doorway in 3rd Floor Board Room shall be free and clear at all times. Failure to maintain a clear pathways will result in loss of Security Deposit.
8. Renter shall be responsible for all costs incurred for false elevator and/or fire alarms caused by unsupervised children playing in the elevator or pulling a fire alarm. **Children must be supervised at all times.**
9. Renter shall make no alterations to the Room or Rooms or make any other changes without prior written consent of the Owner.
10. Owner's display cases shall not be covered during the term of the rental.
11. Owner's promotional materials must remain in place and displayed, uncovered and unobstructed, and displayed throughout event.
12. Owner's artwork is to remain in place on walls and/or on stands throughout the event.
13. Furniture is to remain in place unless prior **written** permission from Owner has been granted. Large serving table **may not** be moved under any circumstance.
14. Rented tables and chairs may be moved, but not taken down, for cleanup but shall be returned to original location at the end of Rental Term. Tables and chairs **may not** be stacked upon any furniture or tables.
15. If ironing is needed, **only one** (1) iron may be plugged in at a time. Ironing is NOT permitted on tabletops or floors. (An ironing board is available in the kitchen closet for use.)
16. The kitchen is for food service only, no cooking permitted. A maximum of three (3) crockpots or equivalent shall be plugged in at one time, all set to the lowest/warming setting.
17. A vacuum, broom and cleaning wipes are available for use in cleanup. Trash must be removed from building and cans replaced to original location.
18. Drapery on Chamber Theatre stage may not be touched, tied, or held back in any way; nor shall decoration or fixtures be applied, hung, or pinned to these curtains.
19. Light fixtures must remain as-is and uncovered.



**ARIEL-ANN CARSON DATER PERFORMING ARTS CENTER  
8+2 HOUR WEDDING RENTAL CONTRACT**

Renter Name \_\_\_\_\_ Rental Date: \_\_\_\_\_

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## ARIEL-ANN CARSON DATER PERFORMING ARTS CENTER 8+2 HOUR WEDDING RENTAL CONTRACT

Renter Name \_\_\_\_\_ Rental Date: \_\_\_\_\_

### **HOLD-DATE RENTAL DEPOSIT:**

All Rentals require a minimum **Hold-Date Rental Deposit of \$750.00** at the time of executing this Contract. This Deposit shall be applied to total Rental Fees due as a percentage of each line-item as determined by the Owner. **The remainder of Rent will be due 14 business days prior to starting time of the rental.** In event Rental is canceled by the Renter, the Hold-Date Deposit shall be refunded as shown below.

- Cancellation prior to 24 weeks – 100% refund.
- Cancellation between 20 and 24 weeks – 80% refund.
- Cancellation between 16 and 23 weeks – 60% refund.
- Cancellation between 12 and 15 weeks – 30% refund.
- Cancellation within 11 weeks of scheduled rental will forfeit Hold-Date Deposit.

### **RENTAL TERM:**

1. The term of this rental shall start at the date(s) and times as indicated above on Page 1. **Rental will include 2-hour term for rehearsal and 8-hour term on rental date and includes event setup, event, and event cleanup. Hours in addition to this term shall be billed at hourly rate as indicated on Page 2 (no alcohol usage) or Page 4 (alcohol usage).**
2. Rental Time shall begin upon access to the building on the day of rehearsal and day of rental by the Renter or Renter's agents and/or representatives, such as a party-planners, caterers, DJs, etc.
3. Renter shall assure all party planners, caterers, etc., have Owner's and Renter's contact information and is aware of hours of rental. Access to the facility shall be only as set forth herein. **Renter shall coordinate all access and shall accept all charges incurred should Renter's consultants, representative's, and/or contractors require additional access.**

### **OWNER'S PERMANENT FURNISHINGS AND ARTWORK**

1. Permanent Furnishings which may be used without charge during Rental Term include:
  - 3rd Floor Chamber Theatre: Benches around the perimeter of the Chamber Theatre shall remain in place throughout Rental Term. Bench seating can accommodate up to 50 guests.
  - 2nd Floor Banquet Hall: **Large serving table in front of sculpture shall remain in place and may NOT be moved closer or farther from the wall sculpture.** This table may be used for food service. Two (2) smaller round tables are a part of the Ariel's regular furnishings and may be used as drink and/or cake tables. Rope stands in front of wall sculpture may NOT be moved or removed.
2. Sofa, easels, artworks, and other Ariel permanent furnishings may NOT be moved during term of rental.

