

Sedona Arts Center

BRING YOUR IMAGINATION TO LIFE!

FACILITY RENTAL AGREEMENT

The Sedona Arts Center (SAC) agrees to rent the following space(s) and/or supplies to

(Renter) _____

Name/Describe event: _____

Contact Person _____

Contact Phone(s) _____

Contact email _____

Address _____

Space(s): ___ CEG ___ N. Classroom ___ S. Classroom ___ Theater Room

___ Sculpture Garden ___ Other _____

Start Date: _____ Event Time: _____

Set up time: _____ End Date and Time: _____

Summary of Rental Costs:	Rental Fee	\$ _____
	Deposit	\$ _____
	Other	\$ _____
	Other	\$ _____
	Due at Signing	\$ _____
	Refundable amount of deposit	\$ _____
	Final cost to Renter	\$ _____

Payment must be returned with this signed agreement at least 30 days prior to SAC **date**.

The following items are included in the rental fee. Please check if needed and indicate how many.

Chairs No. _____

Tables No. _____

Pedestals No. _____

Easels No. _____

Other _____

Sedona Arts Center agrees to provide Renter:

- A clean area.
- Access to the area for the duration of the above agreed upon event.
- Basic maintenance.
- Space on SAC premises to place fliers about event.
- Exhibition inclusion in SAC First Friday Press Release, and Sedona Gallery Assn.
- Press Release for exhibitions in Community Exhibition Gallery.

Renter Agrees to:

- Abide by the dates, times and project outlined in this agreement and the approved CEG Application.
- Provide to SAC responsible contact person/information for problems during event.
- Assure that event is staffed by responsible Renter contact.
- Submit signed Rental Agreement to the Sedona Arts Center, PO Box 569, Sedona, AZ 86339, 30 days prior to date of event.
- Provide proof of liability insurance (attached to the agreement) in the amount of \$1,000,000 naming Sedona Arts Center as additional insured for any and all liability by reason of renting the space.
- Respect and protect the property of the Sedona Arts Center and its grounds.
- Be responsible for opening and securing space each time CEG is used. Turn lights off when CEG is not being used.
- Be respectful of classes in session during time CEG is being used.
- Handle all sales transactions; any tax liability is the sole responsibility of the Renter.
- Provide insurance on artwork and any item used as part of the event, if deemed necessary by Renter. SAC will not provide insurance for any items related to Renter’s event.
- Leave space in the same condition in which it was rented.
- Present and receive approval from Marketing Director of Sedona Arts Center for use of any marketing materials, including press releases, ads, flyers, signs, posters, etc.
- Oversee parking area to ensure that patrons are parking in approved areas (please see Sedona Arts Center staff for parking information). Parking is not available for large groups.

Additional: _____

General Terms:

SAC reserves the right to refuse to schedule or to cancel any exhibition for any reason that might place SAC in jeopardy socially, physically or legally.

Release:

I hereby release and discharge SAC, their staff, volunteers, directors, and all sponsoring organizations and their directors, from any responsibility, personal liability, claims, loss or damage arising out of rental of this space. I agree to abide by all of the above rules and guidelines set forth by this agreement, and understand failure to do so could result in my removal from the space. I understand that this agreement must be signed by both parties and be accompanied by payment and proof of liability insurance (as outlined above) in order to be a completed agreement. I understand and accept the above terms.

Renter Signature

Date

SAC Representative Signature

Date

I have enclosed: Payment Signed agreement Proof of Insurance

Please mail all of the above to the Sedona Arts Center, PO Box 569, Sedona, AZ 86339.
For additional information, please call 928-282-3809.