### **SECURITY & CLEANING DEPOSIT:**

Upon execution of this Rental Agreement the Renter shall deposit a separate check, in the amount of **\$500.00** to be deposited in Owner's general funds and held by the Owner as a Security Deposit for the performance by Renter of the terms of this Rental Agreement. In the event of damage to the venue and/or Owner's property caused by the Renter or Renter's family, guests, agents or visitors, the Owner may use all or a portion of the Security Deposit funds to repair or make good all damages. The Security Deposit may also be used to pay Owner's Representative should Renter's event exceed allotted time as set forth in this Agreement. The Security Deposit may also be used to pay Owner's cleaning staff at a rate of \$20 per man-hour (minimum of \$40) should Renter fail to remove trash and/or clean at the end of Rental term. The Renter remains liable for all damages exceeding the amount of the Security Deposit. Any unused Security Deposit shall be returned to the Renter within thirty (30) business days from end of rental via USPS Mail or Renter pickup. In the event Rental is canceled by the Renter, the full amount of the Security Deposit shall be refunded to the Renter within thirty (30) business days from date of cancellation.

### **FINAL SETTLEMENT OF RENT, DEPOSITS, AND FEES:**

Within ten (10) business days after Rental and upon Owner's inspection of the premises, a final statement will be prepared for the Renter. The Renter will be responsible for any balances due the Owner, payable in 10 days. If Renter is due monies, a check will be sent to Renter, along with any unused Security Deposit within thirty (30) business days.





**ARIEL-ANN CARSON DATER PERFORMING ARTS CENTER  
8+2 HOUR WEDDING RENTAL CONTRACT**

Renter Name \_\_\_\_\_ Rental Date: \_\_\_\_\_

**CONDITION OF PREMISES:**

Renter agrees that Renter has examined the premises at the time of Rental and they are in good order, good repair, safe, clean, and rental condition.

**SURRENDER OF PREMISES:**

At the expiration of the Rental Agreement, Renter shall quit and surrender the premises in as good a state and condition and cleanliness as they were at the commencement of the Rental, reasonable use and wear expected.

**FORFEITURE OF SECURITY DEPOSIT – DEFAULT:**

It is understood and agreed that Renter shall not attempt to apply or deduct any portion of any Security Deposit from any rent or use or apply any such Security Deposit at any time in lieu of payment of rent or other fees incurred. If Renter fails to comply, such Security Deposit shall be forfeited for, but not limited to, the following reasons: 1) failure to return premises to the condition they were when Rental Agreement was signed; 2) trash left in facility when event is over; 3) area(s) not cleaned; 4) leaving alcoholic beverages and/or empty alcoholic beverage containers unattended and/or overnight; 5) using TAPE, nails or tacks in or on walls or wood work; 6) blocking or covering up the hallways, walkways or doorways to any emergency exit which are to remain free and clear at all times, no exceptions; and/or 7) unsupervised guests causing false elevator and/or fire alarm runs.

**GOVERNING LAW:**

This document serves as the whole of the Rental Contract and supersedes any and all verbal agreements made in the past, now, or in the future. All changes to this Contract must be received in writing (and via email) with acknowledgement from both parties in order to be valid. Renter may email info@arieltheatre.org and include "Rental Contract" in the subject line. The Ariel will provide written acknowledgement only to the email address provided on this Contract. It is agreed that this Rental Contract shall be governed by, construed, and enforced in accordance with the laws of the State of Ohio, County of Gallia.

**PAYMENTS**

**TOTAL OF RENTAL FROM PAGE 3 -OR- PAGE 5 ..... = \$ \_\_\_\_\_**

**HOLD-DATE DEPOSIT \$750.00** (This is deducted from total due). [ check # \_\_\_\_\_ ] .. - \$ \_\_\_\_\_

**ESTIMATED BALANCE DUE AT LEAST 14 DAYS PRIOR TO RENTAL DATE ..... = \$ \_\_\_\_\_**

**SECURITY DEPOSIT \$500.00** ..... [ check # \_\_\_\_\_ ] ..... \$ \_\_\_\_\_

**IN WITNESS WHEREOF**, the parties have caused this Rental Agreement to be executed the day and year first and above written.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Ariel Representative Signature

\_\_\_\_\_  
Bride's Signature (if different than Renter)

\_\_\_\_\_  
Groom's Signature (if different than Renter)

**Marquee Sign Information (when rented):** Please print one letter per space below. Leave spaces where necessary. The Ariel will center wording on marquee.
